Board of Education Regular Meeting
Monday, June 14, 2021 7:30 PM
Conference Room at the Southern Valley
Schools Junior/Senior High School Building,
Oxford, Nebraska
43739 Hwy 89
Oxford, NE 68967

1. OPENING
    1.1. Call Meeting to Order
    1.2. Pledge of Allegiance
    1.3. Roll Call
    1.4. Excuse Absent Board Members
    1.5. Acknowledge Posted Open Meeting Act
2. CONSENT AGENDA
    2.1. Publication of Notice Verification
    2.2. Notes Regarding Agenda/Additions
    2.3. Approval of Agenda
    2.4. Approval of Prior Minutes
    2.5. Committee Reports
    2.6. Financial/Expenditure Reports
3. RECOGNITION OF VISITORS
    3.1. Public Comment
4. DISCUSSION ITEMS
    4.1. First National Bank Presentation
    4.2. PK-6 Principal's Report

4.3. 7-12 Principal's Report

4.4. AD Report

4.5. Superintendent's Report

4.6. Pre-School Playground

4.7. Policy Updates for 2021-2022

5. BUSINESS ITEMS

5.1. Approval of Claims

5.1.1. General Fund Checks for Approval

5.1.2. Nutrition Fund Checks for Approval

5.1.3. Activity Fund Checks for Approval

5.1.4. Building Fund Checks for Approval

5.1.5. Bond Fund Checks for Approval

5.1.6. QCPUF Checks for Approval

5.2. Mimio Boards

5.3. Glycol Replacement

5.4. Student Handbook

5.5. Activity Handbook

5.6. Teacher's Handbook

5.7. Non-Certified Handbook

5.8. Use FNB Budget Analysis and Workshop service

5.9. Executive Session

6. NEXT MEETING

7. MOTION TO ADJOURN

Board of Education Meeting
May 10th, 2021 8:00 PM
Conference Room at the Southern Valley Schools Junior/Senior High School Building,
Oxford, Nebraska

The regular meeting of the Southern Valley Board of Education was called to order by President Ryan Hunt at 8:00 pm. The roll was called and the following members were present: Todd Brown, Craig Baily, Steve Hunt, Mike Taylor and Mike Stalder. Members absent: None. Others present: Superintendent Bryce Jorgenson, Secondary Principal Jeff Linden, Elementary Principal Mark Grove and Activities Director Brandon Marquez.

The Board of Education makes available a current copy of the Open Meetings Act accessible to members of the public. The Open Meetings Act is also posted in the conference room. Notice of the meeting was given in advance by posting in accordance with the Board of Education approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in the posted notice and a current copy of the agenda was maintained as stated in the posted notice.

All members and public recited the Pledge of Allegiance.

Motion to approve the consent agenda passed with a motion by Steve Hunt and a second by Craig Baily.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Time was allowed for public comment. No Public Comment.

Elementary Principal, Mark Grove, informed the board that NSCAS Testing has been completed and there are only a few that need to complete their MAPs testing, all elementary kids visited the FFA Barnyard that was held at Southern Valley, the Kindergarten class went on a field trip to the dairy and the 2nd Grade went on a field trip to the Kearney Archway. There was also some discussion on Summer School being on Tuesdays and Thursday in the June.

Upcoming Elementary Events:
May 10th - No School
May 11th - 3rd Grade Field Trip to the Hastings Museum
May 12th - Elementary Field Day
May 13th – Preschool Promotion - 2:30
May 14th - 1st Grade Field trip to the Harlan County Dam and 6th Grade Field Trip to the Edgerton Explorit Center in Aurora then on to Lincoln to the Capital Building
May 17th - 6th Grade High School Tour and Promotion Practice
May 18th - Last Day for Students, Award Day 9:30, and 6th Promotion
May 19th - Teacher Workday and Checkout
May 25th - Report Cards will go out.

Secondary Principal, Jeff Linden, updated the board that all NSCAS testing is completed and spring NWEA (MAPS) testing is almost finished. The data will be compared to the fall testing to check each students' growth in each area. Last week we got to celebrate our teachers and staff by providing lunch from Donovan's Smoked BBQ food truck for teacher appreciation week. Mr. Norton's Weights/PE and Coach Norton will be helping Coach Becker rearrange the weight room for the athletic department's new vision.

Mrs. Dannehl's FCS department was the recipient of federal Perkins grants for the purchase of new equipment to enhance the curriculum in Child Development and Sr. Life Skills.
Mrs. Krejdl's seniors in the Consumer Math class utilized a checking account simulation where they learned how to maintain a checking account. Students also became quite proficient in figuring out how to make change and count it back.

Upcoming Events:
May 18th - Students last day
May 19th - overview of NEE (our new evaluation tool) as well as EduClimber training which will be our data warehouse and will help immensely with our MTSS process
May 24th- 25th - the administration team will be training with NEE
May 27th - the MTSS team will be developing MTSS problem solving rubrics that are specialized to the Southern Valley with NDE for the 2021-2022 school year

Activities Director, Brandon Marquez, recognized the following:
State Journalism: Advertising: Ashton Kirkendall—5th place and Shelby Rickert—State Runner Up
Newspaper Column Writing: Elizabeth Meyers—6th Place
Editorial Cartooning: Ashley Marcum—8th Place and Shae Mitchell—3rd Place
Editorial Writing: Ashley Marcum—8th Place
Entertainment Review Writing: Gabe Grove—7th Place
Headline Writing: Keira Wasenius—State Runner Up
Newspaper News Writing: Ann Bose—8th Place, Camden Wright—6th Place, and Reagan Bennett—4th Place,
Newspaper Sports Feature Writing: Gabe Grove—8th Place and Lucrecia Noel—6th Place
Yearbook Feature Writing: Camden Wright—6th Place
Yearbook Theme Copy Writing: Graysen Langdale—7th Place
Information Graphic: Shelby Rickert—5th Place and Shae Mitchell—3rd Place
In-depth—Newspaper Coverage: State Champions--Reagan Bennett, Alisha Bock, Abree Karash, Ashton Kirkendall, and Shelby Rickert
Newspaper Layout: Trinity Bantam—5th Place and Shelby Rickert—3rd Place
Photo/Artistic Illustration: Graysen Langdale—5th Place, Elizabeth Meyers—4th Place and Shelby Rickert—3rd Place
News Feature Photography: Carlyn Stephen—8th Place and Elizabeth Meyers—7th Place
Broadcast News Story: Trinity Bantam and Lily Holste—6th Place
Broadcast Sports Story: Rylee Smith and Ashley Marcum—4th Place
Broadcast Feature Story: Camden Wright and Keira Wasenius—4th Place
Broadcast Public Service Announcement: Celia Zetterberg—8th Place

Congrats to Brody Yant for breaking the career free throw record with 204 free throws made.
Congrats to SV Junior Shooters for a great season

Journalism State Runner-up for the second year in a row
Art Department has a 3D pen that the students are having fun learning to use
SV 1st Annual Activities Fair a huge success.
District Music & 5th-6th Honor Band was held at SV
FFA plant sales are going well
FCCLA having their fun night
Boys Golf and Track getting better every meet
Summer schedules are being finalized as coaches are working on rotation and programming right now. District Track @ Thayer Central (Hebron) on May 13th and State Track @ Burke on May 21st & 22nd District Golf @ Bertrand on May 17th and State Golf @ North Platte on the 26th & 27th.
Coaches have worked on lettering protocol so we are consistent and will be passed out with the handbook.

Superintendent, Bryce Jorgenson, updated the board on summer projects, legislative discussions and what qualifies for using the COVID Relief grant money.

The proposed changes to the current drug policy were highlighted and discussed with Mr. Jorgenson giving a first reading. The policy will be approved by the board at a later date.

There was discussion on proceeding with a Preschool – First Grade playground being added. There will be three bids obtained with the budget being $120,000. Some of the teachers have given input on what the playground needs to have, such as a solid surface for tricycles, shade, etc. as well as things that it should not have.

Southern Valley will be doing all of the RPAC medals and awards for the 2021-2022 and 2022-2023 school years and will be using the engraving machine to do some of this work. There will be a transfer from the General Fund of $5,000 to order the supplies. This will then be reimbursed as they start making money.

Motion to approve the bills of the General Fund, Nutrition Fund and Activity Fund Claims provided by the administration passed with a motion by Steve Hunt and a second by Mike Taylor.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to approve the changing of the well for the practice football field to a submersible pump passed with a motion by Mike Taylor and a second by Mike Stalder.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to approve the purchase of a water reel passed with a motion by Mike Stalder and a second by Steve Hunt.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to approve upgrading the elementary loop pump passed with a motion by Steve Hunt and a second by Craig Baily.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to approve the building of a six-bay bus barn passed with a motion by Craig Baily and a second by Mike Taylor.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes

Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

Motion to approve the following signers and the removal of Lindin Quinn at South Central State Bank for the following accounts: **General Fund**-Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **Nutrition Fund**-Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **Activity Fund** -Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **QCPUF Fund**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **Cafeteria 125**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **Depreciation Fund**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **General Clearing**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **General Special**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **Sinking Fund**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. **Bond Fund**- Ryan Hunt, Todd Brown, Steve Hunt, Craig Baily, Mike Taylor, Mike Stalder, Bryce Jorgenson and Stacey Shafer. Approval passed with a motion by Steve Hunt and a second by Todd Brown.
Craig Baily Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

Motion to approve access and signers at South Central State Bank for the Cash Management system for Bryce Jorgenson and Stacey Shafer passed with a motion by Craig Baily and a second by Steve Hunt.
Craig Baily Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

Motion to approve the resignation of Jessie Thalheim effective at the end of the 2020-2021 school year passed with a motion by Steve Hunt and a second by Craig Baily.
Craig Baily Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

Motion to approve offering a teaching contract for the Science position to Marjorie Damitog for the 2021-2022 school year passed with a motion by Mike Stalder and a second by Todd Brown.
Craig Baily Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Mike Taylor Yes
Mike Stalder Yes

The next regular meeting is scheduled for June 14th, 2021 at 7:30pm.

Motion to go into executive session at 10:30pm, to discuss principal and non-certified salaries, necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual, in the compliance of the law, passed with a motion by Craig Baily and a second by Steve Hunt.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Board came out of executive session at 11:45pm.

Motion to approve an increase of $2,500 in the annual salary for Mark Grove was passed with a motion by Craig Baily and a second by Mike Stalder.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to approve an increase of $2,500 in the annual salary for Jeff Linden was passed with a motion by Steve Hunt and a second by Todd Brown.

Craig Baily	No
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to have the salary of Brandon Marquez remain the same passed with a motion by Craig Baily and a second by Steve Hunt.

Craig Baily	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Motion to approve a 2.5% increase in the annual salary for non-certified staff was passed with a motion by Ryan Hunt and a second by Steve Hunt.

Craig Baily	No
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Mike Taylor	Yes
Mike Stalder	Yes

Meeting adjourned at 11:57pm.

Dated this 11th day of May 2021.

FURNAS COUNTY SCHOOL DISTRICT #540
A/K/A SOUTHERN VALLEY SCHOOLS
BY: Ryan Hunt, PRESIDENT

ATTEST: Stacey Shafer, Recording Secretary

Expenditure Report by Function/Object - Summary

06/14/2021 09:25 AM

User ID: BRJ

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,671,900.00	0.00	2,573,955.11	70.56	1,097,944.89	17,104.31	0.00	1,080,840.58
1160	PROVERTY PROGRAMS	360,000.00	0.00	249,744.68	69.37	110,255.32	0.00	0.00	110,255.32
1190	EARLY CHILDHOOD ED PROGRAMS	0.00	0.00	223.54	0.00	(223.54)	122.03	0.00	(345.57)
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	566,000.00	0.00	424,911.66	76.61	141,088.34	8,674.15	0.00	132,414.19
1291	SPED PROGRAM EXPENSE- 3-5	5,500.00	0.00	1,100.00	46.00	4,400.00	1,430.00	0.00	2,970.00
1292	SPED PROGRAM EXPENSE- BIRTH-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL	6,000.00	0.00	0.00	6.77	6,000.00	406.40	0.00	5,593.60
2120	GUIDANCE SERVICES	143,500.00	27.62	103,068.99	72.82	40,431.01	1,421.75	0.00	39,009.26
2130	HEALTH SERVICES	100,000.00	0.00	49,317.18	50.96	50,682.82	1,642.99	0.00	49,039.83
2141	SPED PSYCHOLOGICAL SERVICES	112,000.00	0.00	58,472.06	52.46	53,527.94	278.55	0.00	53,249.39
2143	SPED PSYCHOLOGICAL SERVICES 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2151	SPED SPEECH THERAPY	110,000.00	0.00	76,051.52	79.07	33,948.48	10,926.42	0.00	23,022.06
2152	SPED SPEECH THERAPY- 3-5	40,000.00	0.00	2,712.87	10.58	37,287.13	1,519.59	0.00	35,767.54
2153	SPED SPEECH THERAPY- BIRTH-2	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
2161	OCCUPATIONAL THERAPY- SPED SCHOOL AGE	35,000.00	0.00	35,027.42	109.06	(27.42)	3,142.82	0.00	(3,170.24)
2162	OCCUPATIONAL THERAPY- SPED 3-5	15,500.00	0.00	10,318.81	70.62	5,181.19	627.77	0.00	4,553.42
2163	OCCUPATIONAL THERAPY- SPED BIRTH-2	5,000.00	0.00	2,256.59	48.15	2,743.41	150.75	0.00	2,592.66
2171	PHYSICAL THERAPY- SPED SCHOOL AGE	10,000.00	0.00	2,305.93	23.82	7,694.07	76.56	0.00	7,617.51
2172	PHYSICAL THERAPY- SPED 3-5	5,000.00	0.00	385.97	9.59	4,614.03	93.68	0.00	4,520.35
2173	PHYSICAL THERAPY- SPED BIRTH- 2	2,000.00	0.00	307.28	19.63	1,692.72	85.28	0.00	1,607.44
2220	LIBRARY MEDIA SERVICES	34,300.00	0.00	13,815.78	40.93	20,484.22	221.61	0.00	20,262.61
2230	INSTRUCTION RELATED TECHNOLOGY	0.00	0.00	37,210.35	0.00	(37,210.35)	170.00	0.00	(37,380.35)
2310	BOARD OF EDUCATION	229,250.00	0.00	184,123.92	80.43	45,126.08	265.86	0.00	44,860.22
2320	EXECUTIVE ADMINISTRATION	185,600.00	0.00	135,213.63	72.96	50,386.37	208.62	0.00	50,177.75
2330	DISTRICT LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2410	OFFICE OF THE PRINCIPAL	498,300.00	0.00	354,785.28	71.23	143,514.72	163.66	0.00	143,351.06
2510	GENERAL ADMIN-BUSINESS SERVICE	93,000.00	0.00	33,545.34	37.88	59,454.66	1,681.47	0.00	57,773.19
2530	PRINTING, PUBLISHISHING & DUPLICATING	0.00	0.00	12,273.65	0.00	(12,273.65)	0.00	0.00	(12,273.65)
2610	OPERATION OF BUILDINGS	683,750.00	0.00	489,186.20	74.21	194,563.80	18,258.60	0.00	176,305.20
2620	MAINTENANCE OF BUILDINGS	109,500.00	0.00	67,674.77	64.65	41,825.23	3,116.88	0.00	38,708.35
2630	UPKEEP OF GROUNDS	0.00	0.00	23,189.12	0.00	(23,189.12)	10,685.42	0.00	(33,874.54)
2710	REGULAR PUPIL TRANSPORTATION	374,500.00	0.00	298,986.89	83.11	75,513.11	12,265.66	0.00	63,247.45
2712	SPED TRANSPORTATION- SCHOOL AGE	20,500.00	0.00	2,545.72	12.42	17,954.28	0.00	0.00	17,954.28
2713	SPED TRANSPORTATION- 3-5	2,000.00	0.00	93.22	4.66	1,906.78	0.00	0.00	1,906.78
2730	VEHICLE SERVICING & MAINTENANCE	0.00	0.00	6,352.60	0.00	(6,352.60)	0.00	0.00	(6,352.60)
2900	OTHER PUPIL SUPPORT SERVICES	237,850.00	0.00	169,032.52	71.07	68,817.48	0.00	0.00	68,817.48
3535	HAL	5,000.00	0.00	2,272.00	90.88	2,728.00	2,272.00	0.00	456.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE I, PART A NCLB IMPROV THE ACADEM	174,500.00	0.00	127,513.20	73.07	46,986.80	0.00	0.00	46,986.80
6403	IDEA PART B(611) BASE ALLOC-SCHOOL AGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
6406	IDEA PRESCHOOL(619) BASE ALLOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6408	IDEA PART B (611) Base and Enrollment	93,000.00	0.00	0.00	0.00	93,000.00	0.00	0.00	93,000.00
6410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	12,000.00	0.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00
8000	TRANSFERS (OUTGOING)	200,000.00	0.00	155,000.00	77.50	45,000.00	0.00	0.00	45,000.00
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	8,148,450.00	27.62	5,702,973.80	71.18	2,445,476.20	97,012.83	0.00	2,348,463.37

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02	DEPRECIATION FUND								
2620	MAINTENANCE OF BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2680	OPERATION &MAINTENANCE OF PLANT-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710	REGULAR PUPIL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2900	OTHER PUPIL SUPPORT SERVICES	480,708.00	0.00	0.00	5.20	480,708.00	24,999.04	0.00	455,708.96
02	DEPRECIATION FUND	480,708.00	0.00	0.00	5.20	480,708.00	24,999.04	0.00	455,708.96

Expenditure Report by Function/Object - Summary

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05	ACTIVITY FUND								
2900	OTHER PUPIL SUPPORT SERVICES	425,000.00	(3,628.83)	238,507.09	56.12	186,492.91	0.00	0.00	186,492.91
05	ACTIVITY FUND	425,000.00	(3,628.83)	238,507.09	56.12	186,492.91	0.00	0.00	186,492.91

Expenditure Report by Function/Object - Summary

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Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	NUTRITION FUND								
3100	FOOD SERVICE OPERATIONS	365,000.00	3,118.81	295,737.13	81.02	69,262.87	0.00	0.00	69,262.87
06	NUTRITION FUND	365,000.00	3,118.81	295,737.13	81.02	69,262.87	0.00	0.00	69,262.87

Expenditure Report by Function/Object - Summary

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
07	BOND FUND								
5000	DEBT SERVICES	522,630.00	38,900.00	38,900.00	7.44	483,730.00	0.00	0.00	483,730.00
07	BOND FUND	522,630.00	38,900.00	38,900.00	7.44	483,730.00	0.00	0.00	483,730.00

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
08	BUILDING FUND								
2610	OPERATION OF BUILDINGS	25,000.00	0.00	41,399.25	165.60	(16,399.25)	0.00	0.00	(16,399.25)
2620	MAINTENANCE OF BUILDINGS	0.00	0.00	26,138.50	0.00	(26,138.50)	0.00	0.00	(26,138.50)
2660	SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200	LAND IMPROVEMENT	517,257.00	0.00	0.00	0.00	517,257.00	0.00	0.00	517,257.00
4500	BUILDING ACQUISTION & CONSTRUCTION	0.00	0.00	102,388.00	0.00	(102,388.00)	0.00	0.00	(102,388.00)
4600	SITE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	BUILDING IMPROVEMENTS	312,000.00	0.00	310,500.00	99.52	1,500.00	0.00	0.00	1,500.00
4900	OTHER FEDERAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	25,000.00	85,000.00	105,594.61	422.38	(80,594.61)	0.00	0.00	(80,594.61)
08	BUILDING FUND	879,257.00	85,000.00	586,020.36	66.65	293,236.64	0.00	0.00	293,236.64

Expenditure Report by Function/Object - Summary

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
09	QCPUF FUND								
5000	DEBT SERVICES	95,350.00	0.00	0.00	0.00	95,350.00	0.00	0.00	95,350.00
09	QCPUF FUND	95,350.00	0.00	0.00	0.00	95,350.00	0.00	0.00	95,350.00

Expenditure Report by Function/Object - Summary

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	10,916,395.00	123,417.60	6,862,138.38	63.98	4,054,256.62	122,011.87	0.00	3,932,244.75

June 21 Board Meeting

Dexter will be moving to HS PE and Madi Gilg will be teaching Elem PE for the 2021-22 School Year. Renae Brooks will be the Head Title Teacher. 4th and 5th will be single classrooms. Mrs. Ellis and Mrs. Wendland are going to split Math and Reading. Several paras will be moving positions.

Summer School had 68 sign up but we are only averaging 45 after 4 sessions. Part of that is because of 31 this past Thursday. Otherwise we are in the Upper 40 or lower 50's the other 3 days. Camps have played a big part in the lower numbers.

The Custodial staff has the North (6th grade and Specials) and South (PreK-1st) hallways done.

7-12 Principal Report for June Board Meeting 2021

Summer is here and there is a lot going on and we are thankful that we are focusing on our next steps on school improvement over the summer months as well as getting some much needed family time!

1). The NEE training went very well on May 24th and 25th. All administrators went through the training and we will do a more robust training with all teachers and staff on August 12th, 2021.

2). The time spent with Claudine from NDE on May 27th gave us a really good in depth perspective on how we are going to improve the MTSS process for the whole district. I would like to thank my intern, Rebecca Jorgenson, for helping in the process and designing the website and helping to create documents that will be a part of the MTSS improvement process.

3). Will be doing PBIS training on June 16th and Educlimber training on June 28th-29th.

4). Administrator days will be from July 27th-30th in Kearney.

5). Finally, I would like to take the time to say thank you to Sharon Lanham, Zach Nathan, Kaitlin Nathan, Russell Norton, Jessie Thalheim, and Lindin Quinn for their service to the Southern Valley School District. I appreciate all their hard work and wish them all the best in their retirement and new adventures waiting for them, SV Nation will miss you!

Go Eagles!

June 2021 Activities Director Report

Recognition:

1. Congrats to all track members and golf members for a great season
2. Congrats to Brianna Quinn, Clayton Berry, & Brianna Russell on qualifying for State Track.
3. Congrats Clayton Berry on winning a medal in every event he participated in at the State Track Meet and for breaking the school long jump record.
4. Congrats to Brianna Russell for winning a medal in the high jump at State Track and for breaking her own school record.
5. Congrats to Colton Burgeson for qualifying for the State Golf Meet
6. Congrats to Cauy Preitauer for qualifying for State High School Rodeo Finals in Team Roping.
7. Congrats to Aubry Brown for participating in the Masonic All Star Marching Band

Activities:

1. FFA had their COLT Leadership Training a couple weeks ago and it went very well.
2. Everything scheduled and on the school calendar for the 2021-22 School year for the things we are aware of at this point.

Athletics:

1. Summer workouts underway we have good numbers so far and great participation from our coaches.
2. Many students have already been to team camps and many more in the coming weeks.
3. Everything scheduled and on the school calendar for the 2021-22 School year for the things we are aware of at this point.
4. New things we are working on: Southern Valley HS Track Meet starting in 2023 & Junior High Wrestling Invite in 2021. We already have many teams coming to this including some big schools.

Superintendent Report
June Board Meeting
June 14, 2021

1. Attended NASB School Law Conference
    a. Passed Laws
    b. Changes to Open Meetings Act
    c. Policy Updates
2. Full Time Sub
3. Alfalfa Field
4. Girls Wrestling
5. ESSERS II Money
6. ESSERS III
7. 2021-2022 Budget

PROPOSAL #:905-140437-1

SOUTHERN VALLEY SCHOOLS

Burke
PLAY THAT MOVES YOU.
BCIBURKE.COM • 800.266.1250

Creative Sites
PLAY ENVIRONMENTS

PROPOSAL #:905-140437-1

SOUTHERN VALLEY SCHOOLS

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Creative Sites
PLAY ENVIRONMENTS

QUOTATION

Creative Sites, LLC
11506 Pierce Street
Omaha, Ne 68144
402-614-4606

DATE: May 20, 2021

Customer: **Southern Valley Schools**
Attn: Bryce Jorgenson
48739 NE-89
Oxford, Ne 68967

Project: **Early Childhood Playground Improvements**
Turf Option

BCI Burke Equipment:

Nucleus Play Structure for ages 2-5, Playensemble	$ 75,350.00
Novo Arc Benches	$ 1,500.00
Step Spot Pods	$ 596.00
Less Burke Matching Funds Discount	$-35,414.00
Freight	$ 4,650.00
Equipment Total	$ 46,682.00

Ecoturf Surfacing:

2,515sf Poured Rubber Surface or Turf	$ 29,914.00
Installation:	$ 52,344.00
Project Total	$128,940.00

Options:

Playhouse	$ 4,900
Trike Path Signs	$ 513
Daisy Spinner	$ 635
KidForce Spinner	$ 700
Gas Station	$ 1,100

****Pricing is good through 12/20/21.**
****Payment of equipment is required with order to receive Burke matching funds.**
****Terms are net 30 after project is complete.**
****Sales tax is not included.**

Thank you for the opportunity to bid on your project.

_____	**_____**
Julie Kutilek	**Accepted by**
Creative Sites, LLC	

QUOTATION

Creative Sites, LLC
11506 Pierce Street
Omaha, Ne 68144
402-614-4606

DATE: May 20, 2021

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Playhouse	$ 4,900.00
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Daisy Spinner	$ 635.00
KidForce Spinner	$ 700.00
Gas Station	$ 1,100.00
Less Burke Matching Funds Discount	$-35,414.00
Freight	$ 4,650.00
Equipment Total	$ 54,530.00

Installation:	**$ 55,800.00**
Engineered Wood Fiber w/ 600sf Poured Rubber Allowance	
Project Total	$110,330.00

****Pricing is good through 12/20/21.**
****Payment of equipment is required with order to receive Burke matching funds.**
****Terms are net 30 after project is complete.**
****Sales tax is not included.**

Thank you for the opportunity to bid on your project.

_____	_____
Julie Kutilek	**Accepted by**
Creative Sites, LLC	

Southern Valley Schools

May 17, 2021

Bryce Jorgensen
Southern Valley Schools
48739 NE-89
Oxford, NE 68967

Dear Bryce Jorgensen:

Creative Sites, LLC is delighted to provide Southern Valley Schools with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Creative Sites, LLC is confident that this proposal will satisfy Southern Valley Schools' functional, environmental, and safety requirements - and most importantly, bring joy and excitement to the children and families directly benefiting from your new playground.

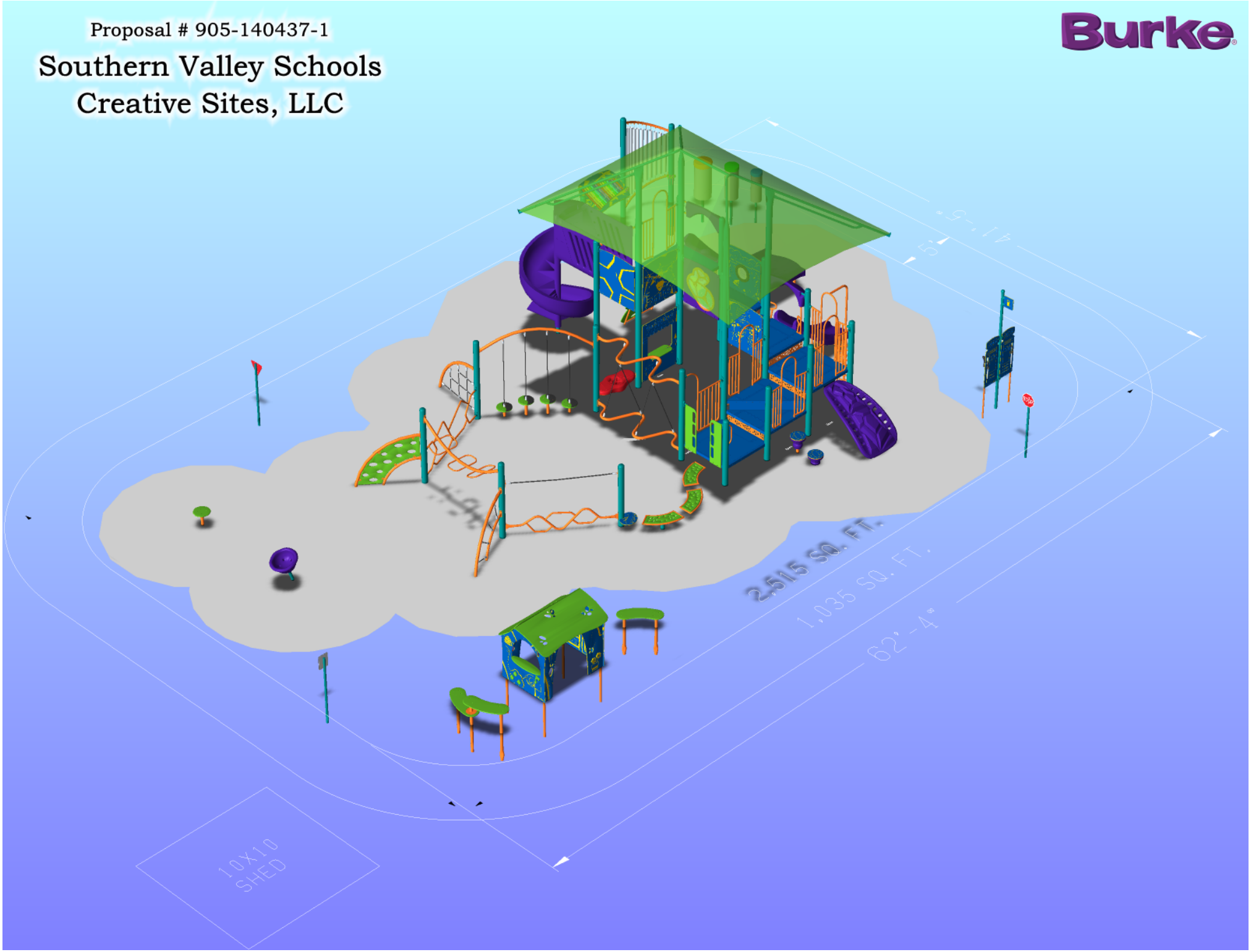
You have our personal commitment to support this project and your organization in every manner possible. We look forward to continuing to develop a long-standing relationship with Southern Valley Schools. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

Julie Kutilek
Creative Sites, LLC
11506 Pierce St
Omaha, NE 68144

Proposal # 905-140437-1

Southern Valley Schools
Creative Sites, LLC



PLAY THAT MOVES YOU®

At Burke, movement is our mantra. It drives our purpose and ignites our passion to bring the best in playground design and the most innovative, developmentally rich play, outdoor fitness and recreation products. Our research and testing push us to create new and unique ways to challenge children, families, schools, communities, teams and individuals to move, to grow and to play. Play fosters opportunities for connection between generations and with our peers, provides growth and togetherness and moves us in so many ways. Join Our Movement® and experience the many ways play can move you.

PLAY FOR HEALTH

Movement is life and is one of the most important aspects in overall health and wellness for people of all ages and abilities. Burke has playground and fitness offerings that engage everyone in all stages of life to move. Our Nucleus® and Intensity® playgrounds feature a fusion of play that helps children engage in active play throughout the day for enhanced growth and developmental opportunities. ELEVATE® Fitness Course brings obstacle course fitness to a whole new level and is poised to engage children 5-12, teenagers and adults. ACTIVATE® Fitness Circuit and INVIGORATE® Dynamic Fitness are a great way to add events to a fitness trail or create a space for outdoor exercise. Our variety of fitness equipment will meet you where you are in your fitness journey and challenge you to be more.

PLAY FOR YOUR MIND

Playful experiences are learning experiences and children at play are developing a wide-variety of skills that range from problem solving and cognitive planning to memory and self-regulation. Each and every time a child plays they are contributing positively to their cognitive development and setting themselves up for future success.

PLAY FOR CONNECTION

Play provides us with common experiences, shared laughter and true connection. It brings communities together and helps us return to the simplicity of basic human connection and kindness. Parks and recreation spaces are critical because they lay the groundwork for the intergenerational engagement, interaction and development we all seek. Products such as Novo® Playful Furniture, with interesting pieces that can be used in a variety of ways, foster those opportunities by creating a space where everyone can interact and play together in their own way. The Konnection® Swing revolutionizes connection by promoting face-to-face connections and playing together. Every person of every age and ability brings their own unique experiences that enhance the collective and moves us all through play.

PLAY FOR MOTION

Motion play creates a childhood experience like no other by creating movement for children of all abilities and providing developmental benefits, including increased spatial awareness, inner ear stimulation and balance. Motion can be a source of calm for children with sensory processing differences while providing delight and excitement for children of all ages.

PLAY FOR DEVELOPMENT

Play is the work of childhood and helps children express themselves, monitor their emotions and develop a sense of identity that fuels their self-esteem and shapes their world view. Creating environments that foster this growth is at the heart of what we do at Burke and helps to teach resiliency and perseverance, all skills that transcend the playground and help children to develop into successful and healthy adults.

WORK THAT MOVES US

Our mission is simple – to bring Play That Moves You® to communities around the world. This mission drives us each and every day to innovate the best in play, playgrounds, recreation and outdoor fitness equipment that help everyone find the best of themselves through play. We are passionate about our legacy of customer service and craftsmanship while looking to the future and always striving to be better.

At Burke, play inspires us to create a community of people that are invested in growth, aren't afraid to commit to positive change and seek to enrich and enhance the lives of the people in communities where we serve and live. Researching, innovating and creating products that help communities and people grow and thrive is the core of our purpose. In our own community, we partner with organizations such as the YMCA and Boys and Girls Club of Fond du Lac and we support, on a larger scale, organizations, municipalities, schools, churches and associations to Join Our Movement® and help let play lead the way for change. This is work that moves us and we hope the results move you.

HANDCRAFTED IN AMERICA'S HEARTLAND

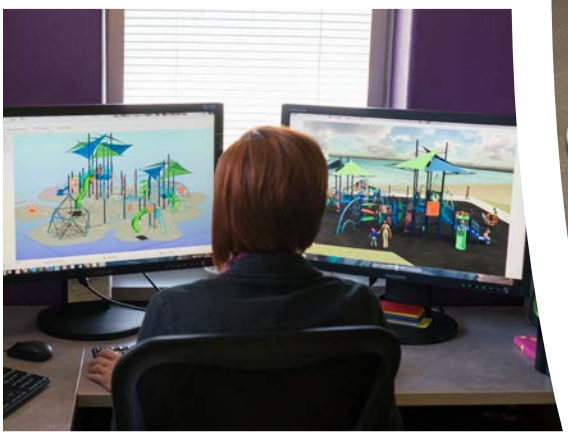
Walk through our Fond du Lac, WI manufacturing facility and you will see playgrounds coming to life through the hands of our people. In the age of assembly lines, we work to combine efficiency with a personal touch that makes every playground special. Bringing quality playgrounds to communities like yours is Work That Moves Us, and we hope the playgrounds we make move you too.

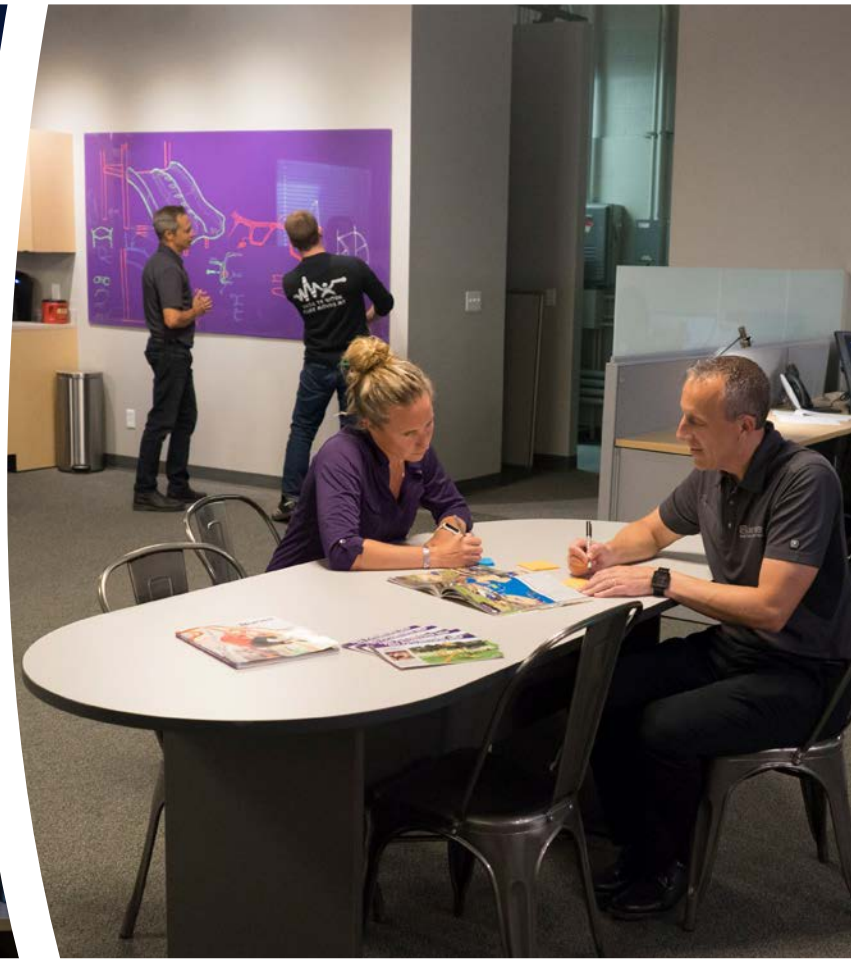
SUPERIOR SERVICE

Customer Service is a hallmark of Burke and we take pride in the fact that when you call, we answer. We have factory-direct customer service representatives that are available to answer questions, help with replacement parts or field inquiries about installations.

YOUR BURKE REPRESENTATIVE

We as Burke Representatives are passionate about bringing play to your community and helping you design your perfect play environment! We are knowledgeable and experienced about the entire playground process from site evaluation to design to maintenance and will work with you beyond installation to make sure your playground is, and remains, all you dreamed!





BURKE'S HISTORY

MORE THAN A CENTURY OF PLAY

Guided by our legacy of innovation, customer service and creativity, we are making the very best and most innovative playground, outdoor fitness and recreation products in our history! Our founder J.E. Burke set the course more than a century ago and we're taking his vision and making it even bigger! Through research, analysis and continuous improvement, we're designing products and playspaces that bring Play That Moves You® to communities for more fun, movement, engagement and development! Play is our passion, our mission and our business and we can't wait for you to Join Our Movement.

BURKE BUILT QUALITY

Discover the value of investing in a Burke Playground:

KOREKONNECT® DIRECT-BOLT CLAMP SYSTEM:

Nucleus® features our Industry-leading KoreKonnect direct-bolt clamp system resulting in the strongest and most accurate connection system ever. Factory located connection points make for easy, precise installation and an error-free fit. Best of all, KoreKonnect is covered for 100 years under our non-prorated Generations Warranty®.

DIRECT-BOLT CONNECTION SYSTEM:

Intensity®, ELEVATE® Fitness Course, ACTIVATE® Fitness Circuit and Synergy® feature Burke's trusted direct-bolt connection that uses a durable, straightforward direct-bolt system to ensure a trouble-free installation and provide the necessary strength to accommodate the demands of playing children. Like our KoreKonnect system, Direct-Bolt connections are covered for 100 years under our Generations Warranty.

EZKONNECT® DECK MOUNTING SYSTEM:

Our exclusive self-leveling deck attachment and factory CNC construction allows for faster and more precise location of decks during installation. The 2-bolt per corner deck attachment increases overall structure strength and stability.

PLATFORMS:

Burke's oversized non-slip platforms are constructed of heavy-duty punched steel that can support more than 2 tons. Our vinyl coating is California compliant, free of lead and other hazardous heavy metals.

TAMPER-RESISTANT STAINLESS STEEL HARDWARE:

All hardware is covered for 100 years under our Generations Warranty.

PREMIUM POWDER COATINGS:

Our industry-leading powder coatings and finishes prevent fading, last longer and deter rust. We also offer a "coastal package" powder coat system. This special powder coat system for metal components and upright posts will provide additional corrosion and chemical protection along with added longevity to the color and gloss retention of the powder coated parts. Contact your Burke Representative for more information on colors, price and warranty.

COMPOUND PLASTICS WITH UV-20:

You'll get long wear and bright, vibrant colors that hold up for years thanks to our thick, durable rotomolded plastics with UV-20 protection. This is why we can cover them for 15 years under our non-prorated Generations Warranty.

CLIMBING CABLES:

Our climbing cables are flexible enough to provide movement, yet strong enough to last. Our ropes are made from 6 polyester cords with steel reinforcement wrapped around a synthetic fiber core. Each cord contains 8 galvanized steel strands tightly covered with polyester multi-fibers. Our RopeVenture® cables consist of 6 strands, each containing 24 stainless steel reinforcing strands within a nylon sleeve, wrapped around a solid nylon core.

ALUMINUM CONNECTORS:

Swivel connectors at the end of our ropes allow assembly at any angle with no unwanted twists in the net. The aluminum fittings used to secure the joints are swaged in place to prevent any movement between the rope and fittings that could cause wear.

FREE RESOURCES

NPPS SAFETY KIT

Burke truly gives you the most value for your money. As part of our Total Cost of Ownership Package, we offer value-added resources FREE with every playground structure purchase. The National Program for Playground Safety (NPPS) Playground Supervision Safety Kit helps supervisors and educators be prepared on the playground. Learn more at **bciburke.com/safety**.

CUSTOM MAINTENANCE KIT

To help maintain a safe, functioning playground we include a custom maintenance schedule, touch-up paint, graffiti remover and carrying case FREE with every playground structure purchase.

PLANNING & FUNDING TOOLS

We provide you with FREE tools to plan your playground from fundraising and design to installing a community build playground. At Burke, we understand the dedication and hard work it takes to raise the funds for playground equipment. That's why we created Funds for Fun, a direct donation fundraising program to help your organization raise the funds it needs for your new playground. We've also partnered with The School Funding Center to provide up-to-date grant information along with expert grant writing services. Learn more at **bciburke.com/funding**.

FREE WITH EVERY BURKE PLAY STRUCTURE PURCHASE

FREE FUNDRAISING TOOLS!

BIBA® PLAYGROUND GAMES

ADD MORE PLAY, MOVEMENT AND FUN

Biba brings more engagement, more fun and more people to play. It's another way to view and expand Play That Moves You. Biba on a playground brings games to kids, families and communities that meet them where they are and challenges them to spend more time outdoors moving, playing and developing skills that transcend the playground. At its core, Biba features a variety of games including popular and recognizable characters that will engage and expand the play value of Burke playgrounds like never before. Biba brings imagination, movement and fun that can't be found anywhere else! All you need is the Biba App, a Burke playground featuring Biba and the readiness for a whole new kind of playground experience.

PLAY TOGETHER

Engaging kids and families and creating an experience that fosters social, emotional, physical and cognitive development is part of what Biba on a Burke playground offers. When everyone is engaged, more time is spent at the playground getting that much-needed movement, building relationships and having fun outside.

PLAY GAMES

Getting all the latest in playground games from the leader in outdoor mobile gaming is easy – just download the FREE App and find the nearest Biba playground and start having fun!

PLAYGROUND ENHANCEMENT

Breathing new life into your existing playspace comes from finding fresh, innovative and fun ways to use the space. Enter Biba. Taking an existing playground and adding Biba expands the play value of your existing environment and enhances the playground experience so that every adventure is new again.

STATS IN PLAY

Yes, stats in play…you read that right! With Biba on your playground, you can have statistics at your fingertips. These statistics help parents follow along with their children's progress, while helping park managers understand their park usage, comparing playground facility usage and helping provide quantitative data to support future budget requests. Stats and play unite with Biba!

CALL YOUR LOCAL REPRESENTATIVE AT 800.266.1250 OR VISIT BCIBURKE.COM/BIBA TO LEARN MORE.

Download on the App Store

Biba

GET IT ON Google Play

Trademarks for Biba are the property of Biba Ventures Inc. © Copyright 2021 Biba Ventures Inc.

COOPERATIVE PURCHASING OPTIONS

PLAYGROUNDS WITHOUT ALL THE PAPERWORK

Purchasing with contracts may sound intimidating, but getting your community playspace doesn't need to be a painful process of writing specifications, issuing RFP's and jumping through hoops – it can be simplified – we promise! As you continue planning for your new commercial playground, review the Purchasing Contracts offered through our partners. Purchasing with one of these contracts simplifies the process and ensures the design and intent remain the same – serving as a place for your community to gather, grow and thrive.

EQUALIS GROUP

Equalis is an innovative cooperative purchasing organization that believes in the power of partnership and that when you work together you achieve more. The basic premise of the Equalis cooperative purchasing organization is to leverage the combined buying power of all members for better pricing and favorable contract terms. Equalis Group uses the lead agency model for competitively bid contracts, provides our participants the savings they expect and offers efficiencies and peace of mind within the procurement process. It is our mission to continuously improve the measurable and meaningful impact of cooperative services for everyone throughout the supply chain.

OMNIA PARTNERS

OMNIA Partners, Public Sector (Subsidiary National IPA) is the largest and most experienced organization in purchasing and supply chain management. Comprised of participants and suppliers in the public sector, we bring together industry-leading buying power and world-class suppliers to offer an extensive portfolio of competitively solicited and publicly awarded contracts and partnerships. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

HGACBUY

Purchasing Burke playground equipment through HGACBuy gives your agency access to volume purchasing agreements and discounts, and there's no need to incur the time and expense of writing specs, issuing RFPs, advertising and evaluating bids. This can shorten your procurement cycle by months, while ensuring compliance with competitive bidding requirements.

SOURCEWELL

As a leader in cooperative purchasing, Sourcewell is passionate about helping members fulfill their public service missions. Sourcewell builds strong relationships with members and vendors to develop practical solutions together.

The easiest way to Join Our Movement is to call your local Representative at 800.266.1250 or visit bciburke.com/rep.
Our passion is bringing play to communities like yours and we can't wait to help you get started!

equalis GROUP

OMNIA® PARTNERS

HGACBuy THE SMART PURCHASING SOLUTION

Sourcewell Awarded Contract
Contract # 010521-BUR

FEATURED PLAY EVENTS

CONTOUR™ SLIDE

The Contour™ Slide offers the ability for kids to slide together and get a sensory experience all in one place. As they slide, kids can put their hands in the middle to feel how the contours change on the way down!

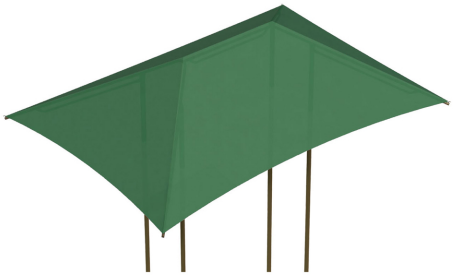
Dynamic Discs 2 - 5

Climbers provide several developmental benefits to children, building upper body strength along with boosting balance and coordination while they play.

Sprocket Panel

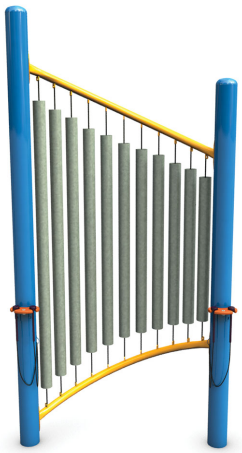
Create the perfect play area for children with Burke's Interactive Play Panels. The play panels encourage exploration, interaction and develop fine-motor skills for children with all abilities.

FEATURED PLAY EVENTS



15' X 19' SHADEPLAY CANOPY

ShadePlay Canopies can reduce playground temperature by up to 30 degrees and block up to 90 percent of harmful UV radiation.



PlayEnsemble Titan Chimes

As a universal experience that inspires everyone to create, music brings a sense of wonder to the play environment. Musical experiences aren't just play; they accelerate child development intellectually, socially and emotionally.

PlayHouse

Events and accessories improve children's balance and coordination, help them build body strength and provide extra sensory experiences.

Novo® Arc Benches

Novo Playful Furniture combines form and function to create fun and creative site amenities that can be seamlessly integrated into play areas or used as part of an outdoor classroom.

DESIGN SUMMARY

Creative Sites, LLC is very pleased to present this proposal for consideration for the Southern Valley Schools located in Oxford. BCI Burke Company, LLC has been providing recreational playground equipment for over 90 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of Southern Valley Schools. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

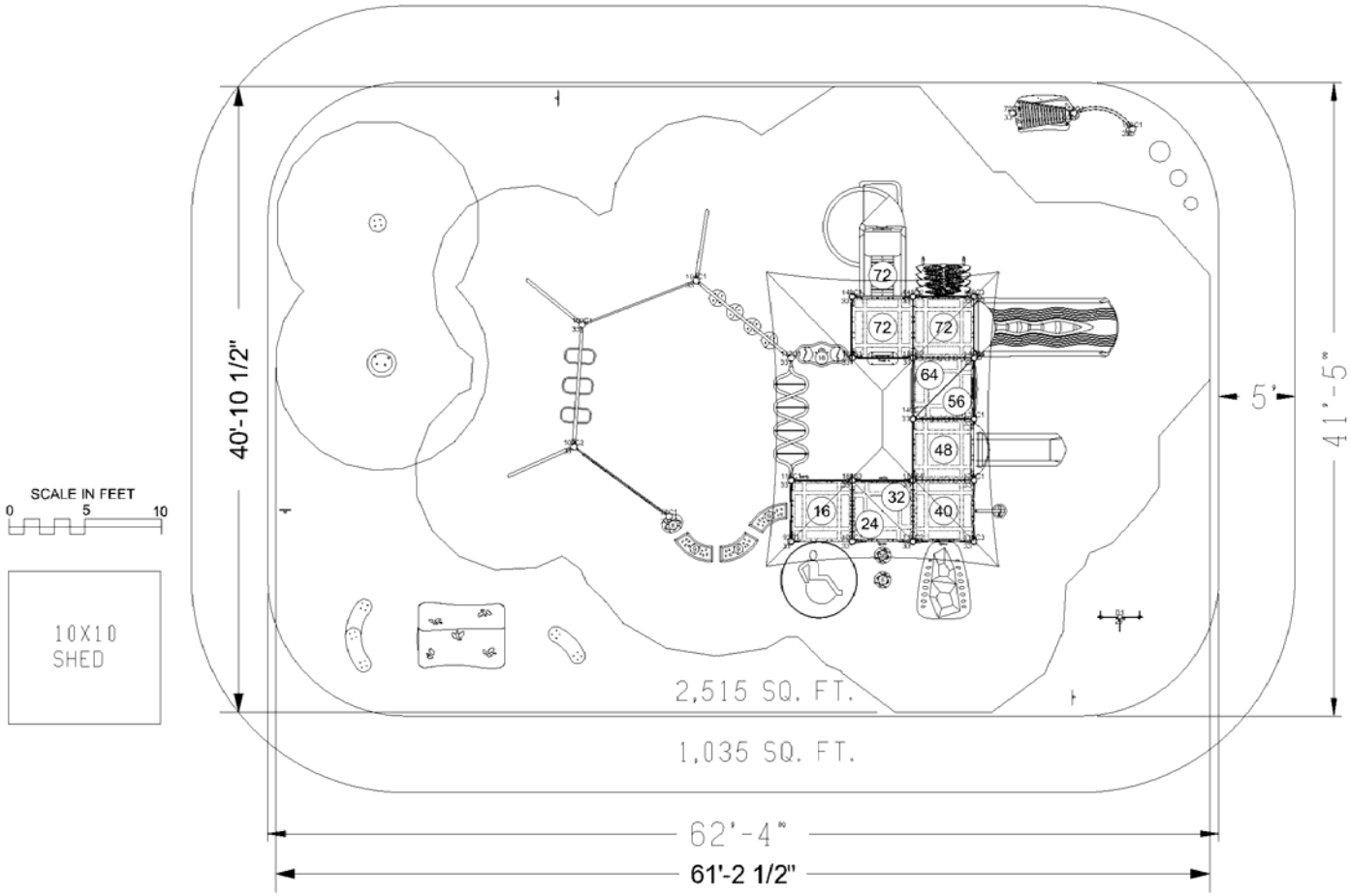
The following is a summary of some of the key elements of our proposal:

- Project Name: Southern Valley Schools
- Project Number: 905-140437-1
- User Capacity: 138
- Age Groups: Ages 2-5 years, 5-12 years
- Dimensions: 40' 10" x 61' 3"
- Designer Name: Pa Der Vang

Creative Sites, LLC has developed a custom playground configuration based on the requirements as they have been presented for the Southern Valley Schools playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 905-140437-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Southern Valley Schools playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.



INFORMATION

MINIMUM FALL ZONE SURFACED WITH RESILIENT MATERIAL

AREA

1753 SQ.FT.

PERIMETER

224 FT.

STRUCTURE SIZE

40' 10" x 61' 3"

STRUCTURE IS DESIGNED FOR CHILDREN AGES:

- [ ] 6-23 MONTH OLDS
- [x] 2-5 YEAR OLDS
- [x] 5-12 YEAR OLDS
- [ ] 13 + YEAR OLDS

NSF Registered to ISO 9001

NSF Registered to ISO 14001

INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION — PUBLIC PLAY EQUIPMENT — IPEMA CERTIFIED TO ASTM F1487

To verify product certification, visit www.ipema.org

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	39	
NUMBER OF ELEVATED PLAY EVENTS:	13	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	REQ'D: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 13	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:		REQ'D: 7
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 26	REQ'D: 4
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 11	REQ'D: 3

WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Public Playground Safety.

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

Burke

SERIES: Basics, Intensity, Nucleus

SITE PLAN

DRAWN BY: Pa Der Vang

Southern Valley Schools

48739 NE-89

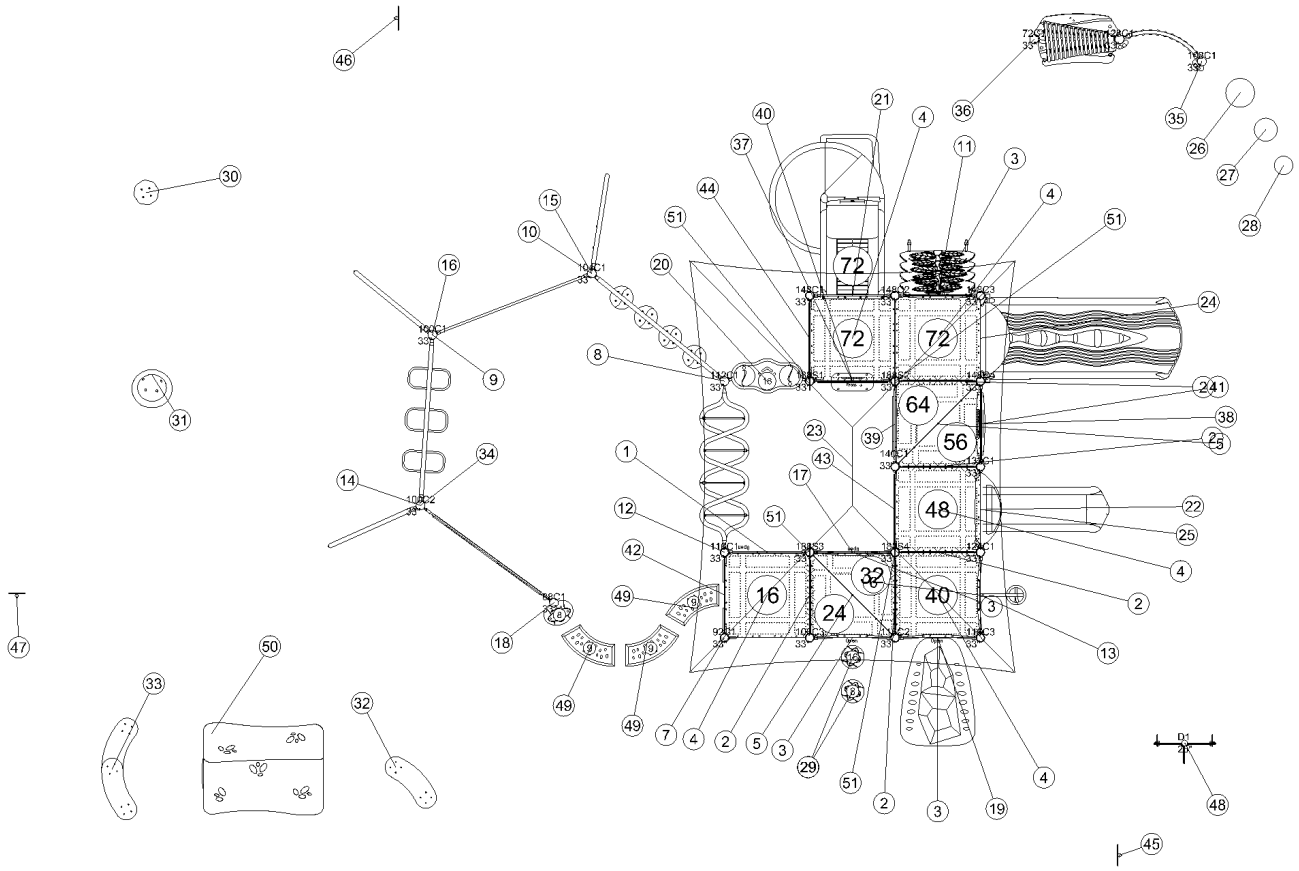
Oxford, NE 68967

Creative Sites, LLC

905-140437-1

May 17, 2021

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



ITEM	COMP.	DESCRIPTION
1	270-0001	OFFSET ENCLOSURE
2	270-0009	8" CLOSURE PLATE, ELLIPSE
3	270-0112	UNITARY ENCLOSURE
4	270-0130	SQUARE PLATFORM
5	270-0136	SPLIT SQUARE PLATFORM
6	270-0286	NUCLEUS STANCHION
7	370-0016	GRAB BAR ASSEMBLY
8	370-0029	DYNAMIC DISCS 2-5
9	370-0030	ATHLETIC ARCH 2-5
10	370-0034	ODYSSEY POST LINK SINGLE
11	370-0803	JUNGLE VINE CLIMBER 72"
12	370-0815	TWISTING TRAVERSE 2-5
13	370-0820	COIL CLIMBER 32"-48" W/O STNC
14	370-0840	APEX ROPE CLIMBER 2-5
15	370-0841	APEX NET CLIMBER 2-5
16	370-0843	APEX ARCH CLIMBER 2-5
17	370-0860	TREE BRANCH CLIMBER 32"
18	370-1608	OVISTEP LAUNCH PAD
19	370-1644	MANITOU CLIMBER 40"
20	470-0101	DYNAMIC PAD
21	470-0495	SPIRAL SLIDE 72"
22	470-0659	ROCK'N ROLL SLIDE, 40" - 48" W/
23	470-0778	EZ TENSION 15' X 19' SHADEPLA
24	470-0803	CONTOUR SLIDE, 64"-72"
25	470-0804	SLIDE HOOD, LOW SIDE WALL
26	560-0055	PLAYENSEMBLE CIRQUE DRUM
27	560-0056	PLAYENSEMBLE CIRQUE DRUM
28	560-0057	PLAYENSEMBLE CIRQUE DRUM
29	560-0453	STEP SPOT POD 8-16"
30	560-0538	DAISY SPINNER
31	560-2573	KIDFORCE SPINNER
32	560-2576	BENCH, BEAN
33	560-2577	BENCH AND COUNTER
34	560-2602	FS TRANGO CLIMBER, 2 TO 5
35	570-0410	PLAYENSEMBLE TITAN CHIMES
36	570-0411	PLAYENSEMBLE SUPINE CHIME
37	570-0620	BURKE MART PANEL BELOW PL
38	570-0787	CHARADE PANEL, BELOW PLAT
39	570-1679	SPROCKET PANEL, ABOVE PLAT
40	570-1816	JET PANEL
41	570-1863	RAIN WHEEL PANEL
42	570-1865	HDPE UNITARY ENCLOSURE, NU
43	570-2664	BEE PANEL
44	570-2678	CLOCK PANEL
45	580-0308	STOP SIGN
46	580-0309	YIELD SIGN
47	580-0310	SPEED LIMIT SIGN
48	580-1289	FS GAS STATION
49	580-1312	NOVO ARC BENCH
50	580-1373	PLAYHOUSE
51	670-0423	POST, FOOTER EXTENSION 5" O

Burke

SERIES: Basics, Intensity, Nucleus

COMPONENT PLAN

DRAWN BY: Pa Der Vang

Southern Valley Schools

48739 NE-89

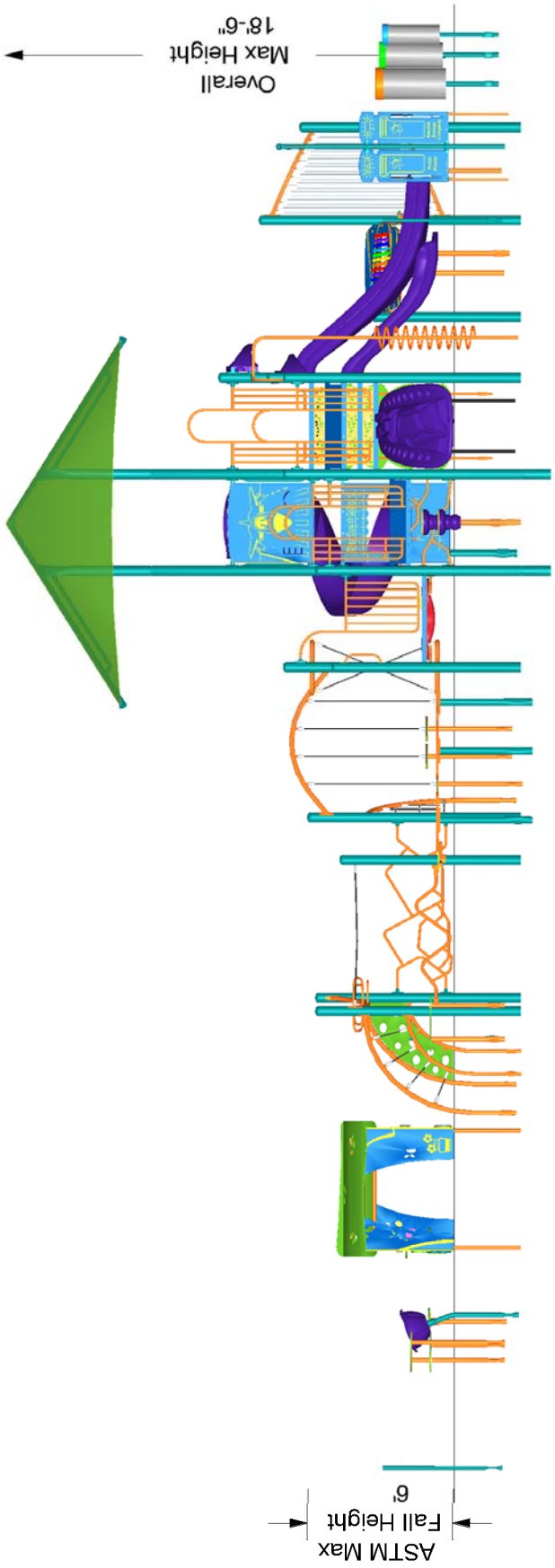
Oxford, NE 68967

May 17, 2021

Creative Sites, LLC

905-140437-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



The protective surfacing for this design must accomodate the critical fall height.

Burke

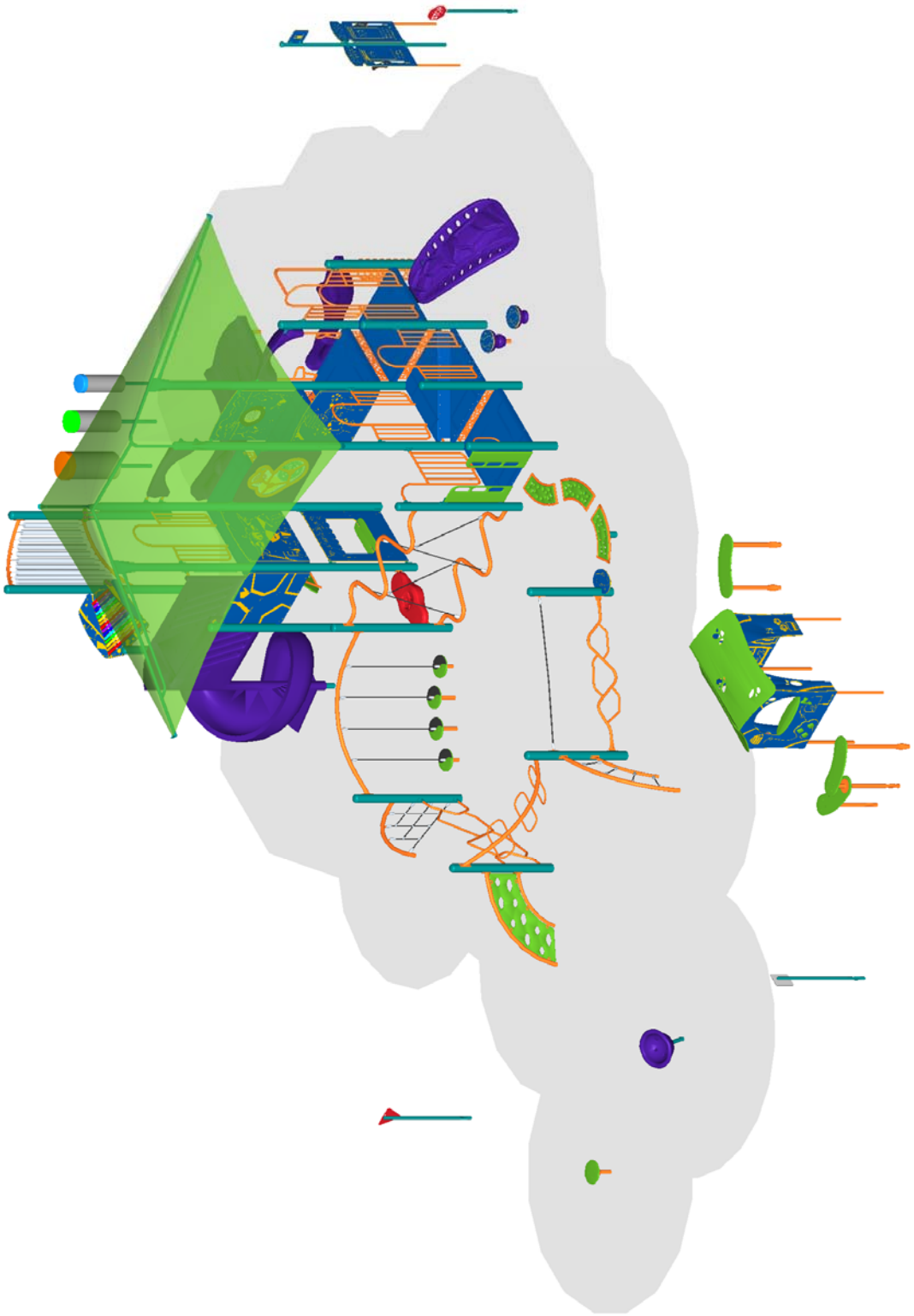
May 17, 2021

SERIES: Basics, Intensity, Nucleus
ELEVATION PLAN
DRAWN BY: Pa Der Vang

Southern Valley Schools
48739 NE-89
Oxford, NE 68967

Creative Sites, LLC
905-140437-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



Burke

May 17, 2021

SERIES: Basics, Intensity, Nucleus
ISOMETRIC PLAN
DRAWN BY: Pa Der Vang

Southern Valley Schools
48739 NE-89
Oxford, NE 68967

Creative Sites, LLC
905-140437-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

Proposal # **905-140437-1**

May 17, 2021
2021 Pricing

Proposal Prepared for:
Bryce Jorgensen
Southern Valley Schools
48739 NE-89
Oxford, NE 68967
Phone: 308-868-2222

Project Location:
Southern Valley Schools
48739 NE-89
Oxford, NE 68967

Proposal Prepared by:
Creative Sites, LLC
11506 Pierce St
Omaha, NE 68144
Phone: 402-614-4606
Fax: 402-558-1998
jkutilek@cox.net

Julie Kutilek
Phone: 402-614-4606
Fax: 402-558-1998
julie@creative.omhcoxmail.com

Component No.	Description	Qty	User Cap	Ext. User Cap	Weight	Ext. Weight
Burke Basics						
560-0453	STEP SPOT POD 8-16"	2	1	2	19	38
560-0538	DAISY SPINNER	1	1	1	33	33
560-2573	KIDFORCE SPINNER	1	1	1	43	43
560-2576	BENCH, BEAN	1	2	2	37	37
560-2577	BENCH AND COUNTER	1	4	4	72	72
560-2602	FS TRANGO CLIMBER, 2 TO 5	1	5	5	32	32
580-0308	STOP SIGN	1	0	0	15	15
580-0309	YIELD SIGN	1	0	0	14	14
580-0310	SPEED LIMIT SIGN	1	0	0	15	15
580-1289	FS GAS STATION	1	2	2	84	84
580-1312	NOVO ARC BENCH	3	2	6	43	129
580-1373	PLAYHOUSE	1	8	8	360	360
660-0101	INSTALL KIT, BURKE BASICS - P...	1	0	0	2	2
Intensity						
370-0016	GRAB BAR ASSEMBLY	1	0	0	6	6
370-0029	DYNAMIC DISCS 2-5	1	6	6	121	121
370-0030	ATHLETIC ARCH 2-5	1	3	3	46	46
370-0034	ODYSSEY POST LINK SINGLE	1	2	2	39	39
370-0815	TWISTING TRAVERSE 2-5	1	5	5	100	100
370-0840	APEX ROPE CLIMBER 2-5	1	2	2	57	57
370-0841	APEX NET CLIMBER 2-5	1	2	2	44	44
370-0843	APEX ARCH CLIMBER 2-5	1	2	2	104	104
370-1608	OVISTEP LAUNCH PAD	1	1	1	10	10
470-0101	DYNAMIC PAD	1	2	2	27	27
Nucleus						
072-0500-100C	5" OD X 100" CAPPED POST	3	0	0	53	159
072-0500-104C	5" OD X 104" CAPPED POST	1	0	0	55	55
072-0500-108C	5" OD X 108" CAPPED POST	1	0	0	57	57
072-0500-112C	5" OD X 112" CAPPED POST	1	0	0	59	59
072-0500-116C	5" OD X 116" CAPPED POST	3	0	0	61	183
072-0500-124C	5" OD X 124" CAPPED POST	1	0	0	65	65
072-0500-128C	5" OD X 128" CAPPED POST	1	0	0	67	67
072-0500-132C	5" OD X 132" CAPPED POST	1	0	0	69	69
072-0500-140C	5" OD X 140" CAPPED POST	1	0	0	74	74
072-0500-148C	5" OD X 148" CAPPED POST	4	0	0	78	312

Proposal # **905-140437-1**

May 17, 2021
2021 Pricing

072-0500-72C	5" OD X 72" CAPPED POST	1	0	0	38	38
072-0500-88C	5" OD X 88" CAPPED POST	1	0	0	46	46
072-0500-92C	5" OD X 92" CAPPED POST	1	0	0	48	48
072-0502-188S	5" OD X 188" SWAGED POST	4	0	0	99	396
270-0001	OFFSET ENCLOSURE	1	0	0	30	30
270-0009	8" CLOSURE PLATE, ELLIPSE	5	0	0	8	40
270-0112	UNITARY ENCLOSURE	4	0	0	34	136
270-0130	SQUARE PLATFORM	5	6	30	106	530
270-0136	SPLIT SQUARE PLATFORM	2	4	8	103	206
270-0286	NUCLEUS STANCHION	1	0	0	37	37
370-0803	JUNGLE VINE CLIMBER 72"	1	2	2	123	123
370-0820	COIL CLIMBER 32"-48" W/O STNCH	1	3	3	57	57
370-0860	TREE BRANCH CLIMBER 32"	1	2	2	17	17
370-1644	MANITOU CLIMBER 40"	1	4	4	87	87
470-0495	SPIRAL SLIDE 72"	1	4	4	535	535
470-0659	ROCK'N ROLL SLIDE, 40" - 48" ...	1	1	1	71	71
470-0778	EZ TENSION 15' X 19' SHADEPLA...	1	0	0	376	376
470-0803	CONTOUR SLIDE, 64"-72"	1	4	4	232	232
470-0804	SLIDE HOOD, LOW SIDE WALL	1	0	0	32	32
560-0055	PLAYENSEMBLE CIRQUE DRUM V	1	2	2	48	48
560-0056	PLAYENSEMBLE CIRQUE DRUM IV	1	1	1	32	32
560-0057	PLAYENSEMBLE CIRQUE DRUM III	1	1	1	25	25
570-0410	PLAYENSEMBLE TITAN CHIMES	1	2	2	121	121
570-0411	PLAYENSEMBLE SUPINE CHIMES HUE	1	2	2	93	93
570-0620	BURKE MART PANEL BELOW PLATFO...	1	4	4	54	54
570-0787	CHARADE PANEL, BELOW PLATFORM	1	2	2	62	62
570-1679	SPROCKET PANEL, ABOVE PLATFORM	1	2	2	64	64
570-1816	JET PANEL	1	2	2	48	48
570-1863	RAIN WHEEL PANEL	1	2	2	59	59
570-1865	HDPE UNITARY ENCLOSURE, NUCLE...	1	1	1	26	26
570-2664	BEE PANEL	1	2	2	45	45
570-2678	CLOCK PANEL	1	1	1	50	50
600-0104	NPPS SUPERVISION SAFETY KIT	1	0	0	3	3
660-0103	MAINTENANCE KIT, STRUCTURE	1	0	0	7	7
660-0104	INSTALLATION KIT, STRUCTURE	1	0	0	5	5

Total User Capacity: 138
Total Weight: 6,307 lbs.
Total Price: $87,257

Information is relative to the May 17 2021 4:35AM database.

Special Notes:
Prices do not include freight, unloading, material storage, site excavation/preparation, removal of existing equipment, removal of excess soil from footing holes, site security, safety surfacing, installation, or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. **Pricing is valid for 45 days from the date of this proposal.**

Proposal # **905-140437-1**

May 17, 2021

2021 Pricing

Selected Color List

Color Group	Color
Phase 1	
Accessory	Orange
2 Color Extruded/Flat (outer)	Blue
2 Color Extruded/Flat (inner)	Yellow
Rotomolded	Purple
Canopy	Lime
Post	Aqua
Kore Konnect	Aqua
Platform	Blue
Intensity/Rocky Mountain	Red
1 Color Extruded/Flat	Lime
Sprocket Main Panel & Cruiser Seat Backs	Purple
Sprocket Overlay & Cruiser Side Panels	Orange
Phase 2	
Accessory	Orange
1 Color Extruded/Flat	Lime
2 Color Extruded/Flat (outer)	Blue
2 Color Extruded/Flat (inner)	Yellow
Post	Aqua
Kore Konnect	Aqua
Rotomolded	Purple
Phase 3	
Accessory	Orange
2 Color Extruded/Flat (outer)	Blue
2 Color Extruded/Flat (inner)	Yellow
1 Color Extruded/Flat	Lime
Post	Aqua

TESTIMONIALS

"Service, Safety, Quality. Three words I would use to describe the people, business model, and overall organizational standards that inspires the BCI Burke Company. Every organization has a unique set of challenges and goals when it comes to building an educational environment - and from our experience, BCI Burke came to the table ready to work with us as partners to meet those challenges and goals head on.

We chose to work with BCI Burke because we needed a reliable company that would be able to provide nothing less than the highest quality product with our own time limitations. As with most other businesses, we did not have the luxury of making an investment into a project of this magnitude and not feel 100% certain that we had gotten the very best of our dollar. We also had to assure our stakeholders that we would see that investment last the test of time.

BCI Burke offered us superb and consistent customer service, the ability to achieve our goal on a fast timetable, and the confidence that our playground is genuinely the very best in design and safety. This is something that we will showcase in our school for many years to come.

After working with the company, I know personally they are committed to go the extra mile to satisfy your needs. BCI Burke is a master in their field but also provide the customer with an intuitive understanding of service".

Angela H. Brunini
Principal
St. Anthony Catholic School

"I am writing to tell you how much I enjoyed and appreciated working with your local representative...Through the years, I have worked with a number of playground companies, but never with anyone with the professionalism, commitment and follow-through of (your Burke Rep). We are all so excited about our children having the opportunity to play on your wonderful equipment; of course, we want everything! We are so impressed with the many, many possible designs. Thank you for the quality of your equipment and your local representatives."

Nancy Emerson
Director
The Children's Center
Dallas , TX

COLORS THAT MOVE YOU

POWDER COAT PAINT

Green, Olive, Lime, NEW! Mint, Aqua, Sky, Blue, Navy, Purple, NEW! Fuchsia, Burgundy

Red, Redwood Matte Finish, Orange, Yellow, Lemon, Gold, Tan, Brown, Black, Charcoal Matte Finish, Silver, White

SOLIS HUE TOPPERS

Purple, Orange, Green

ROCKIT CLIMBERS

Granite

Sandstone

PLATFORMS

Blue, Brown, NEW! Gray, Recycled Plastic

HDPE PLASTIC PANELS

Green, Lime, Olive, Blue, Purple, Red, Orange, Yellow

Tan, Gray, Black, NEW! Brown, Green/Tan, Lime/Black, Olive/Black, Blue/White, Blue/Yellow

Purple/Gray, Red/White, Orange/Black, NEW! Yellow/Black, Yellow/Red, Tan/Green, Gray/Black, NEW! Black Gray, Brown/Tan

SHADE CANOPIES

Green, Lime, Aqua, NEW!, NEW! Sky, Blue, Purple, Orange, NEW! Mahogany, Orange, Yellow, Gray, Sand

ROTOMOLD PLASTIC

Green, NEW! Olive, Lime, Blue, Purple, Red, Orange, Yellow, Tan, Granite

VISIT BCIBURKE.COM/COLOR TO CUSTOMIZE YOUR PLAYGROUND COLORS!

BURKE GENERATIONS WARRANTY®

The Longest and Strongest warranty in the industry

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of shipment.

We stand behind our products. In addition, the following products are warranted, under normal use and service from the date of shipment as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Intensity®, Synergy™, Nucleus®, Voltage®, Little Buddies®, ELEVATE®, ACTIVATE®, INVIGORATE™) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreKonnect® clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers)
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems (Synergy™, Intensity®, Nucleus®, Voltage®, Little Buddies®, ELEVATE®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on structure platforms and decks, metal roofs, table tops, bench tops, railings and barriers against structural failure due to materials or workmanship.
- Fifteen (15) Year Limited Warranty on all plastic components including StoneBorders against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Intensity® and RopeVenture® cables and LEVEL X® flex bridge against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on moving parts, including swing components, against structural failure due to materials or workmanship.
- Five (5) Year Limited Warranty on PlayEnsemble® cables and mallets against defects in materials and workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

Warranty Exclusions: The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

Limitation of Remedies: Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

Terms of Sale

Pricing: Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

Weights: Weights are approximate and may vary with actual orders.

Installation: All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

Specifications: Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

Loss or Damage in Transit: A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 1-800-356-2070. **01/2021**

13680 South 220th St · Gretna, NE 68028
Office Phone: (402) 332-4537 Fax: (402) 332-2881
Mobile Phone: Bodie (402) 670-8506
Email: bodiedostal@hotmail.com

To: Julie at Creative Sites
From: Bodie Dostal
Date: 5/20/2021
Re: Southern Valley Schools

Bid Proposal

Approximate Area 41'x62' PIP Option

Dirtwork	$2,500.00
Perimeter sidewalk 1,035 SF	$12,000.00
- Thickened Edge w/ Rebar	
- 5' Wide	
Drainage	$2,000.00
4" Concrete for PIP 2,542 SF @ $7 SF	$17,794.00
Install Playground	$13,950.00
14'x14' Shed Pad	$1,500.00
Connection Walk 30'x5'	$1,100.00
Seeding & Restoration	$1,500.00
Total Bid Proposal	**$52,344.00**

Note:
- No Sprinkler Repair and No Private Locates
- Schedule Will Be Determined at the time of Acceptance of Bid Proposal

13680 South 220th St · Gretna, NE 68028
Office Phone: (402) 332-4537 Fax: (402) 332-2881
Mobile Phone: Bodie (402) 670-8506
Email: bodiedostal@hotmail.com

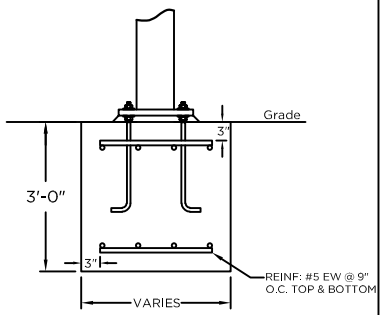
To: Julie at Creative Sites
From: Bodie Dostal
Date: 5/20/2021
Re: Southern Valley Schools

Bid Proposal

Approximate Area 41'x62' EWF Option

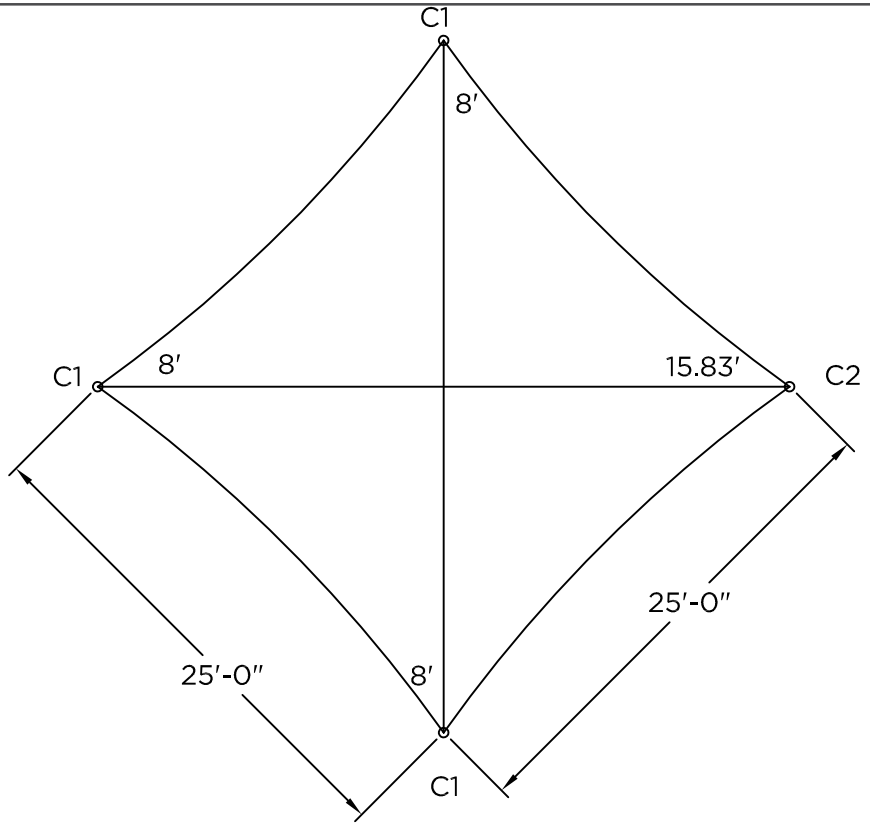
Dirtwork	$2,500.00
Perimeter sidewalk 1,035 SF	$12,000.00
- Thickened Edge w/ Rebar	
- 5' Wide	
Drainage	$2,500.00
4" Concrete for PIP 600 SF @ $8.50 SF	$5,100.00
Install Playground	$13,950.00
Fabric	$1,000.00
Provide & Install 600 SF of PIP @ $18 SF	$10,800.00
- 50% Black and 50% Color (beige, blue, green)	
Provide & Install EWF 90 CY	$3,850.00
14'x14' Shed Pad	$1,500.00
Connection Walk 30'x5'	$1,100.00
Seeding & Restoration	$1,500.00
Total Bid Proposal	**$55,800.00**

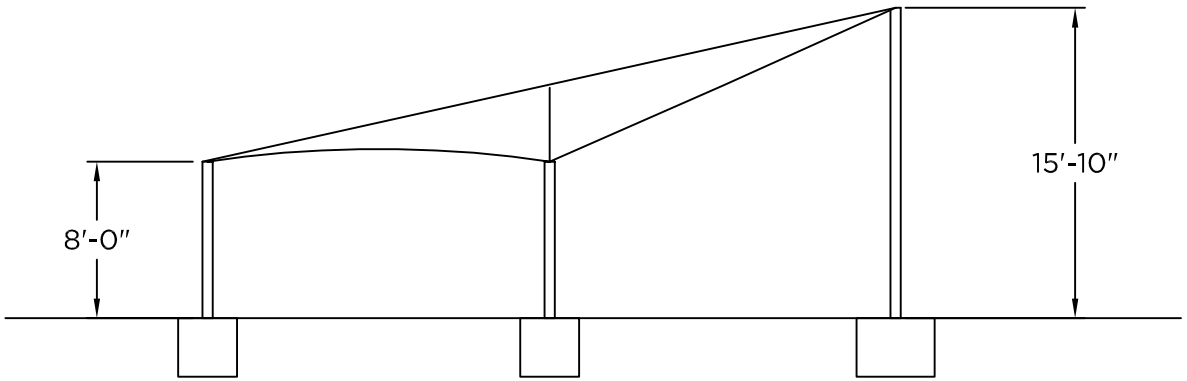
Note:
- No Sprinkler Repair and No Private Locates
- Schedule Will Be Determined at the time of Acceptance of Bid Proposal



Footer Detail

FOUNDATION NOTE: ALL FOUNDATION SIZES ARE ESTIMATIONS ONLY ACTUAL SIZING SHOULD BE DETERMINED BY A LOCALLY QUALIFIED STRUCTURAL ENGINEER PRIOR TO INSTALLATION.





Column & Footing Schedule

Column ID	Column Size	Est. Footing Size
C1	05" Sch. 40	3.2' X 3.2' X 3.0'
C2	05" Sch. 40	4.2' X 4.2' X 3.0'
C3	N/A	N/A
C4	N/A	N/A
C5	N/A	N/A
C6	N/A	N/A
C7	N/A	N/A
C8	N/A	N/A
C9	N/A	N/A
C10	N/A	N/A

SHADE
BY SUPERIOR RECREATIONAL PRODUCTS

PROJECT NAME
25X25 KITE HIP SAIL

QUOTE
QUO0221983

TITLE
Proposal

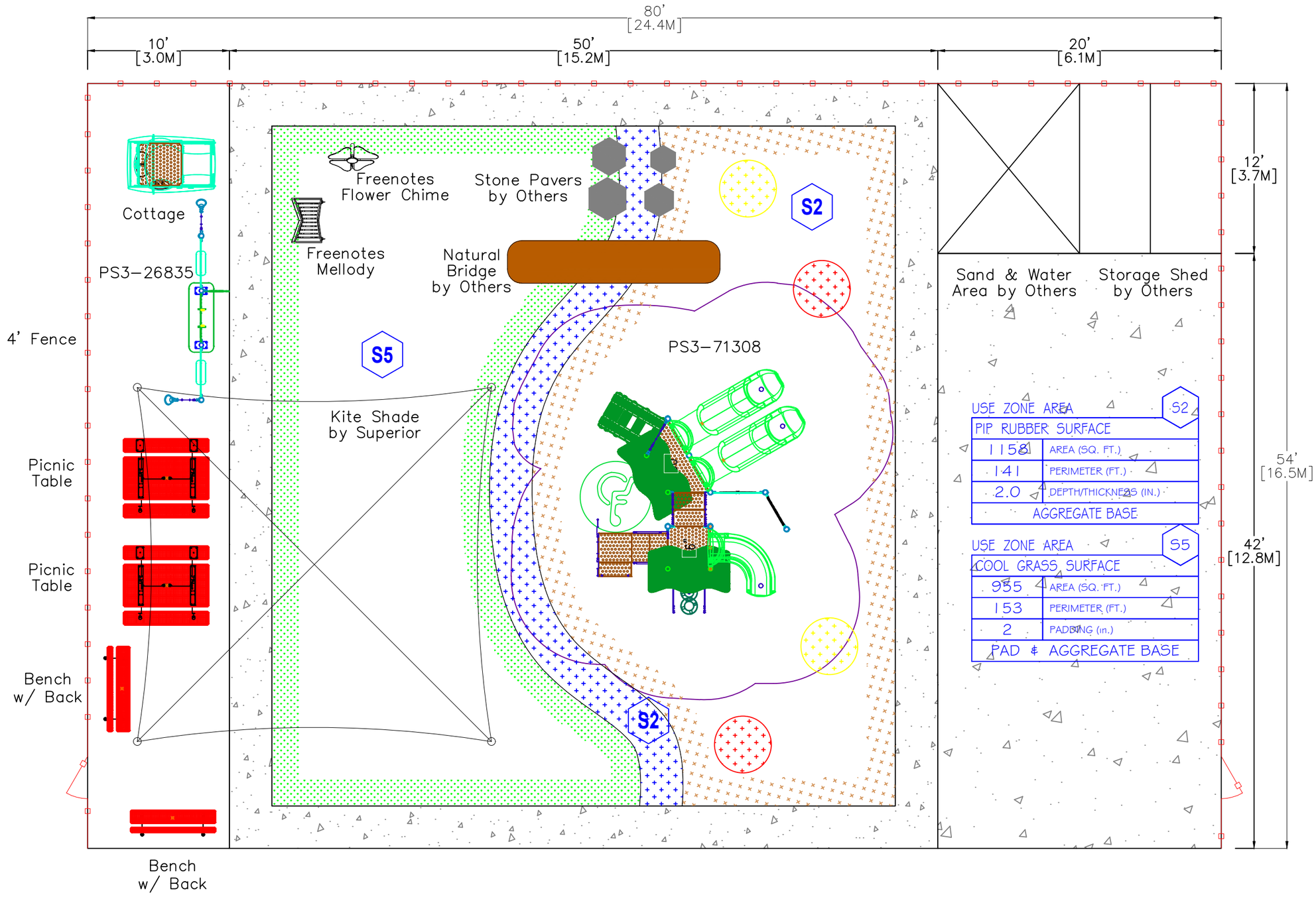
DATE
5/28/2021

DRAWN BY
JSJ

SCALE
Not to Scale

SHEET
1 of 1

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.



SuperiorPlaygrounds
BY SUPERIOR RECREATIONAL PRODUCTS

PLAYGROUND SUPERVISION IS REQUIRED.

THIS DESIGN IS THE PROPERTY OF SUPERIOR RECREATIONAL PRODUCTS AND MAY NOT BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE EXPRESSED WRITTEN CONSENT OF SUPERIOR RECREATIONAL PRODUCTS.

REFERENCE NUMBER	DATE	DRAWN/SAVED BY	SCALE	SHEET	PAGE
SP062021-022	6/11/2021	AW / ANDREW.WILSON	CUSTOM	1 OF 1	SITE_PLAN

STERLING WEST SOUTHERN VALLEY PRESCHOOL

917 W 7th Street
Gothenburg, NE 69138

Proposal

Date	Quote #
6/14/2021	2469

Name / Address
Southern Valley Public Schools 43739 Hwy 89 Oxford, NE 68967-4711

Ship To
Bryce Jorgenson Southern Valley Public Schools 43739 Hwy 89 Oxford, NE 68967

Terms	Rep	Project/PO	FOB
50% prepay balance due net 30	LB		

Qty	U/M	Item Code	Description	Rate	Total
1	ea	Custom SRP Pl...	Customized SRP playground, model # PS3-71308 Poured-In-place rubber surfacing under playground equipment 3" depth - multi color to represent 'dirt and creek' Artificial Turf next to the playground equipment 80'x54' concrete pad 4" depth 3' trike around the perimeter 10'x10' Sand and Water table area (equipment by owner) 42'x20' open concrete ball court 10'x12' Prefab wood storage building with double entry doors Musical event x2 - Flower Chime and Mellody Playhouse Cottage Gas Station and Shopping Facade next to trike track Four large boulders through the 'creek' Natural Bridge over the 'creek' Two elementary size 6' picnic tables Two 6' buddy benches with back 25'x25' Kite Sail shade structure 4' Black aluminum picket rail fence on three sides Freight	120,000.00	120,000.00

Phone #	Fax #	E-mail	Web Site
308.537.3470	402.975.6006	lorenb@sterlingwest.net	www.sterlingwest.net

Total

50% Due Upon Order

Quote Accepted By

Please sign and email or fax back. Thank you.

Proposal

917 W 7th Street
Gothenburg, NE 69138

Date	Quote #
6/14/2021	2469

Name / Address
Southern Valley Public Schools 43739 Hwy 89 Oxford, NE 68967-4711

Ship To
Bryce Jorgenson Southern Valley Public Schools 43739 Hwy 89 Oxford, NE 68967

Terms	Rep	Project/PO	FOB
50% prepay balance due net 30	LB		

Qty	U/M	Item Code	Description	Rate	Total
			Supply and install all of the above items Due to raw material price increases, an additional 7% surcharge will be applicable if order is placed after July 9, 2021.		

Phone #	Fax #	E-mail	Web Site
308.537.3470	402.975.6006	lorenb@sterlingwest.net	www.sterlingwest.net

Total $120,000.00

50% Due Upon Order

Due to raw material price volatility, quotes are good for 15 days. Subject to surcharges at the time of order. Payment terms 50% due upon order 50% due net 30. Actual shipping charges invoiced may differ from this quote. All quotes, drawings, renderings, specifications, and supporting documents are property of Sterling West until a signed committment has been received by Sterling West. A 3% surcharge will be added to all credit card payment transactions - check, ACH, Paypal, and Apple Pay are free.

Quote Accepted By

Please sign and email or fax back. Thank you.

Superior
RECREATIONAL PRODUCTS
A PLAYCORE Company

Southern Valley Preschool

STRUCTURE PS3-71308 • QUOTE QUO0223018

Design is for illustration purposes only and colors may vary.

Color Key

Post:	Feather Grey	Panel:	Purple
Post Cap:	Purple	San. Panel:	Grey/Black
Metal:	Purple	Deck:	Brown
Plastic:	Patina	Fabric:	N/A

Superior
RECREATIONAL PRODUCTS
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Southern Valley Preschool

STRUCTURE PS3-71308 • QUOTE QUO0223018

Design is for illustration purposes only and colors may vary.

Color Key

Post:	Feather Grey	Panel:	Purple
Post Cap:	Purple	San. Panel:	Grey/Black
Metal:	Purple	Deck:	Brown
Plastic:	Patina	Fabric:	N/A

Superior
RECREATIONAL PRODUCTS
A PLAYCORE Company

Southern Valley Preschool

STRUCTURE PS3-26835 • QUOTE QUO0223018

Design is for illustration purposes only and colors may vary.

Color Key

Post:	Feather Grey	Panel:	Purple
Post Cap:	Purple	San. Panel:	Grey/Black
Metal:	Purple	Deck:	Brown
Plastic:	Patina	Fabric:	N/A

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

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

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school in in session of each school year.

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

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

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

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

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
    - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
    - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
    - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

5063
Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

(1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
(2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
(3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3058
Naming School Facilities and Property

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

Authority. The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

Definition. "Facilities or property" means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

Committee or Administrative Review. Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

Naming Criteria. The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

Due Diligence Review. The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

Renaming Facilities. Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

Current Facilities or Property. Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

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Adopted on: _____
Revised on: _____
Reviewed on: _____

3058
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whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

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Current Facilities or Property. Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3043
Design-Build Contracts

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

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

Definitions. For purposes of this policy:

1. Board means the District's Board of Education.

2. Department means the Nebraska Department of Education.

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

4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.

5. District means _____ Public Schools.

6. NEARA means the Nebraska Engineers and Architects Regulation Act.

7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

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

9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.

10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.

11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.

12. Superintendent means the District's Superintendent of Schools.

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

1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.

A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

(1) A general description of the Design-Build project;

(2) Directions regarding how interested persons or organizations can apply for consideration by the District;
(3) The date by which persons or organizations must submit their applications; and
(4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.

E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

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

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

H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

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

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

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

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

M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:

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

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

3. Procedures for the preparation and content of RFPs.

A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:

(1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
(2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
(3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
(4) A project statement which contains information about the scope and nature of the project;
(5) Project Performance Criteria;
(6) Budget parameters for the project;

(7) Any bonds or insurance required by law or as may be additionally required by the District;

(8) The criteria for evaluation of Proposals and the relative weight of each criterion;

(9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

(10) A requirement that the Design-Builder agree to the following conditions:

(i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

(ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

(iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;

(iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

(v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and

(11) Other information the District chooses to require.

B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:

(1) Published in a newspaper of general circulation within the District;
(2) Filed with the Department; and
(3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

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

5. Procedures for evaluating Proposals.

A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.

B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

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

(1) The financial resources of the design-builder to complete the project **(up to ten percent)**;

(2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;

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

(4) The quality of performance on previous projects **(up to thirty percent)**;

(5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;

(6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and

(7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

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

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

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

proposals and taking into consideration the recommendation of the selection committee.

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

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

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

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

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

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

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

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

A. Definitions.

(1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party

or by the failure of the District to award a contract to such actual or prospective bidder.

(2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

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

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

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

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

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

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

9. Projects Excluded. The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3042
Construction Management at Risk Contracts

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

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

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;

2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;

3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;

4. Request for proposals means the documentation by which a school district solicits proposals; and

5. School district means _____ Public Schools.

Procedures.

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

A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:

1. The identity of the school district for which the project will be built and the school district that will execute the contract;

2. Policies adopted by the school district pursuant to the Act;

3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

4. Any bonds and insurance required by law or as may be additionally required by the school district;

5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;

6. The criteria for evaluation of proposals and the relative weight of each criterion; and

7. A description of any other information which the school district chooses to require.

2. Procedures for the preparation and submission of proposals by the

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

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

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

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

      (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;

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

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

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

to thirty percent);

(5) The ability of the construction manager to perform within the time specified **(up to thirty percent)**;

(6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent)**; and

(7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

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

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

C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.

4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:

A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.

B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.

C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

construction manager and may enter into a construction management at risk contract after negotiations.

D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.

E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.

F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.

5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:

A. Definitions.

(1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.

(2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

(1) The name and address of the interested party;

(2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;

(3) A detailed statement of reasons for the protest;

(4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and

(5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a

Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over $250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from

only one source and may be used only when one or more of the following circumstances apply:

1) The item is available only from a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $250,000.

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or $5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

H. Disposal of Equipment

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

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

V. Financial Management

A. Identification.

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.

VI. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

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

I. Applicability of the Policy

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

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

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

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons

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

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

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

B. Construction Projects with an estimated cost of between $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 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

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

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

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Construction Records for Projects Financed with Federal Funds

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

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

VI. Conflict of Interest and Code of Conduct

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

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

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

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

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

VII. Financial Management

A. Identification.

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

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

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

G. Allowability of Costs

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

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

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

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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.

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

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

D. Privacy

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

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

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

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

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

III. Formal Bidding for Major Purchases and Construction

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

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

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

C. Advertising for Bids

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

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

D. Bid Documents

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

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

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

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

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

6. Sealed bids will be opened in a place and at the specific time

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

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

E. Any or all bids may be rejected if there is a sound documented reason

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3001
Budget and Property Tax Request

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

BUDGET PROCEDURES

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

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

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

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

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

of time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

tax request by more than the allowable growth percentage.

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

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

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

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

2005
Conflict of Interest

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

1. Definitions. For purposes of this policy:

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

      (1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

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

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

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

2. Contracts with the School District.

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

any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.

c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.

d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:

(1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;

(2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and

(3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member’s Immediate Family.

   a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

      (1) All district employees.

      (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

   a. A board member may recommend for employment or supervise the employment of an immediate family member if:

      (1) The board member does not abuse his or her position.

      (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:

         (i) who is not qualified for and able to perform the duties of the position;

         (ii) for any unreasonably high salary;

         (iii) who is not required to perform the duties of the position.

      (3) The board makes a reasonable solicitation and consideration of applications for employment.

      (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.

      (5) The board approves the employment or supervisory position.

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

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

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

      (1) a public official, public employee, or candidate.

      (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

      (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

   b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

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

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

6. Conflict of Interest Relating to Campaigning or Political Issues

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

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

b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.

d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

(1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.

(2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

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

(1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;

(2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and

(3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

(1) The names of the contracting parties.

(2) The nature of the interest of the board member in question.

(3) The date that the contract was approved.

(4) The amount of the contract.

(5) The basic terms of the contract.

b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

KAREN A. HAASE NE, SD, IA, WY
STEVE WILLIAMS NE
BOBBY TRUHE NE, SD

COADY H. PRUETT NE, CO
JORDAN JOHNSON NE
TYLER COVERDALE SD
SHARI RUSSELL, Paralegal

MEMORANDUM

TO: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: June 8, 2021

RE: Annual Policy Updates

Attached are the 2021 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues that are raised by certain laws that do not necessarily require a policy change but do present new obligations or things to keep in mind as you enter the 2022-22 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Keep in mind that most passed bills go into effect three months after the legislature adjourns. This year the Unicameral adjourned May 27th, so the effective date of most bills will be August 27, 2021. However, if a bill includes a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Thursday, June 10, 2021, at 10:00 a.m. Central Time**. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or "tweaked" to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 2005: Conflict of Interest

LB 65 amends Section 49-14,103.01, a provision in the Nebraska Political Accountability and Disclosure Act, relating to local elected officials (including school board members) who have an interest in a contract with their own governing body. LB 65 eliminates the phrase "direct pecuniary fee or commission" and replaces it with "payment, fee or commission."

This change is required.

REVISION OF POLICY 3001: Budget and Property Tax Request

Several districts asked why we include the budget hearing procedures but not the property tax request procedures. To satisfy those inquiries and assist boards and administrators in understanding them, we have added the details about the process that boards now must follow in making property tax requests to this policy. We also changed the name of this policy to reflect the fact that it now includes the property tax request process from the new requirements discussed below.

In addition, LB 528 requires the published budget hearing notice to include the following statement:

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

The district must "prominently display" this statement on the school district web site with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

LB 644 creates the Property Tax Request Act for the alleged purpose of "increased transparency for impacted political subdivisions to raise their property tax levies." If a school district seeks to increase its property tax request by more than the allowable growth percentage, the district must:

- Give notice of the public hearing by sending a postcard to all affected property taxpayers, posting notice of the hearing on the home page of the relevant county's website, and publishing notice in a legal newspaper of general circulation within the county;
- Hold a (joint) public hearing that includes a presentation that includes certain statutorily required information; and
- Pass a resolution.

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

This change is not required but is highly recommended.

REVISION OF POLICIES
3003: Bidding for Construction, Remodeling, Repair, or Site Improvement
AND
3003.1: Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

State law requires the State Board of Education, once every five years, to adjust the dollar amount threshold that requires schools to solicit bids for construction, remodeling, repair, or site improvements. In December, the threshold amount was raised from $100,000 to $109,000. Similarly, state law requires the State of Nebraska Board of Engineers and Architects, once every five years, to adjust the dollar amount threshold for projects that require schools to retain the services of an architect or engineer. The board adjusted this amount from $100,000 to $118,000. That's right - now you get to remember two different numbers!

These changes are required.

REVISION OF POLICIES
3003.1 Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds AND
3004.1 Fiscal Management for Purchasing and Procurement Using Federal Dollars

During a recent round of federal fiscal review, NDE determined that it wants even more information in your federal purchasing/procurement policies and procedures, especially as it relates to internal controls and grant compliance. We have added a Financial Management section to both policies as well as incorporated some provisions in 3004.1 into 3003.1 to address these concerns.

These changes are required.

REVISION OF POLICIES 3042: Construction Management at Risk Contracts AND 3043: Design-Build Contracts

LB 414 amends the Political Subdivisions Construction Alternatives Act to allow schools to use the design-build or construction management at risk contracts for a project that includes water, wastewater, utility, or sewer construction. Using these methods for these purposes was previously prohibited. However, before the school may use either of these construction methods for any of these construction purposes, the board must pass a resolution that includes a statement that the school district has made a determination that the design-build contract or construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract or construction management at risk contract delivery system.

These changes are required.

NEW POLICY 3058: Naming School Facilities and Property

Several of our districts have inquired about this type of policy over the years. A policy subscriber specifically requested that we draft this policy this year, so here it is. These policy provisions are not required. If you wish to adopt such a policy, you can tailor it to best fit your needs.

This policy is OPTIONAL.

REVISION OF POLICY 5063: Audio and Video Recordings

Remote learning opportunities necessitated by the pandemic led us to revisit our policies regarding audio and video recordings. This policy was revised to broaden the limiting language regarding the use of audio and video recordings. The revised language continues to prohibit inappropriate uses of recordings while permitting appropriate uses consistent with administrative discretion.

This change is required.

REVISED POLICY 6036: Reading Instruction and Intervention Services

LB 528 mostly made grammar and style changes to the Nebraska Reading Improvement Act. However, one substantive change to note is that you now have the first 45 calendar days that school is in session to administer the first approved reading assessment to kindergartners. The deadline for administering the assessment to first, second, and third grades remains the first 30 calendar days that school is in session.

This change is required.

Form Changes

Title IX Notice of Policy Forms

Last year, federal law required you to modify your Title IX policies and procedures prior to August 14, well after many of you already published and distributed your handbooks. As a result, our form notifications referred to the fact that previously published handbooks may be inconsistent with the newly adopted Title IX Policy. These form notifications have been updated to remove these references as you incorporate your policy into next year's handbooks.

This form is required, but the board does not need to approve the form.

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Acco Brands USA LLC	4716253594	General Supplies	10.04
Total Acco Brands USA LLC			10.04
ACT Finance	14089	ACT Testing	924.00
Total ACT Finance			924.00
Ag Valley Coop	162780 6-12-2021	Bus Gas	3,165.82
Total Ag Valley Coop			3,165.82
Alma Auto Parts	14766-98318	Bus Maintenance	249.49
Alma Auto Parts	14766-98962	Bus Maintenance	107.97
Alma Auto Parts	14766-98992	Bus Maintenance	171.85
Alma Auto Parts	14766-99156	Bus Maintenace	6.38
Total Alma Auto Parts			535.69
Amazon Capital Services	17N4-ML1Y-63Q1.01	Balance on Masks Previously Ordered	0.60
Amazon Capital Services	1FML-JCW4-14D9	Teaching Supplies	109.74
Amazon Capital Services	1GHQ-MH7R-TJFN	General Supplies	37.07
Amazon Capital Services	1HKG-KTMH-NK9K	Teaching Supplies	123.33
Amazon Capital Services	1JDX-37GY-7F91	Computer Supplies	122.16
Amazon Capital Services	1KK9-QQMWG-DL7M	Teaching Supplies	42.35
Amazon Capital Services	1L6J-KLN7-MCK7	Office Supplies	29.67
Amazon Capital Services	1LPM-4KQJ-17D7	Teaching Supplies	257.11
Amazon Capital Services	1N7D-9Q1Y-HGTV	PreK Teaching Supplies	205.40
Amazon Capital Services	1NCW-7VW4-FL7H	CPR Training Supplies	112.26
Amazon Capital Services	1NYP-RV7W-FYTX	PreK Teaching Supplies	23.97
Amazon Capital Services	1PWY-F34G-YCWF	PreK Teaching Supplies	182.64
Amazon Capital Services	1QCK-1WPD-3PNQ	PreK Teaching Supplies	63.47
Amazon Capital Services	1VTM-CVCC-6HM1	Teaching Supplies	13.49
Amazon Capital Services	1WJ3-4PKF-3NYD	Shop Teaching Supplies	1,529.75
Amazon Capital Services	1X3R-C7T3-44D4	PreK Teaching Supplies	550.07
Amazon Capital Services	1XFN-G9CL-1RCL	PreK Teaching Supplies	192.26
Amazon Capital Services	1YHK-TLGL-1CQL	Projector for Smart Boards	1,582.55
Amazon Capital Services	1YV9-XQNQ-F14Q	Shop Teaching Supplies	1,475.00
Total Amazon Capital Services			6,652.89
American Red Cross	22346936	CPR/First Aid Training	60.00
Total American Red Cross			60.00
Anita Krejdl	6-14-2021	Teaching Supplies	60.00
Total Anita Krejdl			60.00
Arctic Glacier	3615109012	General Supplies	25.20
Arctic Glacier	3615111913	General Supplies	45.00
Total Arctic Glacier			70.20
Beaver City Municipal Plant	421000 6-14-2021	Bus Barn Utilities	11.85
Total Beaver City Municipal Plant			11.85
Beaver Creek Mowing	861202	Grounds Maintenance	5,440.00
Total Beaver Creek Mowing			5,440.00
Billeter, Ashley	6-14-2021	Mileage to Omaha-CPR Class	233.00

Vendor Name	Invoice Number	Description	Amount
Total Billeter, Ashley			233.00
Blick Art Materials	6425738	Art Supplies	63.08
Blick Art Materials	6528214	Teaching Supplies	3.87
Total Blick Art Materials			66.95
Bluffs Sanitary Supply	426066-2	Custodial Supplies	656.60
Bluffs Sanitary Supply	428926	Custodial Supplies	570.44
Bluffs Sanitary Supply	SC81357	Custodial Supplies	21.09
Total Bluffs Sanitary Supply			1,248.13
Bose, Joey	PO 20-21	Reimburse Teaching Supplies	100.00
Total Bose, Joey			100.00
Cascade School Supplies	63745	General Supplies	462.60
Cascade School Supplies	66195	General Supplies	53.28
Total Cascade School Supplies			515.88
CDW Government	F205432	Computer Supplies	1,112.73
Total CDW Government			1,112.73
Cobra Midwest	1088	Custodial Supplies	900.00
Total Cobra Midwest			900.00
Comdata Corporation	XE887 6/1/2021	Bus Gas	1,149.29
Total Comdata Corporation			1,149.29
Cornhusker International Trucks Inc	3362001	Bus Maintenance	27.35
Total Cornhusker International Trucks Inc			27.35
Dish Network	4465 5/20/2021	Utilities	221.61
Total Dish Network			221.61
Egan Supply Co.	335948	General Supplies	104.91
Total Egan Supply Co.			104.91
Electrical Engineering & Equipment	7124153-00	Custodial Supplies	58.17
Total Electrical Engineering & Equipment			58.17
Esu #10	191695 6/1/2021	SPED Deaf Education	461.31
Total Esu #10			461.31
Esu #11	2021-3-12	ESU Services-3rd Quarter	23,034.26
Total Esu #11			23,034.26
Flower Patch, The	1069	Graduation Flowers	762.00
Total Flower Patch, The			762.00
Frontier Communications	072808-2 5/7/21	Telephone	209.84
Frontier Communications	082595-2 5/7/21	Telephone	938.64
Total Frontier Communications			1,148.48
Gina Ellis	5-26-2021	Reimburse Summer School Supplies	329.88

Vendor Name	Invoice Number	Description	Amount
Total Gina Ellis			329.88
GOPHER - NW 5634	IN44072	Elementary Teaching Supplies	943.76
GOPHER - NW 5634	IN44314	Teaching Supplies	770.14
Total GOPHER - NW 5634			1,713.90
Greg Huerta	6-14-2021	Mileage-Parts	51.00
Total Greg Huerta			51.00
Harlan County Journal	54363	Legal Notice	116.76
Total Harlan County Journal			116.76
HireRight Solutions Inc.	P1036893	Background Screen Bus Drivers	30.40
Total HireRight Solutions Inc.			30.40
Home Depot Pro	619495187	Custodial Supplies	530.82
Home Depot Pro	620016394	Custodial Supplies	31.11
Total Home Depot Pro			561.93
Husker Hardware LLC	343	Custodial Supplies	22.91
Total Husker Hardware LLC			22.91
Inspire Rehabilitation	02637	SPED Physical Therapy	255.52
Total Inspire Rehabilitation			255.52
J & J Repair	6944	Bus Maintenance	996.72
Total J & J Repair			996.72
J W Pepper & Son Inc.	135016	Teaching Supplies	4.95
J W Pepper & Son Inc.	363340715	Teaching Supplies	4.95
Total J W Pepper & Son Inc.			9.90
Jeff Lange Counseling LLC	8	Counseling Services	1,700.30
Total Jeff Lange Counseling LLC			1,700.30
JENNIFER SCHUTZ,OTR/L	951498 5-26-2021	Occupational Therapy	3,921.34
Total JENNIFER SCHUTZ,OTR/L			3,921.34
Johnstone Supply	6142000	Custodial Supplies	161.64
Total Johnstone Supply			161.64
Jostens	749500	Medals	82.66
Total Jostens			82.66
JOY Preschool	4-26-2021	JOY Preschool Tuition Jan-May 2021	1,430.00
Total JOY Preschool			1,430.00
Kelley's Super Market Inc	2222-1041981434	Appreciation BBQ	41.33
Kelley's Super Market Inc	2222-1056531531	Summer School Supplies	76.52
Kelley's Super Market Inc	2222-2012711054	Appreciation BBQ	32.21
Kelley's Super Market Inc	22221-1024301047	FCS Supplies	60.23
Total Kelley's Super Market Inc			210.29

Vendor Name	Invoice Number	Description	Amount
Landmark Implement Inc.	381651	Maintenance	533.16
Total Landmark Implement Inc.			533.16
Leighton Schmidt	5-15-2021	Reimburse-Phone Bill	116.21
Leighton Schmidt	6-8-2021	Reimburse-Gas	41.00
Total Leighton Schmidt			157.21
LINDA EHRKE	5/13/2021	PreK Graduation	60.00
Total LINDA EHRKE			60.00
Linden, Jeff	6-9-2021	Reimburse Cell Phone	82.83
Total Linden, Jeff			82.83
Loup Valley Lighting Inc.	21-14888	Custodial Supplies	189.76
Total Loup Valley Lighting Inc.			189.76
McDonald, Richard	5-9-2021	Reimburse-Fuel	78.52
Total McDonald, Richard			78.52
MCI	5-16-2021	Telephone	154.83
Total MCI			154.83
Menards	18697	Custodial Supplies	58.96
Menards	18771	Teaching Supplies	21.49
Menards	19001	Bus Maintenance	41.83
Menards	19365	Custodial Supplies	218.16
Menards	19701	Custodial Supplies	87.63
Menards	20037	Custodial Supplies	28.08
Total Menards			456.15
Mid-american Research Chemica	0733811-IN	Custodial Supplies	272.23
Total Mid-american Research Chemica			272.23
Mid-States Automation & Control, Inc.	72-1528	Heat Pump Repair	401.25
Total Mid-States Automation & Control, Inc.			401.25
Midamerican Research Chemical	0731993-IN	Custodial Supplies	1,986.20
Midamerican Research Chemical	0733147-IN	Custodial Supplies	407.04
Total Midamerican Research Chemical			2,393.24
Midwest Technology Products	2120619-00	General Supplies	78.41
Total Midwest Technology Products			78.41
Mighty Ducts	16096	Kitchen Maintenance	675.00
Total Mighty Ducts			675.00
Mystery Science Inc	SP-6444	Teaching Supplies	349.00
Total Mystery Science Inc			349.00
NASB	07972-J1D6P0	2021 School Law Conference	155.00
NASB	08046-Z0L9N0	NAEP Dues	50.00
Total NASB			205.00

Vendor Name	Invoice Number	Description	Amount
Nasco	50431	Teaching Supplies	161.15
Nasco	64916	Teaching Supplies	58.95
Total Nasco			220.10
National Geographic Kids	6103538960 21-22	Subscription 2021-2022	31.65
Total National Geographic Kids			31.65
Newcomb Diesel	11479	Bus Maintenance	3,650.47
Total Newcomb Diesel			3,650.47
Northern Tool & Equipment-Capital One Trade Credit	47799152	1 Year Renewal	39.99
Total Northern Tool & Equipment-Capital One Trade Credit			39.99
Oxford Super Market	540 5-3-2021	FCS Supplies	47.88
Total Oxford Super Market			47.88
Oxford Utilities	7704 4/30	Utilities	660.20
Oxford Utilities	7914 4/19	Bus Barn Utilities	39.62
Total Oxford Utilities			699.82
Pearson Education	14276275	SPED Teaching Supplies	31.44
Total Pearson Education			31.44
Platform Athletics, LLC	2345	100 Student Licenses	1,000.00
Total Platform Athletics, LLC			1,000.00
QuaverEd. Inc.	32388-1	Music Curriculum	1,960.00
Total QuaverEd. Inc.			1,960.00
Quill Corporation	96138399	General Supplies	379.89
Total Quill Corporation			379.89
Rapids	I2002077	Teaching Supplies	25.53
Total Rapids			25.53
Reliable Pest Control	33253	Pest Control	190.00
Total Reliable Pest Control			190.00
S & W Auto Parts	371-727043	Bus Maintenance	24.53
Total S & W Auto Parts			24.53
School Health Corporation	3911452	General Supplies	500.83
School Health Corporation	3911452-01	General Supplies	57.70
Total School Health Corporation			558.53
School Nurse Supply	0833579-IN	General Supplies	678.60
Total School Nurse Supply			678.60
School Specialty Inc	208127299972	Pedestal Desk	1,187.62
School Specialty Inc	308103763326	Teaching Supplies	744.75
Total School Specialty Inc			1,932.37
Scott Electric	2565165	General Supplies	131.75

Vendor Name	Invoice Number	Description	Amount
Total Scott Electric			131.75
Selden Lumber Inc	41827	Lumber-Teaching Supplies	374.93
Selden Lumber Inc	41828	Lumber-Teaching Supplies	324.00
Total Selden Lumber Inc			698.93
Sinclair Oil Corporation	737 5058 5-28-2021	Bus Gas	1,606.26
Total Sinclair Oil Corporation			1,606.26
Smith Irrigation Equipment	161	Water Reel	8,415.00
Total Smith Irrigation Equipment			8,415.00
Southwest Ne Physical Therapy	03027	Physical Therapy	350.00
Total Southwest Ne Physical Therapy			350.00
SPORTS SAFE Testing Service	11574	Testing-May 2021	205.00
Total SPORTS SAFE Testing Service			205.00
STAPLES	3478837550	General Supplies	252.91
STAPLES	3478910827	General Supplies	30.48
Total STAPLES			283.39
Studies Weekly	390219	Teaching Supplies	258.00
Studies Weekly	390254	Teaching Supplies	206.40
Total Studies Weekly			464.40
Svoboda's, Inc.	D272239	Custodial Supplies	50.27
Total Svoboda's, Inc.			50.27
Teacher Synergy LLC	153672838	Teaching Supplies	82.94
Total Teacher Synergy LLC			82.94
Thalheim, Jessie	5-4-2021	Reimburse-Science Fair Supplies	49.02
Total Thalheim, Jessie			49.02
Troxell Communications	290183	Teaching Supplies	52.06
Troxell Communications	290916	Teaching Supplies	181.66
Troxell Communications	292057	Computer Supplies	170.00
Total Troxell Communications			403.72
Twin Valleys Public Power	729 6-7-2021	Utilities	10,386.90
Total Twin Valleys Public Power			10,386.90
TwoPturf, LLC	3253	Grounds Program	2,270.42
Total TwoPturf, LLC			2,270.42
ULINE	133434553	Custodial Supplies	118.27
Total ULINE			118.27
Valley Voice	30747	Board Minutes	192.32
Total Valley Voice			192.32
Verizon Wireless	9879864449	Telephone	129.12

Vendor Name	Invoice Number	Description	Amount
Total Verizon Wireless			129.12
Viaero Wireless	595461 6-1-2021	1:1 Expense	88.75
Total Viaero Wireless			88.75
Village of Stamford	0-1-5 5-4-2021	Water	326.00
Village of Stamford	0-1-5 6/2/21	Utilities-Water	245.00
Village of Stamford	1151-1-1150 6/2/21	Utilities-Softball Field	103.00
Village of Stamford	1152-1-1151 6/2/21	Utilites-SV Sprinklers	55.00
Total Village of Stamford			729.00
Virco Inc.	1551476	Chairs	1,847.06
Total Virco Inc.			1,847.06
Wells Fargo Card Services	0438 5-23-21	Awards	12.63
Wells Fargo Card Services	0649 5-23-21	Google Summit Training	53.62
Wells Fargo Card Services	0664 5-23-21	Principal Expense	34.45
Wells Fargo Card Services	0664 5-23-21.01	Presidential Education Awards-Elementary	60.79
Wells Fargo Card Services	0664 5-23-21.02	General Supplies	49.02
Wells Fargo Card Services	0664 5-23-21.03	Teaching Supplies	599.19
Wells Fargo Card Services	0664 5-23-21.04	Senior Meal	69.21
Wells Fargo Card Services	0664 5-23-21.05	General Supplies	9.00
Wells Fargo Card Services	0664 5-23-21.06	Teaching Supplies	88.03
Wells Fargo Card Services	0664 5-23-21.07	Custodial Supplies	333.88
Total Wells Fargo Card Services			1,309.82
Yogi's Bodyshop	6-14-2021	Maintenance	340.00
Total Yogi's Bodyshop			340.00
Fund Number 01			107,379.44
Checking Account ID 1			107,379.44

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 6	Fund Number 06	NUTRITION FUND	
Cash-wa Distributing	12877829.01	Food Purchases	49.30
Cash-wa Distributing	12905839	Nutrition Expense	1,666.15
Cash-wa Distributing	12914061	Food Purchase	1,234.11
Total Cash-wa Distributing			2,949.56
Greg Huerta	5/18/2021	Refund Lunch Balance	239.00
Total Greg Huerta			239.00
NANCY TARKINGTON	5/18/2021	Refund-Lunch Balance	11.15
Total NANCY TARKINGTON			11.15
Norton, Russell	5/18/2021	Refund Lunch Balances	1,041.85
Total Norton, Russell			1,041.85
Thalheim, Jessie	5/18/2021.1	Refund Lunch Balance	11.20
Total Thalheim, Jessie			11.20
US Foods	4843200	Nutrition Expense	1,193.46
Total US Foods			1,193.46
Zack Nathan	5/18/2021	Refund Lunch Balance	415.80
Total Zack Nathan			415.80
Fund Number 06			5,862.02
Checking Account ID 6			5,862.02

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 5	Fund Number 05	ACTIVITY FUND	
24 Hour Tees	003167	Cheer Shirts	350.00
Total 24 Tees			350.00
Active Network, LLC	11120770	Track Software Upgrade	179.00
Active Network, LLC	11120845	Track PhotoFinish Software	295.00
Total Active Network, LLC			474.00
Ag Valley Coop	162785 6-9-2021	Concessions	899.96
Ag Valley Coop	915832	Alfalfa Fertilizer	439.65
Ag Valley Coop	916436	Alfalfa Chemical	257.84
Total Ag Valley Coop			1,597.45
Alma Public Schools	5-27-2021	RPAC meeting	138.00
Total Alma Public Schools			138.00
Amazon Capital Services	1HGF-FTHX-WNW4	Softball Supplies	21.83
Amazon Capital Services	1HJ1-W3D3-PNTM	Softball Supplies	70.18
Amazon Capital Services	1Q7M-M636-DM1P	Base Plugs	44.32
Total Amazon Capital Services			136.33
Arapahoe Floral	4362	Stalder Funeral	50.00
Total Arapahoe Floral			50.00
Beaver Valley Animal Hospital	32331	Fees	4.00
Total Beaver Valley Animal Hospital			4.00
Becker Brothers Feed	10502	Feed Delivery	211.25
Total Becker Brothers Feed			211.25
Becker, Dexter	5/18/2021	Elementary Field Day Supplies	49.06
Total Becker, Dexter			49.06
Bertrand High School	5/13/2021	Bertrand Golf Invite	92.00
Total Bertrand High School			92.00
Best Western Inn	92138	State Golf Room	110.88
Best Western Inn	93116	State Golf Room	110.88
Total Best Western Inn			221.76
BF Plastics, Inc.	1274045-IN	Engraving Metals	103.20
Total BF Plastics, Inc.			103.20
Broeker, Shelly	5/18/2021	Retirement Cakes	90.00
Broeker, Shelly	5/6/2021	Teacher Appreciation Cakes	60.00
Total Broeker, Shelly			150.00
Cash-wa Distributing	12904325	Concessions	444.52
Cash-wa Distributing	12915509	Concessions	271.45
Total Cash-wa Distributing			715.97
Cash	5/18/2021	State Track	80.00
Total Cash			80.00

Vendor Name	Invoice Number	Description	Amount
Edgerton Explorit Center	5/14/21	6th Grade Field Trip	156.00
Total Edgerton Explorit Center			156.00
Elwood High School	4/6/2021	Hi-Line Golf Invite	70.00
Total Elwood High School			70.00
EPIC FOOTBALL	JA051921FB	Football Camp	1,230.00
Total EPIC FOOTBALL			1,230.00
Four Seasons Fund Raising	10004429	Fund Raising	2,420.81
Four Seasons Fund Raising	10005308	Fund Raising	18.59
Total Four Seasons Fund Raising			2,439.40
Gothenburg High School	5/14/2021	Entry Fee-JH State Track	7.00
Total Gothenburg High School			7.00
Harlan County Meat Processors	5-19-2021	Staff Meal	634.76
Total Harlan County Meat Processors			634.76
Hasty Awards	04211971	Awards	49.12
Total Hasty Awards			49.12
Hunt, Kolby	5/18/2021	STRIV	10.00
Total Hunt, Kolby			10.00
Image Tech & Printing	8198	Jr Shooters Shirts	1,274.65
Image Tech & Printing	8199	Jr Shooters Shirts	255.50
Image Tech & Printing	8227	Field Day Shirts	2,074.00
Image Tech & Printing	8239	Jr Shooters Scholarship Fund/Shirts	458.00
Image Tech & Printing	8250	State Track Shirts	405.00
Total Image Tech & Printing			4,467.15
Jennifer Wasenius	5/11/2021	Reimburse-Awards	42.79
Total Jennifer Wasenius			42.79
John Miller	5-28-2021	2 Day BBB Camp	1,000.00
Total John Miller			1,000.00
Kelley's Super Market Inc	2222-1015631020	Activity Fair	121.64
Kelley's Super Market Inc	2222-1029571610	Field Day	112.26
Kelley's Super Market Inc	2222-1032560715	Field Day	60.00
Kelley's Super Market Inc	2222-2009801735	Special Projects	69.96
Total Kelley's Super Market Inc			363.86
Lake Maloney Golf Course	5/18/2021	Practice Round	134.00
Total Lake Maloney Golf Course			134.00
Lanham, Mike	5/10/2021	JH Track Starter	200.00
Total Lanham, Mike			200.00
LINDA EHRKE	5-18-2021	6th Promotion Cakes	180.00
Total LINDA EHRKE			180.00

Vendor Name	Invoice Number	Description	Amount
Little Caesars Fundraising Program	393513	Fundraising-Pizza Sales	4,258.00
Total Little Caesars Fundraising Program			4,258.00
Loomis High School	5-18-2021	District Golf	50.00
Loomis High School	5-28-2021	BBB Summer League	250.00
Loomis High School	5/17/2021	District Golf	50.00
Total Loomis High School			350.00
Lucky R Drive In	5/12/2021	Elementary Student Council	125.00
Total Lucky R Drive In			125.00
Maywood-Hayes Center Public School	5-28-2021	BBB Team Camp	125.00
Maywood-Hayes Center Public School	6-9-2021	Girls Basketball Camp	135.00
Total Maywood-Hayes Center Public School			260.00
MEREDITH MCQUAY	5/18/2021	Journalism Medals	92.00
Total MEREDITH MCQUAY			92.00
Minden Optimist Club	JA051921LEYFB	League Dues	300.00
Total Minden Optimist Club			300.00
Misko Sports Inc	0101	Golf Polos	360.00
Misko Sports Inc	0120	Replacement Balls	132.98
Misko Sports Inc	30818	Player Supplies	100.00
Misko Sports Inc	31963	Wrestling Supplies	396.00
Total Misko Sports Inc			988.98
Morrill Hall	5/14/2021	6th Grade Field Trip	91.00
Total Morrill Hall			91.00
Nat. Assoc. School Principals	9001463431	2021-2022 Dues	385.00
Total Nat. Assoc. School Principals			385.00
NCTA Food Service Department	1368	FFA State Degree Meals	90.00
NCTA Food Service Department	1380	FFA District CDE Meals	270.00
NCTA Food Service Department	1405	FFA Event Meals	240.00
Total NCTA Food Service Department			600.00
Nebraska Coaches Association	BM052621COACH	Memberships	2,520.00
Total Nebraska Coaches Association			2,520.00
Nebraska FPS	2021-19	FPS Fees	150.00
Total Nebraska FPS			150.00
Nebraska Schools Athletic Association	5/18/2021	21-22 Fees	1,270.00
Total Nebraska Schools Athletic Association			1,270.00
NRCSA	7-27-2021	NRCSA Meeting	320.00
Total NRCSA			320.00
Pepsi Cola Bottling Co	65469955	Concessions	468.96
Total Pepsi Cola Bottling Co			468.96

Vendor Name	Invoice Number	Description	Amount
RPAC	4/28/2021	RPAC ACT Medals	11.43
Total RPAC			11.43
Ruskamp, Jeremiah	5/18/2021	STRIV	30.00
Total Ruskamp, Jeremiah			30.00
South Central State Bank	5/12/2021	Cash-Science Fair Awards-Judge Lunches	400.00
Total South Central State Bank			400.00
Sports Shoppe, The	4/21/2021	General Supplies	405.00
Total Sports Shoppe, The			405.00
Thalheim, Jessie	5/18/2021	Reimburse-Science Fair Supplies	163.76
Total Thalheim, Jessie			163.76
THAYER CENTRAL HIGH SCHOOL	5-20-2021	District Track Entry	120.00
Total THAYER CENTRAL HIGH SCHOOL			120.00
Universal Cheerleaders Association	REG-0010698474	Cheer Camp Expense	385.00
Total Universal Cheerleaders Association			385.00
Wells Fargo Card Services	0438 5-23-2021	Special Projects	86.25
Wells Fargo Card Services	0438 5-23-2021.01	State Journalism Expense	65.00
Wells Fargo Card Services	0438 5-23-2021.02	State Journalism Meal	181.86
Wells Fargo Card Services	0438 5-23-2021.03	GBB Wichita Tournament	320.00
Wells Fargo Card Services	0438 5-23-2021.04	Athletic Expense	50.00
Wells Fargo Card Services	0438 5-23-2021.05	District Track Meal	266.47
Wells Fargo Card Services	0438 5-23-2021.06	FCCLA Expense	244.77
Wells Fargo Card Services	0438 5-23-2021.07	State Track Hotel	159.74
Wells Fargo Card Services	0438 5-23-2021.08	State Track Fuel	51.13
Wells Fargo Card Services	0649 5-23-2021	Science Club Meal	61.09
Wells Fargo Card Services	0649 5-23-2021.01	AD Meeting-Lunch	6.84
Wells Fargo Card Services	0664 5-23-2021	FBLA Expense	65.00
Wells Fargo Card Services	0664 5-23-2021.01	Track Timing Software	95.00
Wells Fargo Card Services	0664 5-23-2021.02	State Track Meal	57.92
Wells Fargo Card Services	0664 5-23-2021.03	State Track Meal	171.00
Wells Fargo Card Services	0664 5-23-2021.04	State Track Meal	89.80
Total Wells Fargo Card Services			1,971.87
XGrain Sportswear	174817	Track Coach Supplies	280.00
Total XGrain Sportswear			280.00
Yanda's Music And Pro Audio	525584	Horn Repair	37.00
Total Yanda's Music And Pro Audio			37.00
Fund Number 05			31,340.10
Checking Account ID 5			31,340.10

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 8	Fund Number 08	BUILDING FUND	
Banner Capital Bank	5-15-2021	Heat Pump Principal	85,000.00
Banner Capital Bank	787957 5/15/2021	Heat Pump Int. Payment	10,212.67
Total Banner Capital Bank			95,212.67
Critel Buildings	5/17/2021	40% Down payment on Bus Barn Building	102,388.00
Total Critel Buildings			102,388.00
Fund Number 08			197,600.67
Checking Account ID 8			197,600.67

Manual Journal Entries Listing - Detail

Chart of Account Number	Entry Date	Reference Number	Transaction Description	Entity ID	Invoice Number	PO Number	Cost Center ID	Asset Tag	Debit Amount	Credit Amount
Batch Description: Bond Fund Wire 6-14-2021			Processing Month:	06/2021						
07 5000 832 000 000	06/14/2021		Bond Interest Payment						38,900.00	0.00
07 101	06/14/2021		Bond Interest Payment						0.00	38,900.00
								Total:	38,900.00	38,900.00

Fund Totals:

Fund		Debit Amount	Credit Amount
07	BOND FUND	38,900.00	38,900.00
	Grand Totals:	38,900.00	38,900.00

Computer Hardware, Inc.
2315 2nd Ave
Kearney, NE 68847-5316

QUOTE

140591
05/11/21

SALESPERSON	PURCHASE ORDER#	REFERENCE#	SHIPPER:
Randy Hinrichs	BJ/QUOTE		

BILLED TO:
SOUTHERN VALLEY PUBLIC SCHOOLS
JARED FAUSCH
43739 HWY 89
OXFORD, NE 68967

SHIPPED TO:
SOUTHERN VALLEY PUBLIC SCHOOLS
JARED FAUSCH
43739 HWY 89
OXFORD, NE 68967

	ITEM NUMBER	ITEM DESCRIPTION	QTY	PRICE	EXTENDED PRICE
001	PROCOLOR 753U+	PROCOLOR 75IN W/WIFI & WALLMOUNT pricing includes shpping to SVPS revised quantity 6-07 REH	9	$2,859.00	$25,731.00
002		BASIC CART with shipping	2	$329.00	$658.00
003		GOLD DEALER 5 YEAR WARRANTY	1		
005		revised	0		

Quote Good Up Through: 05/25/21

SUBTOTAL:	$26,389.00
SHIPPING:	$0.00
HANDLING:	$0.00
OTHER CHRAGES:	$0.00
TAX:	$0.00
TOTAL:	$26,389.00

June 4th , 2020

Greg Huerta
Southern Valley School District
MS/HS Geothermal Glycol Project

Subject: Water Treatment Recommendations

Dear Greg:

Thank you for the opportunity to present the results of our comprehensive analysis and to provide a water treatment proposal for your facility. Included in this proposal are your results and any recommendations we have based on our observations along with Chemsearch's H2O Solutions commitment to satisfy your needs. First and foremost, Chemsearch's H2O Solutions is committed to providing you with an effective water treatment program that delivers cost effective results. Our recommendations will help you maximize equipment life, efficiency, reliability, and safety of your systems while reducing overall energy and water costs.

With over one hundred years of experience, Chemsearch's H2O Solutions is well qualified to provide system solutions to solve waterside problems. Our extensive variety of products and equipment allow us to design a cost effective program for any operation. In addition, we are committed to providing you with the highest quality of service that will make a difference on your bottom line. It is our commitment to that high level of service that makes us the clear choice for a successful water treatment program.

If you have any questions or need additional information, please let me know. Thank you for your time and considerations.

Sincerely,

Jacob Hike
Water Treatment Specialist
Chemsearch H2O Solutions
402-208-6142
jake.hike@chemsearchfe.com

cc: Chemsearch Distribution

Water Treatment Proposal
June 4th , 2020

SOUTHERN VALLEY SCHOOL DISTRICT

PROVEN EXPERTISE IN
WATER TREATMENT

WHO WE ARE

Founded in 1919, Chemsearch is a leading provider of Water Treatment products, technology and solutions throughout the world. Chemsearch has developed H2O Solutions, a family of products and services to enhance reliability and efficiency in Water Treatment.

A PROVEN PROVIDER

- One of the leading water treatment companies serving the worldwide middle market
- Six major production plants serving more than 10,000 customers in North America

WHO WE SERVE

- Property Management
- Hospitals, Clinics, & Nursing Homes
- Food Processing & Packaging
- Local, State and Federal Government
- Universities & School Districts
- Manufacturing Facilities

ASSOCIATIONS WE WORK CLOSELY WITH

- BOMA – The Building Owners & Managers Association
- ASHE – American Society for Healthcare Engineering
- AFE – Association for Facilities Engineering

CHEMSEARCH H2O SOLUTIONS – A TRUSTED RESOURCE

- Owners
- Managers
- Facility Engineers

BENEFITS FROM USING
CHEMSEARCH H2O SOLUTIONS

Proper treatment of heating and cooling systems can translate into significant savings. Chemsearch is dedicated to help customers.

SAVE MONEY AND TIME THROUGH OPTIMUM PERFORMANCE

- Maximize system efficiency – to conserve energy & reduce water consumption
- Reduce operating & maintenance costs
- Unmatched service and support

IMPROVE SAFETY AND EFFICIENCY WITH NEW AND INNOVATIVE PRODUCTS

- Comprehensive product offering including solids for sustainability
- Dedicated research and development team offering cutting-edge technology

ENJOY CONFIDENCE IN A COMPLETE AND EFFECTIVE PROGRAM

- Customized treatment programs for your individual needs
- Expert testing and analysis to ensure system protection
- Equipment division including pretreatment and chemical application equipment
- Corporate laboratory support

EXPERIENCE PEACE OF MIND THROUGH OUTSTANDING QUALITY

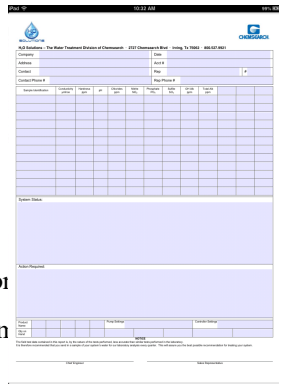
- Highly trained, professionally accredited service consultants
- All Chemsearch manufacturing facilities are ISO 9001 Certified
- We meet or exceed standards of the following:

The H2O Solutions Difference

Service is one of the most important aspects of any water treatment program. The economics and technical success of any treatment program depend not only upon chemical and equipment selection, but also how well the treatment program is serviced and managed.

Regular Service Visits

Initially, service visits will be provided as often as necessary to ensure that the transition to Chemsearch's H2O Solutions is seamless and all water treatment systems are functioning properly. At that point, regular and routine visits will occur. During routine visits, your Chemsearch's H2O Solutions Representative will:



- Perform an on-site in depth analysis of the water in all systems of the program and document the results.
- Control Manual log sheets will be reviewed and where appropriate, discussed with plant personnel.
- Verification of proper operation of pretreatment and chemical feed/control equipment will be checked and adjustments and calibrations made where necessary.
- Troubleshoot as required with written recommendations if existing equipment cannot be repaired or
- An electronic or written service report will be provided at each service visit. This report will docun system conditions and present recommendations for corrective measures.
- The results of each service visit will be discussed with the appropriate plant personnel and signed by plant personnel.
- On site operator training will be provided as required.

Chemical inventory levels will be checked and noted on the Service Report.

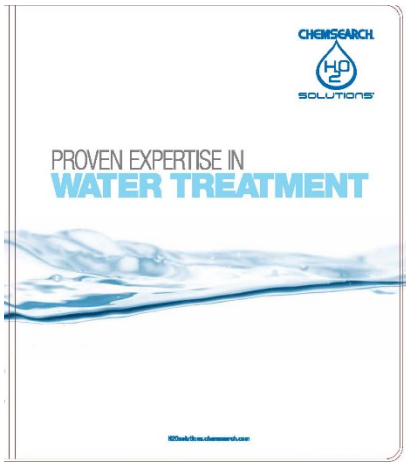
Value Added Services

We will also provide a wide range of value added services that will enhance the results you receive from your water treatment program, and help ensure your realize operational cost savings.

1. Review meetings will be provided as necessary or specified to communicate program results.

2. Engineering Support Specialists available as needed to assist with technical audits, surveys, equipment inspections and provide troubleshooting assistance. Our customers are supported by some of the best and most experienced professionals in the business.

3. We will help maintain your chemical feed and control systems. A major cause of program failure is improperly operating chemical feed and control equipment. As your water treatment supplier, we will help you keep this important equipment operating properly, and if necessary, provide the services of our professional Equipment Support Group.



4. We are committed to providing a high level of training. We will provide "one on one" operator training as needed, as well as site specific training and seminars.

5. We will provide a detailed Program Control Manual for your treatment programs that include the SDS Sheets, control ranges, corrective measures, test procedures, troubleshooting guidelines and any additional equipment recommendations or upgrades.

6. Professional laboratory analyses will be provided as needed to help prevent and diagnose problems. We have full service analytical and research laboratories with modern instrumentation and over 25 chemists and scientists dedicated to water treatment.

7. Specialty inspection and monitoring equipment available when needed – boroscope, dissolved oxygen monitor, ultrasonic flow sensor, condensate monitors, corrators, and much more.

8. Service Available When You Need It. Should you need us anytime outside of our normal visits, just call us. Our goal is to be there when you need us.

Water Treatment Proposal
June 4th , 2020

SOUTHERN VALLEY SCHOOL DISTRICT

Details of the Program

Glycol Project Price Quotation	$39,648.70
Glycol Analysis Program	Annually $2350

This price does not include any applicable taxes. This project quote is good for 30 days from the date of the proposal. Program cost is based on system specs/capacity provided by Trane & SVSD. Any overage of glycol is non-refundable and a return freight charge will be the responsibility of the customer. All geothermal glycol fluids are blended to order. Customer must provide reasonable access for the bulk delivery truck. A 2" ground level connection to the system is required. Maximum pumping height is 80 feet to the highest point of the system. Customer is to provide an adequate drain point or disposal of the existing heat transfer fluid.

The glycol project scope will be scheduled for five days. The glycol project price quotation includes 3,500 gallons of Intercool Geotherm 25%, loop clean/passivation chemical, management of pumps-valves-air separator-system components as necessary during the clean/flush/passivate/fill procedure, 110 gallons of Intercool Geotherm Concentrate for any needed post fill percentage adjustments, and lab analysis of the finished loop heat transfer fluid. Pulsafeeder Digital Glycol Feeder DGF1BAAACAB and installation is also included.

The glycol project quote assumes all mechanical items associated with the glycol loop are in good working order. Any mechanical issues found impeding the quoted work will be communicated, addressed, and invoiced separately from the quoted glycol project.

The glycol analysis program consists of scheduled bi-annual on-site sampling and detailed analysis of the heat transfer fluid. The goal of the glycol analysis program is to ensure the integrity of the heat transfer fluid is maintained and system metallurgy remains protected at all times.

Agreed to on this _____ date of _____, 2021

Signature _____

Chemsearch FE

2727 Chemsearch BLVD
Irving TX 75062

1-800-527-9921

Signature _____

Southern Valley School District

43739 Highway 89
Oxford, NE 68967

308-868-2222

LIQUID CLOSED-LOOP CLEANER

Si usted no entiende esta etiqueta, pida a alguien que sepa inglés que se la explique completamente antes de usar este producto. • Not intended for household use or resale. • Read the entire label before using this product. • Non conçu pour usage domestique ou revente. • Lire toute l'étiquette avant l'emploi.

WARNING: CAUSES SKIN IRRITATION • CAUSES SERIOUS EYE IRRITATION • MAY CAUSE DAMAGE TO ORGANS THROUGH PROLONGED OR REPEATED EXPOSURE

FIRST AID: IF ON SKIN: Wash with plenty of soap and water. If skin irritation occurs, get medical attention. Take off contaminated clothing and wash before reuse. **IF IN EYES:** Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists, get medical attention.

KEEP OUT OF REACH OF CHILDREN

See the Safety Data Sheet for more information.

For medical or environmental emergencies, call CHEMTREC® at 1-800-424-9300.

AVERTISSEMENT : CAUSE UNE IRRITATION CUTANÉE • CAUSE DE GRAVES IRRITATIONS OCULAIRES • PEUT CAUSER DES DOMMAGES AUX ORGANES EN CAS D'EXPOSITION PROLONGÉE OU RÉPÉTÉE

PREMIERS SOINS : CONTACT CUTANÉ : Nettoyer à fond à l'eau savonneuse. Si la peau devient irritée, consulter un médecin. Enlever les vêtements contaminés et les nettoyer avant de les porter à nouveau. **CONTACT OCULAIRE :** Rincer soigneusement sous l'eau pendant plusieurs minutes. Retirer les lentilles cornéennes, le cas échéant et si c'est possible de le faire facilement. Continuer de rincer. Si les yeux demeurent irrités, consulter un médecin.

GARDER HORS DE PORTÉE DES ENFANTS

Consulter la fiche signalétique pour plus de renseignements.

Pour des urgences médicales ou environnementales, contactez CHEMTREC® au 1 800 424-9300.

NET CONTENTS / CONTENU NET: _____

This product has been determined to be exempt from USDA authorization. Cooling tower products may be used in U.S. Federally inspected meat and poultry plants so long as neither the product nor the treated water has contact with food products.

DIRECTIONS FOR USE

NOTE

1. **NOT FOR USE IN OR FOR CONTACT WITH POTABLE WATER SYSTEMS OR DOMESTIC WATER SOURCES.**
2. Make sure the air-bleed vents are operating correctly to avoid excessive foaming from entrained air if, during the rinsing step, the loop is allowed to drain completely.
3. The use of an anti-foam agent may be necessary.
4. Prior to use, ensure all air is removed from the loop. Failure to do so may result in foaming and cavitation throughout the system, which may cause loud noises and vibrations of system pipes.

To flush oil, grease and mill scale from closed recirculating loops, add 1 part for every 50 parts of loop capacity. Add to closed-loop systems through a pot feeder. Circulate the system for at least 24 hours. Drain the entire system, refill and drain again.

The amount of water can be estimated for the chill-water recirculating closed loop by multiplying the tonnage of air-conditioning capacity times 20 gallons (76 liters). For hot loops, multiply the horsepower of the boiler by 25 gallons (95 liters).

Consult your water treatment consultant for further instructions.

KEEP FROM FREEZING. If this product is stored in cold or freezing temperatures, it may separate or thicken. This will not harm the performance. Before using, warm to room temperature and stir thoroughly.

WARNING: Contains Ethoxylated alcohols. Wear protective gloves, protective clothing and eye protection. Wash face, hands and any exposed skin thoroughly after handling. Do not breathe mist. 3 % of the mixture consists of ingredient(s) of unknown toxicity.

MADE IN THE U.S.A.

DISPOSAL/ ÉLIMINATION

Dispose of contents and container in accordance with applicable regulations.
Éliminer le contenu et le contenant conformément à la réglementation en vigueur.

MULTI-MIST Products
Division of/de NCH Corporation
1618 Northgate, Irving (TX) 75062
247 Orenda Road, Brampton (ON) L6T 1E6
©2014 NCH Corporation

QUALITY ISO 9001 ASSURANCE

Il a été déterminé que ce produit est exempté de l'autorisation de l'USDA. Les produits pour tours de refroidissement peuvent être utilisés dans des usines de transformation de viandes et de volailles dont l'inspection relève du gouvernement fédéral américain pourvu que ni le produit ni l'eau traitée n'entre en contact avec des produits alimentaires.

MODE D'EMPLOI

NOTE

1. **NON CONÇU POUR UN EMPLOI OU UN CONTACT AVEC LES SYSTÈMES D'EAU POTABLE OU LES SOURCES D'EAU DOMESTIQUES.**
2. S'assurer que les évents d'évacuation d'air fonctionnent correctement pour éviter un moussage excessif de l'air entraîné si le circuit est complètement drainé durant l'étape du rinçage.
3. L'utilisation d'un antimoussant peut s'avérer nécessaire.
4. Avant l'usage, s'assurer de vider toute trace d'air du circuit. Sinon, il pourrait en résulter du moussage et de la cavitation dans l'ensemble du système, ce qui pourrait causer de forts bruits et de fortes vibrations dans les tuyaux du système.

Pour purger huile, graisse et calamine des circuits de recirculation fermés, ajouter 1 partie de produit par 50 parties de capacité du circuit. Utiliser un pot doseur pour faire l'ajout dans les systèmes à circuit fermé. Laisser circuler dans le système pendant 24 heures. Drainer le système, le remplir puis le drainer de nouveau.

La quantité d'eau peut être évaluée pour le circuit fermé de recirculation d'eau de refroidissement en multipliant le tonnage de la capacité de climatisation par 76 litres (20 gallons). Dans le cas de circuits de chauffage, multiplier la puissance en chevaux-vapeur de la chaudière par 95 litres
(25 gallons).

Consultez votre représentant en traitement d'eau pour de plus amples renseignements.

PRÉSERVER DU GEL. Si ce produit est entreposé à des températures froides ou de gel, il est possible qu'il se sépare ou épaississe, ce qui n'affectera pas toutefois son rendement. Avant de l'utiliser, le réchauffer à la température ambiante et le brasser à fond.

AVERTISSEMENT : Contient des alcools éthoxylés. Porter des gants de protection, des vêtements protecteurs et une protection oculaire. Bien laver le visage, les mains et toute peau exposée après la manutention. Ne pas inspirer le brouillard. Le mélange est composé à 3 % d'ingrédients dont la toxicité est inconnue.

FABRIQUÉ AUX ÉTATS-UNIS.

U.S. REORDER: 800-527-9919/FAX 972-438-0634
CANADA REORDER : 800-268-3034/FAX 800-626-6662
COMMANDER AU CANADA : 800-268-3034

0851MGBB 1M409

12044469

INTERCOOL®
Glycol Fluids

Product Information Bulletin

INTERCOOL® GEOTHERM

INTERCOOL® GEOTHERM is a heat transfer fluid formulated with propylene glycol for use in geothermal heat pump applications and is acceptable for use where the possibility of incidental food contact exists.

NSF REGISTRATION - This product is acceptable for use as a heat transfer fluid where there is possibility of incidental food contact (HT1). The amount used should be the minimum required to accomplish the desired technical effect. **Registration # 150168. Proprietary Substances and Non-Food Compounds.**

INTERCOOL® GEOTHERM was developed for long life and superior corrosion protection. Formulated with a di-potassium phosphate inhibitor at >2200 PPM for compatibility with most materials of construction, such as steel, copper, copper alloys and solder. **INTERCOOL® GEOTHERM** should not be used in systems constructed with galvanized steel, unless etching of the zinc coating is acceptable or aluminum.

INTERCOOL® GEOTHERM can be purchased in its concentrated form or preblended with de-ionized water at 20 - 65 percent to meet your specification for boiling, freeze and / or burst protection. INTERSTATE Chemical Company recommends a minimum of 25% glycol to prevent the growth of bacteria.

INTERCOOL® GEOTHERM is supported by the Interstate Chemical Company heat transfer fluid and quality control laboratory. The lab is state-of-the-art, consisting of certified chemists and the latest in analytical testing equipment. As the **INTERCOOL®** products are made and blended, key parameters are analyzed. These results assure us and our customers that the products they receive meet our quality standards, as well as those established by the United States Department of Agriculture and the Food and Drug Administration.

INTERSTATE Chemical Company Inc. provides free analytical testing of all INTERCOOL products as a service to our customers to keep your fluid and system in top operating condition.

INTERSTATE CHEMICAL CO., INC.
2797 Freedland Road, Hermitage, PA 16148
FAX 724-981-8383 Phone 724-981-3771

PULSAFEEDER®

DIGITAL GLYCOL FEEDER

Pulsafeeder's Digital Glycol Feeder provides a consistent operating pressure in closed loop systems. This allows a controlled percentage of glycol solution to be fed from the 55 gallon tank. The Digital Glycol Feeder is available in two models; the DGF1 for single loop and the DGF2 for dual loop systems.

The control unit utilizes an 8-bit microcontroller for precise feed system control. The NEMA4X enclosure can be wired conduit or prewire for easy startup. The preplumbed assembly includes a pressure gauge, pressure switch, and pressure relief valve to prevent excessive pressure build up. A low liquid level switch with optional audible alarm prevents the gear pump from operating when the solution is low.

FEATURES

CONTROLLER FEATURES

- Touch Keypad User Interface for Gear Pump Operation
- LED Indicators Loss of Pressure and Low Level
- HOA Control Of Pumps and Alarm To Force Relay OFF Indefinitely Or Force Relay ON For A Period Of 5 Minutes
- Alarm Silence Feature
- Dual Alarm Relay Outputs Are Factory Configured For Dry Contact Or Powered
- Available In 115V Or 230V

PUMP FEATURES

- Heavy Duty Gear Pump
- Bronze And Stainless Steel Wetted Components
- Close Tolerance Design Allows For Consistent Performance
- Helical Gears For Quiet Operation

SYSTEM FEATURES

- Economical Design For Competitive Bid Specifications

MODEL SELECTION

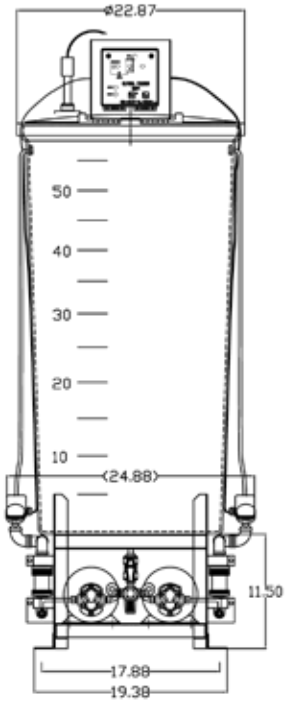
Model Number	Closed Loop	Conduit / Prewire	Audible Alarm	Alarm Output	Pressure Switch	Pump
DGF1BAAACXB	Single Loop	Prewire	Without	Dry Contact	Standard	1.50 GPM
DGF1BAAAEXB	Single Loop	Prewire	Without	Dry Contact	Standard	3.75 GPM
DGF1BAXACXB	Single Loop	Prewire	Without	None	Standard	1.50 GPM
DGF1BAXBCXB	Single Loop	Prewire	Without	None	Low	1.50 GPM
DGF1BBAACXB	Single Loop	Prewire	With	Dry Contact	Standard	1.50 GPM
DGF1BBABCAB	Single Loop	Prewire	With	Dry Contact	Low	1.50 GPM
DGF1BBABCXB	Single Loop	Prewire	With	Dry Contact	Low	1.50 GPM
DGF1BBABEXB	Single Loop	Prewire	With	Dry Contact	Low	3.75 GPM
DGF1BBCACXB	Single Loop	Prewire	With	AC Output	Standard	1.50 GPM
DGF1BBXACXB	Single Loop	Prewire	With	None	Standard	1.50 GPM

ENGINEERING DATA

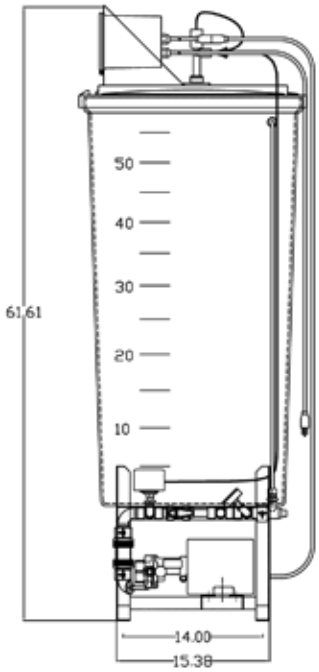
Operating Temperature	32°F to 122°F / (0°C to 50°C)
Enclosure	NEMA 4X

DIMENSIONS

Front View



Side View



PULSAFEEDER®
27101 Airport Road
Punta Gorda, FL 33982
Tel: (941) 575-3800
Fax: (941) 575-4085
www.pulsatron.com

An ISO Certified Company

2021 - 2022

SOUTHERN VALLEY SCHOOL
School District #540

Student Handbook

(Revising)

The back cover of this handbook
shall be signed by the student,
parent or guardian
and returned to school by
August 20, 2021

TABLE OF CONTENTS

SECTION 1 -- General Information for K-12 Students **5**
Introduction……... 6
Staff…… 7
School Calendar……. 11
Intent of Student Handbook…… 12
Southern Valley School's Mission Statement…..... 12
Federal Requirements ……..……. 13
Nondiscrimination Statement…….……. 13
Drug-Free Schools……...……..….. 13
Education and Prevention…….……... 13
Standards of Conduct; Notice to Students and Parents…….…….. 13
Drug and Alcohol Education and Prevention of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations……...…… 14
Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs…. 14
Safe and Drug-Free Schools--Parental Notice of Right to Withdraw……. 15
Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco…….…….. 15
Disciplinary Sanctions…….…… 15
Intervention…….……. 16
Administration…….……. 16
Dating Violence - Policy #5030…….. 16
No Weapons…… 18
Student Discipline #5035/Weapon Policy #5049..……...…….. 19
Part-Time Enrollment Policy #5003…….. 31
Medication Administration Policy #5024……..……. 31
Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes Policy #5053. 31
District Title I Parent and Family Engagement Policy #5057……..... 31
Homeless Students Policy #5014 …….. 32
Student Privacy Protection Policy #5015…… 34
Anti-Bullying Policy #5054…… 37
Notice Concerning Staff Qualifications #4022…….….. 37
Notice of Parental Rights ……..……. 38
Student Internet and Computer Access #5037…… 39
Visitors …….. 43
Assignment of Students and Classes ……..……... 43
Recording of Grades on Permanent Files ……..……..... 43
Report Cards and Interim Reports …….……. 43
Academic Responsibility …….……... 43
Special Needs …….……. 44
School Meal Program and Meal Charges …… 45
Emergency Information Sheets …….…….. 46
Illness …….…. 46
Health Regulations Nebraska Law Requires…… 47
Asthma Protocol #5053……... 48
Communicable Disease #3048…….…… 49

Medication of Students #5024..... 51
Student Cell Phones and Other Electronic Devices #6025..... 52
Textbooks 52
Student Lockers..... 53
Searches of Lockers and Other Types of Searches..... 53
Student Valuables..... 53
Bus Operation Rules and Regulations 54
Rules While Riding The Bus 55
Traffic Violations 56
External School Fund Drives 56
Activity Tickets 56
Parent Teacher Conferences 56
Fire Drill 56
Bus Evacuation Drill 56
Title IX 56
Copy Machine 56

SECTION 2 -- Jr. Sr. High School Information **57**

Academics
Graduation Requirements 58
Course Load – Grades 9-12 58
Honors Program..... 59
High School Equivalency Diploma 61
Certificate of Attendance 62
Junior High Requirements..... 62
Academic Banquet..... 62
Honor Roll 62
Drop and Adds 62
Weekly Eligibility Requirements 62
Progress Reports to Parents 63
Incomplete Work 63
Homework 63
Senior Work Release..... 63
College Visits 63
Cheating 63
Library Guidelines 63
Attendance..... 65
Attendance Policy 65
Attendendance Officer 65
Excused Absence 65
Unexcused Absence-Truancy 66
Make-Up Slip Procedure for Student Absences..... 66
Tardy to School or Class..... 66
Pregnant and Parenting Students 67
Detentions 67
In-School Suspension/Detention Rules..... 67
Law Violations 68
Daily Conduct..... 68
Dress Code 68

PDA – Public Display of Affection…… 69
Announcements ……. 69
Leaving the School Grounds ……. 69
Sign In/Sign Out …… 69
Lunch Period …….. 69
Halls ……...… 69
Field Trips …….……. 70
Activity Trips "Parent Permission" …….…….. 70
Southern Valley JH/HS Student Council/Leadership Team ……. 70
School Dance and Social Functions …….. 71
Fundraising Activities …….. 71
Activities Program …….….. 71
Student Fees Policy …….. 71
Certification…….. 75
Bell Schedules ……...…….. 76

SECTION 3 -- Elementary School Information……..... 78
School Day……. 79
Tardy Policy……... 79
Absences……..... 79
Attendance Officer ……..... 79
Truancy & Tardiness……. 79
Perfect Attendance……. 80
School Entrance and Registration - Kindergarten……. 80
Registration for New Pupils Other Than Kindergarten……. 80
Students Moving From the District…….……... 80
Communicable Diseases……... 80
Homework……. 80
Dress Code for School …….. 80
Lost and Found…….. 81
Activities and School Ground Rules……. 81
Field Trips and Field Day…….. 82
Support Programs…….. 82

SECTION 1

General Information for K-12 students

SOUTHERN VALLEY PUBLIC SCHOOLS

INTRODUCTION

It is with great excitement I welcome all of you to the start of the 2020-21 school year at Southern Valley. I am very honored and blessed to have the opportunity to lead our district into the future. My main focus in year one is to build relationships with everyone in our school district. In order for a school or business to operate at its best, it's very important I create relationships inside our school building with students and staff and outside our building with our communities. I would like to invite anyone who has any questions or concerns to contact me at any time. I would love the opportunity to sit and visit with you about the opportunities Southern Valley provides.

Please familiarize yourself with this handbook. Many times conflicts between students, teachers, and/or administration are the result of one or more parties not knowing or understanding policies and procedures. If you should have any questions about the information in this handbook, please feel free to contact the appropriate principal or myself.

Good Luck!
Bryce Jorgenson, Superintendent

Parents and Students of Southern Valley Schools:

This handbook is a guide for you. Read it carefully. It will aid you in becoming acquainted with your school. The teachers are here not only to teach, but also assist you in making your school career educational and memorable.

You should plan your school career carefully and follow your plan. This may require considerable thought and willpower. However, your high school career is crucial. Now is the time to develop and establish the wholesome attitudes and desirable values you deem necessary for success during your adult life.

Make your family, friends, more importantly, yourself proud. Today you are an important part of your class and your community; some day you will also become an important part of a business or a profession. Do not fail those who are counting on you.

Southern Valley School is your school. It will only be as good as you the student body wants it to be. Your faculty desires to assist you in achieving the goal that you set for your school.

Jeff Linden
Jr/Sr High Principal

Mark Grove
Elementary Principal

Board of Education
Ryan Hunt – President
Steve Hunt- Vice President
Todd Brown - Secretary
Craig Baily - Treasurer
Mike Taylor - Member
Mike Stalder - Member

Administration
Bryce Jorgenson – Superintendent
Jeff Linden – 7-12 Principal
Mark Grove – PK-6 Principal
Brandon Marquez -- Athletic Director

Classified Staff
Stacey Shafer – Secretary/Bookkeeper
Pam Wessels – Jr/Sr High Secretary/AD Secretary
Margaret McInturf – Elementary Secretary

Ashley Billeter -- School Nurse/Lunch Coordinator
Amy Russell – Library Aide
Amanda Adams -- Paraeducator
Linda Culver -- Paraeducator
Tina Hutchens -- Paraeducator
Georgia Mroczek -- Paraeducator
April Reaves -- Paraeducator
Lacy Rice – Paraeducator
Deanna Ruskamp -- Paraeducator
Joyce Schoenfelder – Paraeducator
Christine Skinner – Paraeducator

Jr. Sr. High School Staff

Bryce Jorgenson – Superintendent
Jeff Linden - - - Principal 7-12
Brandon Marquez - - - Athletic Director
Justin Adams - - - Social Studies
Dexter Becker - - - Physical Education/Weight Training
Ashley Blickenstaff - - - Speech & English
Joey Bose - - - Math
Kristi Bose - - - English & Drama
Tina Brown - - - Special Education
Marjorie Damitog - - - Science
Linda Dannehl - - - FCS
Alexander Elliot - - - Instrumental
Jeremy Epp - - - Social Studies
Jared Fausch - - - Computer Coordinator/LAN Manager
Chad Hamilton - - - Math
Stephanie Holste - - - Special Education
Jason Huerta - - - Spanish
Melinda Hunt - - - 7-12 Counselor
Rebecca Jorgenson - - - Art
Anita Krejdl - - - Mathematics
Emily McDonald - - - School Psychologist
Richard McDonald - - - Science
Meredith McQuay - - - English & Journalism
Brad Reaves - - - Industrial Arts
Christen Reiman - - - Agriculture & Science
Thomas Schoenfelder - - - Media
Jeff Spaulding - - - Industrial Arts & Technology
Tabitha Stalder - - - Vocal
Joe York - - - Business Education

Elementary Staff

Bryce Jorgenson - - - Superintendent
Mark Grove - - - Principal
Danielle Schultz - - - Pre School
Jennifer Aerni - - - Pre School
Betsy Hoxmeier - - - Kindergarten
Morgan Huxoll - - - Kindergarten
Alyse Weishaar - - - First Grade
RayAnn Roskop - - - First Grade
Maria Ehrke - - - Second Grade
Alex Stuhmer - - - Second Grade
Ali McCord - - - Third Grade
Hannah Sindelar - - - Third Grade
Molly Wendland - - - Fourth Grade
Gina Ellis - - - Fifth Grade
Holly Hunt - - - Sixth Grade
Jennifer Wasenius - - - Sixth Grade
Renae Brooks - - - Title I
Hennessey Lans - - - Special Education
Kim McQuiston - - - Special Education
Tricia Weatherwax - - - Guidance
Emily McDonald - - - School Psychologist
Amanda Lans - - - Speech Therapist
Thomas Schoenfelder - - - Librarian
Tabitha Stalder - - - Vocal Music
Alexander Elliott - - - Instrumental Music
Patty Hansen - - - Art
Madi Gilg - - - P.E.

Staff is provided, by Educational Service Unit #11, for special needs

Classified Staff

Denise Wiedel - Food Service Manager
April Batt – Assistant Cook
Lydia Hamre – Assistant Cook
Bonnie Wright -- Assistant Cook
-- Assistant Cook

Greg Huerta - Maintenance Supervisor
Kevin Harper – Custodian
Becky Robinson – Custodian
JayDee Wolzen - Custodian
Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director
George Davis – Bus Driver
Todd Brown – Bus Driver
Chris Joppa -- Bus Driver
Tina Hutchens – Bus Driver
Phil McInturf – Bus Driver
Bill Norman – Bus Driver
Dennis Tegtman – Bus Driver
Don Vacha – Bus Driver
Kirk Einspahr -- Activity Driver
Ryan Hunt – Activity Driver
Stanley Johnson -- Activity Driver
Joe Kresser – Activity Driver
Mike Taylor – Activity Driver

SCHOOL CALENDAR
2021-2022

August 10, 11, 12, & 16	Teacher Workdays
August 17	First day for Students - Friday Dismissal
September 6	Labor Day -- No School
September 15	No School - Teacher In-Service (8:00 - 12:00) Parent Teacher Conferences (2:30-7:30 p.m.)
October 4	ESU 11 Teacher In-Service (No school)
October 13	2- Hour Late Start - Teacher In-Service
October 14	End of 1st Quarter
October 15	Fall Break -- No School
October 18	Start of 2nd Quarter
November 10	2-Hour Late Start -- Teacher In-Service
November 24	12:30 Dismissal
November 25-26	Thanksgiving Vacation
December 10	Wrestling Invite -- No School
December 15	2-Hour Late Start -- Teacher In-Service
December 21	End of First Semester (Friday Dismissal)
December 22 – 26	NSAA Moratorium
January 3	Teacher Workday -- No School
January 4	School Resumes
January 19	2-Hour Late Start -- Teacher In-Service
February 10	Parent Teacher Conferences (6:00-9:00 PM
February 11	Parent Teacher Conferences (2:30-7:30 p.m.) No School
February 18	Spring Break -- No School
March 3 & 4	Spring Break -- No School
March 11	End of 3rd Quarter
March 14	Start of 4th Quarter
April 15	Easter Break -- No School
April 18	Easter Break -- No School
April 22	District Music at SV -- No School
May 7	Senior Graduation – 1:00 PM
May 9	SV JH Track Invite -- 12:30 Dismissal
May 17	End of Second Semester -- Last day of school
May 18	Teacher Workday

INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Southern Valley Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." 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 will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise 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.

SOUTHERN VALLEY PUBLIC SCHOOL'S MISSION STATEMENT:

The mission of the Southern Valley School District is to create a positive atmosphere in which all students, through a well-rounded curriculum based on high educational standards, are provided an opportunity for continuing success.

PBIS STATEMENT:

*Positive Behavior Intervention and Support (PBIS) is an approach to supporting students to be successful in school. PBIS was developed from research in the fields of behavior theory and effective instruction. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for **ALL** students and improve school climate.*

MTSS STATEMENT:

Multi-Tiered Systems of Support (MTSS) is an educational framework for continuous improvement, problem-solving, and decision-making. It promotes an integrated system, connecting general and special education, along with all teaching and learning components, into a high-quality, standards-based instruction and intervention framework. This framework is used to meet students' academic, social-emotional, and behavioral needs. The district has two teams that operate under this framework, one for K-6 and one for 7-12, with the two communicating and collaborating for transition needs.

FEDERAL REQUIREMENTS

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign language, etc.), should contact the Agency (State or local) where they applied for benefits. 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.

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

This institution is an equal opportunity provider.

Drug-Free Schools

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug -free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District

to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING SOUTHERN VALLEY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING

TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE

STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and reentry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product to include any vaping device and products or lookalikes.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.

6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The Southern Valley School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and reentry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

DATING VIOLENCE - POLICY #5030

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

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

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

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

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

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration

determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

REMINDER

NO WEAPONS ARE ALLOWED AT SOUTHERN VALLEY PUBLIC SCHOOLS—

REGARDLESS OF THE CONCEALED HANDGUN LAW

Southern Valley Public Schools

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are **not** permitted to be brought to or possessed in our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

We have copied below a section of the law:

Laws 2009, LB 63, Section 13 (1)(2)

Sec. 13. Section 28-1204.04

(1) Any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds. Unlawful possession of a firearm on school grounds is a Class IV felony

(2) Any firearm possessed in violation of subsection (1) of this section in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practicable.

STUDENT DISCIPLINE #5035/WEAPON POLICY #5049

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and parent conferences, 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. *Short-Term Suspension*: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. 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:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes
   b. 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator 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.
   d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
   e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. *Long-Term Suspension*: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school

days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. *Expulsion*:
    a. *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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    b. *Suspensions Pending Hearing*. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
    c. *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 in accordance with law.
    d. *Alternative Education*: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
    e. *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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. *Students Subject to Juvenile or Court Probation*. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. *Other Forms of Student Discipline*: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, 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. When in-school suspensions, after-school assignments, 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.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned,

leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, including e-cigarettes, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

    Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
    a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

   a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
   c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
   d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
   e. Head wear including hats, caps, bandannas, and scarves.
   f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
   g. Clothing or jewelry that is gang related.
   h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.
   a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.
      Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.
   b. Definitions: The following definitions provide a guide to the standards of academic integrity:
      (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
         (a) Tests (includes tests, quizzes and other examinations or academic performances):
            (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
            (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
            (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's

paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District

hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as authorized by classroom teachers. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunchtime, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Students shall not use electronic devices at any time or place for:

(a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed

in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.

2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
11. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
   (a) Knowingly possessing illegal drugs or alcohol.
   (b) Aggravated or felonious assault.
   (c) Vandalism resulting in significant property damage.

(d) Theft of school or personal property of a significant nature.
(e) Automobile accident.
(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

Part-Time Enrollment Policy #5003

Medication Administration Policy

See, Policy #5024

Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

See, Policy #5053

District Title I Parent and Family Engagement Policy - #5057

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy, and to remove barriers to participation.

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. 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.

HOMELESS STUDENTS POLICY #5014

A. General Policy

The school district will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

B. Homeless Liaison

The district's homeless liaison is the Superintendent. Students in homeless situations who require assistance should contact the liaison at 308-868-2222 or in person at 43739 Highway 89, Oxford, NE 68967.

C. Definitions

a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and include

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

b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.

c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

d. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

e. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

4. Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

5. Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.

b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts

are unable to agree, the responsibility and cost for transportation shall be shared equally.

6. **Dispute Process.** If a dispute arises over school selection or enrollment in a school:
   a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
   b. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
   c. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
   d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

7. **Appeal Process**
   a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
   b. **State Board of Education**. If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

STUDENT PRIVACY PROTECTION POLICY #5015

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB).

A. Surveys

Surveys Created by a Third Party

This section applies to every survey that is created by a person or entity other than a district staff member or student; regardless of whether the student answering the questions can be identified; and regardless of the subject matter of the questions.

Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

Surveys Requesting Particular Sensitive Information

Sensitive information shall include:

- Political affiliations or beliefs of the student or the student's parent(s);
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;

- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent(s); or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

Survey Inspection Requests

School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

The principal shall respond to survey inspection requests without delay.

B. Invasive Physical Examinations

The term "invasive physical examination" means:

- any medical examination that involves the exposure of private body parts; or
- any act during such examination that includes incision, insertion, or injection into the body; and
- does not include a hearing, vision, or scoliosis screening.

Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

This policy does not apply to any physical examination or screening that:

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

C. Collection of Personal Information from Students for Marketing

The term "personal information" means individually identifiable information including:

- student's and parent(s)' first and last name;
- home or other physical address;
- telephone number; and/or
- social security number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:

- post-secondary education recruitment;
- military recruitment;
- tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- student recognition programs.

D. Inspection of Instructional Material

Definition

The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

The term does not include academic tests or academic assessments.

Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

Curriculum inspection requests must be made to the building principal in writing.

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

E. Notification of Rights and Procedures

The superintendent shall notify parents of:

- this policy and its availability upon request from the office of the district;
- how to opt their child out of participation in activities as provided for in this policy;
- the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
- how to request access to any survey or other material described in this policy.

This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

ANTI-BULLYING POLICY #5054

Definition 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 are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

NOTICE CONCERNING STAFF QUALIFICATIONS #4022

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians 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 day 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 you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of nonschool 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. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's website. Directory information includes the following information about a student:

- Name and grade
- 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
- 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 about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental 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 **AUGUST 20TH, 2021**.

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 INTERNET AND COMPUTER ACCESS #5037

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.

2. Students may use the Internet to conduct research for classroom projects.

3. Students may use the Internet to gain access to information about current events.

4. Students may use the Internet to conduct research for school-related activities.

5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.

4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.

5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.

8. Students shall not 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 forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

   a. Loss of computer privileges;

   b. Short-term suspension;

   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

   d. Other discipline as school administration and the school board 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. Children's Online Privacy Protection Act (COPPA)

A. 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.

B. 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.

VISITORS

The Board of Education has had and continues the policy that no adult visitors are allowed in the classroom the last full week of school. The policy further restricts having pre-school age children with you during classroom visitation. We request that other visits are not made during the last 3 weeks, or the first 2 weeks of the school term. These are extremely busy times and will not provide you with a true representation of classroom participation. Organized student programs are not part of this restriction. Students from other schools, friends, cousins, etc. are not allowed to visit during the school day unless approved by the administration.

It is required that all visitors report to the front office upon arrival. If you should plan to eat lunch while visiting school, the cost will be set per meal cost, regardless of age, and the count must be turned in to the office by 9:00 a.m.

Students from other schools are not allowed to visit school during regular hours without permission in advance from the school principal. Visits are not to exceed one day during the school year.

ASSIGNMENT OF STUDENTS AND CLASSES

The district reserves the right to appropriately place the grade in which a student shall be classified.

Transcripts from accredited schools are required for transfer students.

RECORDING OF GRADES ON PERMANENT FILES

Grades are not recorded on permanent files or given to students until obligations that the child may have acquired are met. These obligations can range from checking in school property or paying for the item's replacement, to paying organizations or school bills. Such action is handled in the principal's or superintendent's office.

GRADES

A = 100 – 93
B = 92 - 85
C = 84 - 77
D = 76 - 70
F = Below 70 (Failing)
I = Incomplete

REPORT CARDS AND INTERIM REPORTS

Student classroom performances are evaluated and reported on a nine-week basis. The report cards will be distributed following the completion of each nine-week grading period. Down slips are mailed from the principal's office at the end of the first four and one half weeks of each nine-week grading period. The purpose of the down slip is to inform the student and his/her parents that the student is having difficulty with class work.

An interim report is used by teachers to identify, in writing, radical changes in student progress. Such a report should be viewed by parents as a clear signal of concern.

ACADEMIC RESPONSIBILITY

An important aspect of your school life is academics. Parents and teachers want each student to be successful and derive a satisfying total experience from school. We have designed a curriculum which provides for many individual wants and needs. While parents and faculty members may be concerned about the grades earned by a student, the responsibility for all grades earned rests with the

individual student. Each student should keep himself/herself informed and knowledgeable about his/her academic standing.

SPECIAL EDUCATION

Southern Valley School District utilizes a Multi-Tiered Systems of Support process to implement evidence-based practices to address academic and functional concerns identified by either school personnel or parents. Through this process, the district complies with state and federal regulations of Child Find. Child Find ensures that all children (birth to 21) who reside within the Southern Valley School District and are suspected of having a disability are identified, located, and evaluated. Other Child Find activities are used to support the district in identifying, locating, and evaluating children birth to Pre-K.

Upon reviewing data collected from instructional practices implemented, the district may determine to seek parental consent for an evaluation for special education and related services. The Southern Valley School District and the student's parents will analyze the results from the evaluation to determine eligibility for special education and related services. If eligibility is determined, the district will develop an individualized educational plan to meet and monitor the student's needs.

HIGH ABILITY PROGRAM

The Southern Valley School District also utilizes the Multi-Tiered Systems of Support process to identify and support students who are considered high-ability.

SCHOOL MEAL PROGRAM AND MEAL CHARGES

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

A complete breakfast program is available for students. Breakfast will be served at the elementary and Jr. Sr. High School. The cost is:

Grades Pre K - 6 = $2.10 per individual meal or $42.00 for a 20 meal ticket
Grades 7 - 12 = $2.20 per individual meal or $44.00 for a 20 meal ticket
Adults = $2.35 per individual meal
Visitor = $2.35 per individual (regardless of age)

A complete hot lunch program is also available for students. The cost is:

Grades Pre K - 6 = $2.75 per individual meal or $55.00 for a 20 meal ticket
Grades 7 - 12 = $3.00 per individual meal or $60.00 for a 20 meal ticket
Adults = $3.70 per individual
Visitor = $3.70 per individual (visitor)

Milk tickets can be purchased at a price of $25.00 for 50 cartons of milk, $86.50 for the year, or 50 cents each for students.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals,** meaning meals received by a student when the student does not have money in hand or in his or her food account. The policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich, milk, and a piece of fruit.

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.

In the event that the Nebraska Department of Education develops a state level meal charge policy, it shall supersede that portion of this policy.

EMERGENCY INFORMATION SHEETS

Each child is provided a sheet that we request the parents/guardian fill out. The information is needed to provide student assistance should an emergency occur. This sheet also requests phone numbers, including unlisted numbers, so that we can reach you as quickly as possible. In rare cases, when we cannot reach a parent or guardian and an emergency exists, the child will be taken or sent to emergency health service. Costs in such cases shall be the responsibility of the family.

These sheets are kept in a file in the school office and should any changes occur, contact the office so that we may get a new sheet to you or we may pencil in the changes for you.

ILLNESS

Students who become ill at school are to report to the nurse's office to obtain a pass and transportation home. Under no circumstances should a student leave school without first reporting to the nurse's office. Parents/guardians will be notified of the illness and the student will be sent home when a safe conveyance can be found. If a parent/guardian can not be reached, the emergency contact will be notified of the illness. Office personnel will make every effort to determine the degree of illness prior to contacting the student's parent/guardian. Any illness of over three days duration may require verification from a physician for re-admittance of the student to classes.

HEALTH REGULATIONS NEBRASKA LAW REQUIRES

Nebraska law requires that the parents or legal guardian furnish the following documents to the school:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

(2) Evidence of a physical examination by a physician, physician assistant, or an advanced practice registered nurse, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on: (1) written statement by health care provider that immunization would be injurious to the student or a family member or (2) affidavit of a religious reason for non-immunization. Provisional enrollment is allowed based on: (1) written statement of health care provider that immunizations have begun, and immunization is continued as rapidly as medically feasible and (2) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Optometric Association (NOA), http://www.noaonline.org/, 201 North 8th Street, Suite 400 P.O. Box 81706, Lincoln, NE 68501--Fax 402-476-6547--Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

Students from Kindergarten through 12th grade, including all transfer students from outside the state of Nebraska and any foreign student are considered immunized if they have received:

3 doses of DTaP, DTP, DT, or Td vaccine, one dose given at or after 4th birthday All 7th graders are required to have 1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

3 doses of Polio vaccine

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month

3 doses of pediatric hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age

2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

ASTHMA PROTOCOL #5053

This is a required policy under NDE Rule 59.

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

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

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

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

Legal Reference: NDE Rule 59.006

Cross Reference: Policies on Administration of Medication to Students

COMMUNICABLE DISEASE #3048

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

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

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Southern Valley Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

In general, a district employee with a communicable condition will be allowed to work only after securing a physician's written statement indicating that the disease is not in a communicable stage. The school reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions

A) The school principal and the Student Assistance Team will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building.

B) The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed by the Student Assistance Team, with the help of parents or guardians and the appropriate medical personnel.

C) The privacy of the student and family must be protected, and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions, and they will be made aware of confidentiality requirements.

D) Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team, the student's physician, parents, and/or their representative, school nurse, or the school's physician.

E) A student might be considered at high risk if the student: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

F) During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. The Student Assistance Team will review long-term cases at least monthly, or more often if necessary.

Employees' Communicable Conditions

A) Any employee who contracts a communicable condition should report the same to the building principal who should, in turn, report to the Superintendent in a confidential manner. The Superintendent shall then consult with the employee and appropriate medical personnel to evaluate the medical and psychological condition of the employee. The Superintendent shall recommend reasonable accommodations so that the employee may continue in employment as long as the student is physically able to do so.

B) The privacy of the employee must be protected, and knowledge that an employee has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

C) Employees who present a high risk of disease transmission will be temporarily excluded from work after consultation with appropriate medical authorities.

MEDICATION OF STUDENTS #5024

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Medication must be labeled with current prescription. Over-the-counter medication can only be given with a signed medication authorization form from the parent or guardian. Medication must be in the original container and clearly marked with the student's name. Medication administration must follow label instructions unless physician's order is received. All medication is to be kept in the nurse's office.

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.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742; NDE Rule 59

STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES #6025

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.

TEXTBOOKS

Textbooks are valuable learning aids for a student. Textbooks are provided for each student by the School District. In return, the School District expects the student to care for the textbooks in a careful manner. The students will be responsible for the condition of all textbooks, and may be fined for any excess damage to them. It is suggested that the students make book covers to help in preserving the condition of the books.

STUDENT LOCKERS

Each student will be assigned a locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.

3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

BUS OPERATION RULES AND REGULATIONS

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

Those desiring a new regular stop designation shall complete a "Request for Bus Stop Designation" form, available from either school office.

For the purpose of this policy, a "new bus stop designation" shall be defined as a new physical stop location <u>or</u> a change in a student's regular bus stop location (i.e. a stop other than the student's residence, whether new or existing).

Criteria for the addition of a bus stop designation shall be as follows:

1) The stop location must be along a current bus route. *Note:* A person may submit a "Request for Bus Stop Designation" form, even if the requested stop is not currently on an existing bus route. These requests will be taken into consideration prior to the start of each school year, when new bus routes are being developed.

2) The new stop must not cause the bus route time to exceed sixty (60) minutes. Any bus route that exceeds sixty (60) minutes in length will not be allowed additional stop designations.

3) The addition must not cause the bus to exceed its maximum desirable capacity. The maximum desirable capacity for all buses shall be 80% of the maximum capacity stated on the bus. Any bus that exceeds 80% of the maximum capacity stated on the bus will not be allowed additional stop designations.

RULES WHILE RIDING THE BUS

1. The school bus driver is in complete charge of the school bus. As soon as a student enters the bus, they fall under the direction of the driver. Students shall cheerfully and promptly comply with driver's requests.

2. The driver may assign seats to the students.

3. Students shall not converse with the driver when the bus is in motion unless it is absolutely necessary.

4. Outside of ordinary conversation, classroom conduct shall be observed by all students. Smoking, excessive noise, obscene literature, language or gestures, scuffling, fighting, slapping, or littering are prohibited on school buses. Remember that loud talk, laughing, and other forms of misconduct may distract the driver's attention and an accident could result.

5. Students shall not throw waste on the floor and shall assist in keeping the bus safe and sanitary at all times.

6. Nothing shall be thrown out of the bus windows.

7. Students shall keep head and hands inside the bus at all times. No part of their body shall extend through the bus window at any time.

8. Students shall remain in their seats while the bus is in motion.

9. Students shall never tamper with the bus or any of its equipment. Any student who damages any part of the school bus will be removed from bus service. For minor violations of rules a student will be given a pink slip containing information about the violation. This slip must be signed by a parent/guardian before the student will be allowed back on the bus.

10. Students should report damage to the bus driver.

11. Students must be absolutely quiet while the bus is stopped for a railroad crossing.

12. Students shall not use the emergency door unless an emergency exists.

13. Students shall remain in the bus in cases of road emergency unless directed to do otherwise by the driver.

14. Students riding the morning shuttle bus from Beaver City, Orleans or Oxford are to be at the pick-up site by 7:45 and no earlier than 7:35, **as the bus leaves for Southern Valley at 7:50 a.m.**

TRAFFIC VIOLATIONS

Anyone who passes a school bus from either direction while it is stopped and has lights flashing and the stop arm extended will be reported to the sheriff of that county.

Anyone that passes a school transportation vehicle in a marked "no passing" zone will be reported to the sheriff of that county.

EXTERNAL SCHOOL FUND DRIVES

Due to the proliferation of using school age children to raise funds for other than school related projects, the school will no longer sponsor or assist in these fund drives. We will post a poster listing who to contact for local sponsored fund drives.

ACTIVITY TICKETS

Student activity tickets for admission to all school sponsored activities (not to include any tournament) may be purchased for $20.00 for students grades 1 - 6. Adult activity tickets - $55.00. Family activity tickets - $105.00.

Golden age passes are available free to anyone 62 and older - just visit us at school.

Gate prices will be $5.00 for adults and $4.00 for students

PARENT TEACHER CONFERENCES

The dates for the Parent/Teacher Conferences will be listed in the school calendar.

FIRE DRILL

Fire drills will be conducted regularly as required by the State Fire Marshal. Students are to walk quietly and orderly, evacuating the building via the nearest designated route.

Anyone caught setting off a false alarm may be suspended from school pending a hearing with the school board. Possible legal action may also be taken if deemed necessary.

BUS EVACUATION DRILL

The governing authority of this school will provide, at least twice during each school year to each pupil who is transported in a school bus, instruction in safe riding practice and participation in emergency evacuation drills.

TITLE IX

The Southern Valley School, pursuant to P.L. 92-318, as amended, and all applicable requirements imposed by or pursuant to Part 86, has agreed that it will: *Insure that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

COPY MACHINE

Copy machines are available for teacher use only.

SECTION 2

Jr. Sr. High School Information
for 7 - 12 students

SOUTHERN VALLEY
PUBLIC SCHOOLS

ACADEMICS

GRADUATION REQUIREMENTS

All students in Grades 9-12 must be registered for at least seven classes each semester. Any deviation from the above must be recommended by the administration. For a student to be able to participate in or receive a Southern Valley High School diploma at commencement exercises, all requirements for graduation need to be finished prior to the official commencement exercise.

Each High School student must complete a total of 280 semester hours of credit for graduation. Within the 280 hours of credit necessary for graduation at least 180 hours must be in the academic areas and 10 credits in physical education.

The following coursework is required of each high school (9-12) student:

English - 40 credits or 8 semesters
Social Science - 30 credits (American History and American Government are required) or 6 semesters
Mathematics - 30 credits OR 6 semesters (all juniors will be enrolled in a Math class)
Science - 30 credits Physical Science and Biology are required) or 6 semesters. Other Science classes may be substituted on administrative approval when students transfer to Southern Valley Schools from another school. (all juniors will be enrolled in a Science class)

The required coursework, listed above, totals 130 hours. Thus, each student may select the remaining 110 hours of coursework from the elective courses available in the curriculum.

Special Education students must meet the requirements of their I.E.P. (Individualized Educational Plan).

One credit hour per semester will be allowed for office assistant, library assistant, or assistant to an individual teacher.

Community is important at Southern Valley and all graduating students will be required to complete 40 service hours from the time of their Freshman year to the end of their Senior year completing 10 hours per year to a total of 40 hours for all four years. The 2022 class must complete 30 service hours and the 2023, 2024, and 2025 classes must complete 40 hours, and the 2024 class must complete 40 service hours before graduating from Southern Valley Public Schools. All service hours must be documented and signed by the supervisor of the service project and turned into the Secondary Principal for validation of service. All service hours will be turned into the Principal and documented.

The stated graduation requirements are the minimum acceptable; most of our students surpass them. Each student shall be required to attend school for eight semesters and complete the prescribed coursework to receive a diploma.

COURSE LOAD-GRADES 9-12

The required course load is 35 semester hours a semester. Each subject carries 5 semester hours unless otherwise stated.

HONORS PROGRAM

Southern Valley High School offers an Honors Program for students who want to challenge themselves academically. Southern Valley offers eleven Honors courses as part of the Honors Program. Honors courses must meet or be in the process to meet Dual-Enrollment status or be a prerequisite of a Dual-Enrollment course. Courses offered at accredited colleges and universities that are not offered at SVHS may be considered a part of the Honors Program but will not count into the student's GPA. These courses must be **approved** by the Principal and Counselor of Southern Valley by submitting a College Transcript with the grade of the course(s) being a B or higher.

Southern Valley's Honors Program Courses- Pre-Calculus, CB English 11, Psychology/Sociology., College Algebra, College Calculus, CB English 12, CB English 101/102, Anatomy, Chemistry, Art 101/102, and Music 101/102

In order to graduate with Honors, a student must complete at least 5 or more Honors courses and maintain a 3.80 GPA or higher.

Students that take honors courses starting the 2019-2020 school year will have a College grading scale for Honors courses and will remain on a 4 point GPA system. Using the College Grading scale for Honors courses will give separation and will reward students for taking more difficult courses. See the table below for the College grading scale.

Honors Courses Grade Scale and GPA Scale		
Grade Earned	**Percentage**	**GPA Points**
A	90-100	4 points
B	80-89	3 Points
C	70-79	2 Points
D	60-69	1 Points
F	59 or Below	0 Points
Pass/Fail	Not Computed	Not Computed

HONORS PROGRAM DIPLOMA

Starting the 2022-2023 school year students may graduate with an Honors Diploma. In order to graduate with an honors diploma, a student must have taken at least 5 honors courses and maintained a 3.80 GPA or higher. Only Honors Diploma students will be considered when determining the top 10% of each class.

HONORS PROGRAM PREREQUISITES

- ★ Pre-Calculus- must have earned a C or higher in Algebra 2
- ★ College Algebra- Must have earned a B or higher in Algebra 2, or a C or higher in Pre-Calculus, or meet College Readiness Standards and teacher recommendation.
- ★ College Calculus- must have earned a C or higher in Pre-Calculus
- ★ CB English 11- must have earned a C or higher in English 10
- ★ CB English 12- must have earned a C or higher in CB English 11
- ★ CB English 101/102- must have earned a C or higher in CB English 11
- ★ Anatomy- must have earned a C or higher in Biology
- ★ Chemistry- must have earned a C or higher in Biology
- ★ Psychology/Sociology- must be approved by the Social Studies Department and Secondary Principal
- ★ Art 101/102- must be approved by the Art Department and Secondary Principal
- ★ Music 101/102- must be approved by the Music Department and Secondary Principal

DUAL-CREDIT PRE-REQUISITES

- ★ The student must have a 3.0 GPA or higher or Administrative Approval by the Secondary Principal
- ★ College Algebra- Must have earned a B or higher in Algebra 2, or a C or higher in Pre-Calculus, or meet College Readiness Standards and teacher recommendation.
- ★ College Calculus- must have earned a C or higher in Pre-Calculus

- ★ CB English 101/102- must have earned a C or higher in CB English 11
- ★ Psychology/Sociology- must be approved by the Social Studies Department and Secondary Principal
- ★ Art 101/102- must be approved by the Art Department and Secondary Principal
- ★ Music 101/102- must be approved by the Music Department and Secondary Principal

SOUTHERN VALLEY LATIN HONOR SYSTEM

In addition to having an honors diploma, Southern Valley schools will honor graduates using the Latin honor system.

Summa Cum Laude
Students with a 3.90-4.00 GPA based on the 4.0 scale.

Magna Cum Laude
Students with a 3.80-3.89 GPA based on the 4.0 scale.

Cum Laude
Students with a 3.50-3.79 GPA based on the 4.0 scale.

Graduation Ceremony Speakers
Every year at graduation, those who qualify for Summa Cum Laude will be given the honor of preparing and delivering a speech during the ceremony. There will not be a limit to the number of speakers. If no one qualifies for Summa Cum Laude, then the two graduates with the highest GPA will be given the honor of speaking.

For those who qualify for Magna Cum Laude, two graduates will be drawn at random to deliver the welcome and the closing. If there are not enough students who qualify, the 3rd and 4th highest GPA will be given the honor to fulfill these roles.

****GPA will be rounded to the nearest hundredth in all situations. An example: 3.795 will be rounded to a 3.80. But a 3.794 will be rounded to a 3.79.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Any student withdrawing from school and entering the Armed Forces or dropping out of school shall not be granted a Certificate of High School Equivalency by the school system. These requests will be referred to the State Department of Education, and if the student is able to meet all the qualifications, the Certificate of Equivalency will be granted by the State Board of Education.

The Board of Education will accept a student's make up credits for any school year if they are received from a state accredited high school, University of Nebraska Continuing Education, Odysseyware, or any other approved institution.

CERTIFICATE OF ATTENDANCE

Those students who are unable to pass the academic requirements of the school may receive a Certificate of Attendance at the end of their fourth or fifth year as recommended by the Administration and approved by the Board of Education.

JUNIOR HIGH REQUIREMENTS

Requirements for promotion of Junior High Students are listed as follows:
3 semesters each of Math, English, Social Studies and Science
Seventh Grade will have one choice of several electives offered per quarter to fill their schedule.
Eighth Grade will have one choice of several electives offered per semester to fill their schedule
The administration has the authority to make exceptions to the requirements for promotion.

ACADEMIC BANQUET

Southern Valley Public Schools will hold an Academic Banquet at the conclusion of the school year. The banquet will be a catered dinner that is open to all public with the purchase of a ticket. All students being recognized at the banquet will be admitted free along with two guests of their choice. At the banquet, there will be a guest speaker. The criteria for being honored at the banquet is that a 7-12 grade student must be on the Honor Roll of Distinction for the first semester and third quarter. Honorees will receive a medal and have their picture taken with the guest speaker, pictures will be framed and given to the honoree.

HONOR ROLL

The honor roll, which is divided into two categories, is designed for those students who distinguish themselves scholastically. Honor roll with distinction - Grade point average of 95.0 or better. Honor roll - Grade point average of 90.0 to 94.9. **A student receiving a grade below an 82% in any class is not eligible for the Honor Roll.**

DROP AND ADDS

A student in Grades 9-12 may drop and add a course during the first week of each semester. Contact the guidance counselor for a drop and add form which requires the permission of your parents, the principal, and teacher(s) involved in the change of schedule. If a student requests to drop a class after the first week of school, the request will be accepted or not accepted at the discretion of the Administration. No credit will be given when a semester's work is not completed.

WEEKLY ELIGIBILITY REQUIREMENTS

All students in grades 7-12 will have a weekly eligibility requirement. A student will become ineligible if he/she is failing in **two** or more classes or have 3 or more missing assignments in one class. Teachers will turn in a list of students who are failing to the office by 9:00 a.m. on the last school day of the week and inform the student that they were placed on the ineligible list. The list will be finalized no later than 2:00 p.m. When a student becomes ineligible, they will not be permitted to participate in any school-sponsored events or activities for the upcoming week, which runs from Monday to the following Saturday. The eligibility list will not start until the week following the first

ten days of each quarter. The activity sponsor will also inform the student that they are ineligible for competition that week. The student is allowed to practice that week and attend the activities.

PROGRESS REPORTS TO PARENTS

Progress reports will be sent to parents at midterm (4 1/2 weeks) of each quarter.

INCOMPLETE WORK

If a student receives an INCOMPLETE for a class for either a nine-week period or semester, the students will be given three (3) weeks in which to make up the work. In case of illness which is of serious nature and which has caused the student to fall behind, the student may request an extension of time above the three weeks to make up the work. The Principal may waive the three-week period in case of illness.

HOMEWORK

In Jr.-Sr. High, homework is a necessity due to class load and the various activities that students participate in. More work may be required to be done at home for students who have been absent for illness. When an absence is anticipated, the school work should be completed prior to the absence.

SENIOR WORK RELEASE

Seniors may request work release. The request can either be made to the high school counselor or the high school principal.The student must have a cumulative grade point average of a "C" or 80% and be on target for graduation. If a student is granted work release, the student must fill out a work release contract that is available in the counselor's office. Students that are granted work release must be working for a non-immediate family member. The work release can be eliminated at any time if the student violates the work release agreement.

WORK BASED LEARNING FOR SENIORS??

Work based learning opportunities are for Senior students who work or intern for a business in an area of interest. Seniors may request a work based learning opportunity to the high school counselor or high school principal. The student must maintain a cumulative grade point average of a "C" or 80% and must be on target for graduation. If the student has been granted the work based learning opportunity, the student must fill out a work based learning contract that will be available in the counselor's office. The work based learning opportunity will release only Seniors in the program from school on Fridays only to their work based learning opportunity throughout the school year and must complete a presentation about their experience.

COLLEGE VISITS

College visits are an important step towards successfully choosing a college that appropriately fits the student. Any approved college visit will be counted as an excused absence.

CHEATING

All cases of cheating in the classroom will be treated as follows: A report will be filed with the principal and the student will receive a "0". Any repetition of the act may result in loss of credit for the course

LIBRARY GUIDELINES

Students are encouraged to use the media center often to assist in classroom assignments and the individual pursuit of learning. Media center personnel will be happy to assist students in use of

materials and equipment to do research. Students using the media center will respect the rights of other students by working quietly.

All media center materials and equipment must be checked out at the circulation desk before they are taken from the room.

The check out time length will be as follows:

Reference materials, including encyclopedias, may be checked out overnight or for the weekend. Students will need to check out reference materials at the close of the school day and return them before school starts the following morning.

Current magazines may be checked out overnight or used in the media center.

Back issues of magazines and vertical file materials may be checked out for one week. Books may be checked out for two weeks.

Records, videos, cassettes, and other audio visual items may be checked out for one week.

A fine of $.05 per day will be charged for overdue media center materials. Students must pay all fines and return all overdue materials at the end of each nine week period before they will be allowed to check out additional materials. This does not exclude students from using materials in the media center.

The cost of lost library materials will be the replacement cost for books and $5.00 for magazines. Students may lose their media center privileges for the destruction of magazines, books, or other media center materials.

If students cannot locate the information which they need in the Southern Valley Media Center, they are encouraged to ask media center personnel to try to locate the materials through Interlibrary Loan, First Search, or other services which may be available. Security materials through Interlibrary Loan usually requires from ten days to two weeks, so students need to ask for these services with this time requirement in mind.

ATTENDANCE

Section 79-201 of the Nebraska School Laws requires that every child between the ages of seven and sixteen be enrolled in and regularly attending school each day that such school is in session except when excused by school authorities. The Statutes of Nebraska states that it is the responsibility of the parent to see that their children attend school.

The student school day will be from 8:20 a.m. to 3:45 p.m. Monday through Thursday and 8:20 a.m. to 2:45 p.m. on Friday.

ATTENDANCE POLICY FOR 2021-2022 SCHOOL YEAR

Students may have 10 unexcused absences per class per semester, after 10 absences per class per semester they will lose ½ credit for the Semester.

After 15 absences per class, the student will lose ALL credit for the Semester.

Once the student has more than 10 unexcused absences they will be assigned to a 3-week summer school credit recovery to make up for the credit missed.

Summer school is **NOT** a credit recovery program but will be designed for the students to refine their content skills that they missed during their absences from school and is designed to ensure that the student learns the prescribed curriculum from the class or classes they missed due to their unexcused absences.

If a student who fails a class or classes lost credit due to absences will not be allowed to recover the credit in summer school but will have to do credit recovery the following school year for the class or classes they failed or retake the class they failed the following school year.

The summer school will be held at Southern Valley and is not an option if you lost credit due to absences.

Students who attend summer school may not miss more than 2 days or they will be removed from summer school and no credit received and will be enrolled in the course they need to complete the credit the following school year.

A student or their parents may ask for a meeting in writing and an academic committee will hear their case and determine an appropriate solution.

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.

EXCUSED ABSENCE

The justifiable absence is one for personal illness, serious injury, death in the family, or family requirements. The absence is excused when a note from the parent is given to the office. The student is then allowed to make up the missed work. If an absence is excusable, work must be made up to receive the credit. Students are given two days to make up time for each day missed. **An excused absence still counts as one of the ten days allowed per semester.**

Exclusion from the Absent Count

1. A student who is hospitalized or under a doctor's orders to stay home because of serious illness will be excluded from the absence count for those days indicated on a doctor's note. A DOCTOR'S APPOINTMENT WILL COUNT AS AN EXCLUDED ABSENCE as will any dentist appointments.

2. Absences related to required attendance at school activities will not be counted in the absence count.

UNEXCUSED ABSENCE-TRUANCY

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201- § 79-210. Truancy is a violation of school rules.

Students will be considered absent and unexcused (truant) if they are absent without the consent or knowledge of a parent (guardian) or if they are absent for a reason that is not excused by the administration. If the absence is unexcused, school work cannot be made up and the student will receive a zero.

Consequences for unexcused absences shall require the student to make up the time missed in detention with the principal. Habitual truancies will result in more serious disciplinary action that could lead to suspension from school.

If the child continues to be or becomes habitually truant, the attendance officer (Principal) shall serve a written notice to the student violating the compulsory attendance statutes, warning him or her to comply with its provisions. If in one week after the time such notice is given, the student violates such provisions, the Principal and/or Superintendent shall file a report with the county attorney of the county in which the person resides.

MAKE-UP SLIP PROCEDURES FOR STUDENT ABSENCES

If an absence is excusable, work must be made up to receive credit. Students are given two days of makeup time for each day missed (twice the time). Regardless of the reason for any absence, a written note by the parent or a parent phone call must be presented to the office. If the parents know that a son/daughter will be absent from a school specific day, they should notify the school so the student can be given an "advanced make-up slip" and assignments can be given to the student before his/her absence.

TARDY TO SCHOOL OR CLASS

Students will be considered tardy to class if they are not seated in their assigned classroom when the tardy bell rings. Students that are tardy to any period will be subjected to the six-step tardy process.

-The Six-Step Tardy Process for a student's tardiness per period per semester.

1) **1st tardy** - The student will be conferenced by the teacher and the teacher will log the entry on PowerSchool under the student's "Log Entry" section.

2) **2nd tardy** - The student will be conferenced by the teacher and will have 48 hours to serve 10-minute detention with the teacher they are tardy for. The teacher will log the entry on PowerSchool under the student's "Log Entry" section.

3) **3rd tard**y - The student will be conferenced by the Principal and will have 48 hours to serve 20-minute detention before or after school in the box. The Principal will log the entry on PowerSchool under the student's "Log Entry" section.

4) **4th tardy** - The student will be conferenced by the Principal and will have 48 hours to serve 30-minute detention before or after school in the box. The Principal will log the entry on PowerSchool under the student's "Log Entry" section.

5) **5th tardy** - The student will be conferenced by the Principal and will serve a one-day In-School Suspension the next school day, will not participate in any school activities for the day of the in-school suspension, and the 5th tardy will turn into a 1-period absence for the student for that period they are tardy for. The Principal will log the entry on PowerSchool under the student's "Log Entry" section.

6) **5th+ tardy** - The student will be subjected to suspension for violating school rules/policy and will have that tardy turned into a 1-period absence for the student for that period they are tardy.

Students not making up the detention times throughout the six-step tardy process will be considered insubordinate and may face suspensions immediately.

If a student is more than 20 minutes late to a class period they will be considered absent and not tardy.

Students riding the bus to school may be tardy 1st period due to late arriving buses and will not be considered tardy.

PREGNANT and PARENTING STUDENTS
For more information refer to School Policy #5008 on sveagles.org website
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. 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.

DETENTIONS

Detention shall be used for the following purposes: 1) tardies, 2) too many absences, 3) violation of school rules.

A teacher or an administrator may assign detention. Detentions will be served with the person who assigned the detention or in the school office.

Parents are responsible to transport students from the school after the detention is served if the student misses a bus, etc. Bus riders who need to make arrangements for transportation may do so in the office with permission.

Detentions must be served the week they are assigned.

IN-SCHOOL SUSPENSION/DETENTION RULES (ISS)

1. No Sleeping
2. No laying or sitting on the floor.
3. No electronic devices without administrative approval.
4. You are on camera.
5. One bathroom (drink) break in the morning and one in the afternoon. Ask for permission to take the break.
6. No magazines that are not school assignments.
7. Lunch will be brought to you and your tray will be picked up. No other food is allowed.
8. No putting "hoodies" over your head.
9. Unless it is an emergency you are not to leave this room unless given permission.
10. All normal school rules apply.
11. Breaking of any rules stated above will result in another day of ISS.

LAW VIOLATIONS

Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardians as soon as possible.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. When a minor has been taken into custody as a victim of suspected child abuse, the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

DAILY CONDUCT

DRESS CODE FOR SCHOOL

Although it is not the function of the school to dictate fashion, it is the responsibility of the school to maintain an environment that facilitates learning and preparing students for the adult world. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe and **should not disrupt the instructional process**. Your appearance is a reflection on the school; therefore, you should use good taste in your choice of attire. Keep in mind that the school dress code also applies to all activities whether they are home or away.

1. Any outfit must touch at the waist while in a standing and sitting position. Bare midriffs and halter-tops are not acceptable.
2. Oversized apparel, including baggy pants or shorts worn low on the waist or below the waist, overalls with unfastened straps will not be permitted
3. Belts which are extra-long with excess hanging loosely are prohibited. All belts are to be tucked in the belt loops and worn around the waist. (No chain loop belts or wallet chains may be worn).
4. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco, alcohol, or other drugs, racial or ethnic slurs or gang affiliations is not allowed.
5. Shorts must cover a least 8 or more inches, skirts must cover at least 12 or more inches, and any holes in pants must be at fingertip or below in length on the leg.
6. Shoes, sandals, moccasins, or similar type of footwear are required.
7. No caps, hats, or bandanas are to be worn in the building. This is the rule during regular school hours.
8. Clothing usually worn as undergarments may not be worn as outer garments.
9. The wearing of clothing with holes, slashes, or cuts will not be permitted if they depart from cleanliness, neatness, good taste, and decency.
10. Tank tops may be worn, but will need to have straps 1 inch or wider. **No shirt of any kind worn off the bare shoulder.**
11. Any tattoos that are deemed inappropriate by the administration will be covered up.
12. **If the presence of facial or body jewelry poses a distraction, the student shall be required to remove the jewelry while at school.**

Students will be asked to correct inappropriate attire, and the administration may provide clothing that is appropriate for the school environment. Clothing may be confiscated and held until after school. Repeated violations will be treated as insubordination and further discipline procedures will follow at the discretion of the administration. **ALL STAFF MEMBERS HAVE THE DISCRETION TO SEND STUDENTS THEY BELIEVE TO BE IN VIOLATION OF THE**

DRESS CODE POLICY TO THE OFFICE. ADMINISTRATION WILL HAVE THE FINAL AUTHORITY IN DETERMINING THE APPROPRIATENESS OF ANY STUDENT ATTIRE

On first offense of the dress code, a student may call home for proper apparel or change with clothes already at school. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day or wear clothing provided by the principal. 2nd Offense of the dress code, the student will serve ½ hour detention and change apparel. 3rd offense of the dress code will result in one day of in school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under paragraph A.4.a (14) of this policy

PDA – PUBLIC DISPLAY OF AFFECTION

PDA will not be permitted. Such conduct includes: holding hands, kissing, or any other types of affection that would be considered inappropriate or an undue distraction to others. If students are caught doing such actions or similar actions that are not appropriate, they will be reported to the administration and discipline may/will occur.

ANNOUNCEMENTS

Announcements are to be given to the secretary exactly as you wish to have them worded. All student announcements are to be approved by a sponsor/teacher and principal before they will be added to the daily announcements.

LEAVING THE SCHOOL GROUNDS

Students are not to leave the school grounds during the regular class schedule. This includes leaving the building to go to the parking lot. If an emergency arises and it becomes necessary for you to leave the grounds, you must obtain a pass from the principal's office and the student's parents will be notified. Any violation of this rule will result in a conference with the student and his/her parents. Subsequent action following the conference will be at the discretion of the Principal.

SIGN IN/SIGN OUT

Any time a student leaves the school grounds they are to sign out in the front office stating what time they left and where they were headed. If they return that same day they are to sign back in stating what time they checked back in. This will allow the office to know where the student is if somebody would be looking for that student. This also applies when students receive permission to go to their vehicle in the parking lot.

LUNCH PERIOD

Southern Valley School will be a closed campus and students will not be allowed to leave the campus area during the lunch period.

HALLS

Students are asked to remain quiet in the halls during passing to and from classes and are not to run or act in a manner which might endanger the welfare of other students.

FIELD TRIPS

Field trips and similar activities are considered part of the instructional program of the school. Students are expected to be in attendance and participate as a regular school day. Parent permission forms are required as a means of notification when we take students beyond the district boundaries.

ACTIVITY TRIPS "PARENT PERMISSION"

Students who ride school buses to school sponsored activities MUST return to the school on the bus. The only exception will be when a student rides home with his parents. The parent must sign the student out on the designated sign-out sheet for the student to ride home with the parent. In special circumstances where the student will have to ride home with someone besides the parent permission must be obtained prior to the event by the parent with the Activities Director. In emergency situations it can be done at the event with the approval of the Administrator on duty.

SOUTHERN VALLEY JH/HS STUDENT COUNCIL/LEADERSHIP TEAM

Southern Valley will have a separate Student Council/Leadership Team for Junior High and for High School. Being a member of this team will count as required yearly community service for all members that participate in all Southern Valley Student Council/Leadership Team activities. The team will consist of the following:

High School

Seniors - 3 must have at least one representative that is male and female
Juniors - 4 must have at least two representatives that are male and female
Sophomores - 3 must have at least one representative that is male and female
Freshman- 3 must have at least one representative that is male and female

Junior High

8th Grade - 4 must have 2 males and 2 females
7th Grade- 4 must have 2 males and 2 females

Student Council/Leadership Team will have the following role:

Determine and drive school initiative in our school and community
Meet once monthly
Plan and execute a school wide event monthly
Each member of the High School must attend one school board meeting
Each member must attend all Student Council Leadership Workshops
Plan and execute all Homecoming events
Plan and lead Southern Valley Community Service Day
Plan and schedule Assemblies and Pep Rallies
Determine all dress up days for students and fans during events

SCHOOL DANCE AND SOCIAL FUNCTIONS

The school sponsors activities for the benefit of the students. Students are to adhere to the following guidelines:

1. Students are to treat chaperons with respect.
2. Once you enter a dance you may not leave and come back.
3. When the dance is school sponsored, all policies, rules and regulations of the school district will be applicable.
4. Junior High students are not permitted to attend Senior High dances unless otherwise noted.
5. Hours: All dances will end at 12:00 midnight (Possible exception -- Homecoming and Prom)
6. All dances are restricted to Southern Valley High School students and their dates.

7. All rules applying to school activities are applicable to school dances.
8. Each dance or social function sponsored by the school must have an adult sponsor.
9. Out of town and out of school guests must be approved by the Principal. Guests must be 20 years old or younger to be considered.
10. Breathalyzers will be used at the discretion of Administration for admittance to all school dances and social functions.

FUNDRAISING ACTIVITIES

Each class will have the opportunity to participate in fundraising activities. All fund raising activities must receive a prior approval of the sponsor and the principal before they are undertaken.

ACTIVITIES PROGRAM

The activities program of the Southern Valley Schools is an intricate part of the curriculum, open to any student who is eligible and willing to sacrifice the time and give the extra effort required. The Southern Valley philosophy is to perform up to our capability with no excuses should our best fall short on a particular occasion. Please take the time to carefully choose those activities that you will be totally committed to and then join in, work hard, learn, and have fun.

STUDENT FEE

Students in grades 7-12 involved in any extracurricular school activity will be assessed an activity fee of $20.00. This fee will allow the student admission to all home activities except RPAC tournaments, tournaments sponsored by local clubs, and NSAA sub-district events. The activity fee will be used to support the activity programs at Southern Valley High School.

STUDENT FEES POLICY

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

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians, and students are

encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items and miscellaneous

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

(b) Courses

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

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

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

materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

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

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

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

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the 2019-20 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested

records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

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

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

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

CERTIFICATION

Annually the school board shall hold a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing will follow a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the current school year.

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE

Monday through Thursday

TARDY BELL	CLASS OUT	PERIOD
8:20	9:07	First Period
9:07	9:54	Second Period
9:54	10:41	Third Period
10:41	11:28	Fourth Period
11:28	12:15	Fifth Period
12:15	1:27	Sixth Period
1:27	2:11	Tutorial
2:11	2:58	Seventh Period
2:58	3:45	Eighth Period

Group 1: Lunch 12:15-12:40	Class 12:40-1:27
Group 2: Class 12:15-1:02	Lunch 1:02-1:27

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE

Friday

TARDY BELL	CLASS OUT	PERIOD
8:20	9:05	First Period
9:05	9:50	Second Period
9:50	10:35	Third Period
10:35	11:20	Fourth Period
11:20	12:05	Fifth Period
12:05	1:15	Sixth Period
1:15	2:00	Seventh Period
2:00	2:45	Eighth Period

Group 1: Lunch 12:05-12:30	Class 12:30-1:15
Group 2: Class 12:05-12:50	Lunch 12:50-1:15

SECTION 3

Elementary School Information
for K - 6 students

SOUTHERN VALLEY
PUBLIC SCHOOL

THE SCHOOL DAY

The school day for elementary students will be from 8:25 a.m. to 3:41 p.m.

Upon arrival at school, students are to enter the building and report to the gymnasium or to the commons, for those students that are planning on eating breakfast. Unless prior arrangements have been made, all students will be directed to their bus for transportation back home or their community stops at the end of the school day.

NOTE: Students are under the supervision of the teacher, assigned teacher, or playground supervisor, and are responsible to each of them.

TARDY POLICY

The school strives to teach promptness. Students are required to be at school by 8:22 a.m. A student entering school after **8:30 a.m. or 12:15 p.m.** will be counted tardy.

Tardiness to school may result in detention time after school. Attendance, tardiness and absence records are kept by the individual classroom teachers and recorded into Powerschool. Repeated problems with these areas are referred to the building principal. If problems occur parents will be contacted by telephone.

ABSENCES

If a child is going to be absent from school, parents are expected to call the office between 8:00 and 9:00 a.m., explaining the reason the child will be absent. The reason for the absence must be verified by a phone call or a written excuse, brought back with the child upon return with the date(s) and reason(s). Students who do not have a written excuse will be sent to the office to explain to the principal.

Students needing to leave the building during school hours must be picked up by a family member. Students who leave prior to 10:00 a.m. in the morning session and 2:00 p.m. in the afternoon session due to illness, doctor's appointments, etc. will be counted absent for 1/2 day during that session. Similarly, students who leave after 10:00 a.m. in the morning session or 2:00 p.m. in the afternoon session due to illness, doctor's appointments, etc. will be counted as leaving early during that session. On shortened day schedules, if a student is gone for more than ½ of the session, they are counted as absent for that session..

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.

TRUANCY AND TARDINESS

The Student Discipline Policy regarding truancy and tardiness will be followed. In accordance with Nebraska Law (Chapter 79), the administration of the Southern Valley Elementary Attendance Centers will report to the appropriate County Offices any student who is found to be truant from school.

PERFECT ATTENDANCE

While we give an award for this achievement, we do not want students to attend school when they are ill. The attendance award includes no tardies or early dismissals from school.

SCHOOL ENTRANCE AND REGISTRATION - KINDERGARTEN

Preschool registration for children entering kindergarten is held each spring. Letters stating the specific day and time are sent to parents of pre-kindergartners and notices are placed in the local newspaper. All students entering kindergarten in the Nebraska schools must have reached their fifth birthday before the 31th of July.

During pre-registration, the dates and time for kindergarten roundup will be announced. Specific screening of students must be requested at this time by the parent

REGISTRATION FOR NEW PUPILS OTHER THAN KINDERGARTEN

Parents of new pupils must complete the enrollment forms which are available in the building office. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from the previous school.

STUDENTS MOVING FROM THE DISTRICT

If you anticipate moving out of the district, please notify your child's teacher as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth, academically and emotionally.

COMMUNICABLE DISEASES

Students showing any symptoms of a contagious disease at school must, by State Statute 79-4,177, be sent home pending a report from the student's personal physician. Fevers, sore throats, coughs, and skin rashes are signals for parents to consider keeping their children home (see section 1, page 48).

HOMEWORK

As a general rule, the amount of homework ranges from basically none at kindergarten to some each evening at the sixth grade level. Most homework is limited to that work that a student does not complete during the school day. It grows to prepare the students for Southern Valley Jr. Sr. High, where homework is a necessity due to class load and the various activities students participate in. More work may be required to be done at home for students who have been absent for illness. When an absence is anticipated, the school work should be completed prior to the absence.

DRESS CODE FOR SCHOOL

Although it is not the function of the school to dictate fashion, it is the responsibility of the school to maintain an environment that facilitates learning and preparing students for the adult world. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe and **should not disrupt the instructional process**. Your appearance is a reflection on the school; therefore, you should use good taste in your choice of attire. Keep in mind that the school dress code also applies to all activities whether they are home or away.

1. Any outfit must touch at the waist while in a standing and sitting position. Bare midriffs and halter-tops are not acceptable.
2. Oversized apparel, including baggy pants or shorts worn low on the waist or below the waist, overalls with unfastened straps will not be permitted
3. Belts which are extra-long with excess hanging loosely are prohibited. All belts are to be tucked in the belt loops and worn around the waist. (No chain loop belts or wallet chains may be worn).

4. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco, alcohol, or other drugs, racial or ethnic slurs or gang affiliations is not allowed.
5. Shorts, skirts, and any holes in pants must be at fingertip or below in length on the leg.
6. Shoes, sandals, moccasins, or similar type of footwear are required.
7. No caps, hats, or bandanas are to be worn in the building. This is the rule during regular school hours.
8. Clothing usually worn as undergarments may not be worn as outer garments.
9. The wearing of clothing with holes, slashes, or cuts will not be permitted if they depart from cleanliness, neatness, good taste, and decency.
10. Tank tops may be worn, but will need to have straps 2 inches or wider. **No shirts of any kind worn off the bare shoulder.**
11. Any tattoos that are deemed inappropriate by the administration will be covered up.
12. **If the presence of facial or body jewelry poses a distraction, the student shall be required to remove the jewelry while at school.**

Students will be asked to correct inappropriate attire, and the administration may provide clothing that is appropriate for the school environment. Clothing may be confiscated and held until after school. Repeated violations will be treated as insubordination and further discipline procedures will follow at the discretion of the administration. **ALL STAFF MEMBERS HAVE THE DISCRETION TO SEND STUDENTS THEY BELIEVE TO BE IN VIOLATION OF THE DRESS CODE POLICY TO THE OFFICE. ADMINISTRATION WILL HAVE THE FINAL AUTHORITY IN DETERMINING THE APPROPRIATENESS OF ANY STUDENT ATTIRE**

On first offense of the dress code, a student may call home for proper apparel or change with clothes already at school. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day or wear clothing provided by the principal. 2nd Offense of the dress code, the student will serve ½ hour detention and change apparel. 3rd offense of the dress code will result in one day of in school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under paragraph A.4.a (14) of this policy.

LOST AND FOUND

Each student should check at the office to recover lost articles or to turn in articles that are found.

ACTIVITIES AND SCHOOL GROUND RULES

Unacceptable behavior, such as running, throwing items, etc., will not be tolerated at any school functions on the school campuses. Students are reminded that there will be no playing on the football field or in the end zones at games. Students are also reminded that there will be no running across the gym floor during the volleyball and basketball seasons. Students must be on their best behavior when attending any school sponsored event. Let's represent our school with pride!

The primary purpose of developing rules regarding the playground is to eliminate or reduce playground accidents. Remember, students are under the supervision of the teacher, assigned teacher, or playground supervisor and are responsible to each of them.

Snowballing on school property is prohibited.

FIELD TRIPS AND FIELD DAY

Field trips and similar activities are considered part of the instructional program of the school. Students are expected to be in attendance and participate as a regular school day. Parent permission forms are required as a means of notification when we take students beyond the district boundaries.

The district provides transportation only for students on a school sponsored activity. Students who ride school buses to school sponsored activities MUST return to the school on the bus. The only exception will be when a student rides home with parents. The sponsor must be contacted by the parent before this exception to the rule can be allowed.

SUPPORT PROGRAMS

The following programs are available through the Southern Valley Elementary Schools to assist appropriate students with the attainment of specific skills.

Title 1 - This is a federally funded program which is offered to students in grades K-6 who have specific academic needs in the areas of Reading and/or Math. The program is designed to help each student gain and retain basic skills in either or both of these areas.

Special Education/Resource Program - The resource program is offered to students in grades K-6 who have specific learning difficulties. These students are instructed on a small group or individual basis.

Speech Therapy - The Speech Therapy Program is offered to students in grades K-6 who need assistance in the area of articulation or language development.

Psychological Services - A psychologist is available to administer appropriate tests to students who are referred and to provide a resource to teachers and parents.

PreSchool Assistance - Parents who feel that a preschool child may need special help to be able to learn, may request assistance. Upon evaluation, a program may be developed to provide that assistance. Speech work to orthopedic assistance may be recommended. These services are provided through the State Department of Education, Educational Service Unit #11, and the Southern Valley School System.

Counseling – Counseling service is provided to individuals and groups. Individual counseling may be requested by the teacher, parent or student themselves.

SUPPORT PROGRAMS

The following programs are available through the Southern Valley School District to assist an eligible student with developing identified skills.

Title 1 - This is a federally funded program which is offered to students in grades K-6 who have specific academic needs in the areas of Reading and/or Math. The program is designed to help each student gain and retain basic skills in either or both of these areas.

Special Education and Related Services – These services are offered to students Pre-K through 21 who have been found eligible for specially designed instruction to meet their academic and functional needs.

Counseling – Counseling service is provided to individuals and groups. Individual counseling may be requested by the teacher, parent or student themselves.

PARENTAL AUTHORIZATION AND RELEASE FORM TO DISPLAY STUDENT WORK

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____ ("the student (s)").

The School District has requested authorization from the parent of the student to display the product of the student's school related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

☐ I/We hereby authorize the School District to display the product of the student's school related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

☐ I/We DO NOT authorize the School District to display the product of the student's school related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

****

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Southern Valley Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Southern Valley Schools not provide this information (i.e., not provide the student's name, address, and telephone listings) to military recruiters or institutions of higher education, without their prior written parental consent. Southern Valley Schools will comply with any such request.

I/We DO ☐ DO NOT ☐ authorize Southern Valley Schools to provide secondary school student's names, addresses, and telephone listings to military recruiters or institutions of higher education.

SOUTHERN VALLEY SCHOOL
STUDENT HANDBOOK AGREEMENT
2021 - 2022

This signed form verifies that the students and parents or guardians authorize or do not authorize the display of student work and authorize or do not authorize providing secondary student's names, addresses, and telephone listings to military recruiters or institutions of higher education.

I/We have read the Southern Valley Schools, "Acceptable Use Policy" regarding the school's technology systems (page 39-41) and will abide by their particulars and intent. I understand any violation of the policies will lead to the loss of my privilege to use any or all technology systems including use of the Internet.

I/We have received and read a copy of the 2021-2022 school year student handbook which includes policies of No Child Left Behind, Title VI and VII, and Title IX, Section 504, Americans with Disabilities Act of 1990, and the Nebraska Equal Opportunity in Education Act, Compliance with LB 503, rules for which students are subject to disciplinary action, the new drug and alcohol policies mandated by the Federal Government to be in compliance with P.L. 101226 (Drug Free Schools and Communities Act), and other rules and regulations of the schools. By signing this agreement you agree to our drug testing policy should you participate in any school related activities. This handbook is to assist parents and students in understanding of the school policies including the Fee Waiver Policy, Activities Policy and NSAA regulations.

Dated this_____ day of _____, 2021.

_____

Parent/Guardian Signature

Names of students in family	Grade Level	**Student Signature (required)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Southern Valley Activities

Handbook

2021-2022

Table of Contents

Introduction 3
Non-Discrimination in Education Programs and Activities. 4
Section One: General Information. 5
Academic Eligibility. 5
Attendance at Practices and Contests. 5
Closing 6
Colors 6
Concussion Awareness. 6
Dances 8
Junior High Dances. 8
High School Dances 8
Homecoming and Prom. 8
Electronic Communication. 9
Equipment 9
Fundraising. 9
Individual Training Rules and Rules of Conduct. 9
Initiations and Hazing. 10
Injuries. 10
Insurance 11
Lettering Requirements 11
Practices. 11
Managers 11
Sunday and Wednesday Night Activities. 11
Transportation. 12
Section Two: Available Activities. 13
Athletic Teams 13
Activities 13
Section Three: Nebraska State Activities Association 14
Eligibility 14
NSAA Sportsmanship Rules 16
Section Four: Code of Conduct Athletes and Parents/Fans. 17
Standard Code of Conduct 17
Southern Valley Activities Policy. 17
Mandatory Drug Testing Policy. 19
Fan & Parent Code of Conduct 26
Section Five: Concussions 27
A Parent's Guide to Concussions. 27
Authorization and Acknowledgement of Serious and Fatal Injuries 33
Consent to Perform Random Drug Testing 34
Acknowledgement of Conduct Code. 35

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Southern Valley 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. 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 Activities Director or Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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 all designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

	Name:	Brandon Marquez
	Title:	Activities Director
_____	Address:	43739 HWY 89 Oxford, NE 68967
_____	Telephone:	308-868-2222
_____	E-mail:	brandon.marquez@sveagles.org

For further information on notice of nondiscrimination, visit https://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html for the address and phone number of the office that serves your area or call 1-800-421-3481.

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 (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility. Students will also be ineligible daily if they are missing more than 2 assignments in one class when daily eligibility is run.

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 beyond the start of 2nd hour will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

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

Closings

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

Colors

The Southern Valley School colors are purple, black, and silver and the Southern Valley Alma Saints team is columbia blue, navy, and gold

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:

1. 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

2. 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:
    a. The signs and symptoms of a concussion;
    b. The risks posed by sustaining a concussion; and
    c. 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. All guests attending any dance at Southern Valley may be breathalyzed prior to entry and he/she must pass the test to enter.

Junior High Dances

Junior High (7-8) dances are restricted to students currently enrolled in Southern Valley Junior High School and will be sponsored by Southern Valley Junior High teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional chaperone. 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 or who have violated any code of conduct policy will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Southern Valley High School students and their guests. The age requirement for attending all High School dances for an outside guest is under age 21. All dates who are not a SV student must be approved by administration. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult. 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 or who have violated any code of conduct policy will not be allowed to attend school dances.

Homecoming and Prom

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

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

Electronic Communication

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

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 that are checked out to them by the school.

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. Use of the school mascot shall not be permitted unless approved by the Activities Director or Superintendent by any outside entity.

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 at all times.

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

Lettering requirements will be communicated in individual sport/activity handbooks to participants

Practices

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

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

1. Submit to the coach or sponsor a signed physical form from a physician or qualified designee
2. Signed Activities Code of Conduct that verifies the student and parent(s) understands the school's position regarding the school's position regarding the use of possession of alcohol, tobacco, and other related drugs.
3. NSAA Consent to Participate Form
4. $20 Activities Fee paid to the office

Managers:

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. Managers and the number used for each specific sports/activity must be approved by the Activities Director. High school students wishing to be managers take precedence over all other students.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices for Athletics and Activities will be organized so all participants are showered, dressed, and /or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be

when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night. The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday or when approved by the Activities Director ahead of time. Practices scheduled for Sunday must have the prior approval of the activities director or building principal. Practices include any activity that is considered prepping for a contest.

Transportation

All participants are required to ride provided school transportation to an event unless prior authorization is obtained from the Activities Director. Students that do not have this authorization are not allowed to compete if they drive themselves. Students who miss the scheduled leave time designated by the coach/sponsor will be left behind and will not be permitted to drive themselves or compete. Students who miss a bus are also subject to suspension from the coach/sponsor. Students are encouraged but not required to ride home from away activities on school provided transportation. A participant may ride home with his or her parent/guardian only if the parent/guardian signs them out with the coach or sponsor of the activity on the required form. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the Activities Director or designee prior to the activity and the person approved and authorized to take them signs them out.

Section Two:
Available Activities

Athletic Teams

Football	Justin Adams, Doug Brown, TJ Vacura
JH Football	Justin Adams, Jason Huerta
Volleyball	Ali Scheil, Joey Bose, Amanda Adams
JH Volleyball	Amanda Adams, Madi Gilg
Softball (Coop with Alma)	Brad Reaves, Jaydee Wolzen, Paige Houser
Cross Country (Coop with Alma)	Laurie Kermmoade, Kristi Bose
JH Cross Country (Coop with Alma)	Laurie Kermmoade, Kristi Bose
Boys Bowling	Leo Hinkle
Girls Bowling	Holly Hunt
Boys Basketball	Jimmy Sindelar, Ryan Spry
JH Boys Basketball	Jimmy Sindelar, Greg Huerta
Wrestling	Dexter Becker, Dave Becker
JH Wrestling	Dexter Becker, Jeff Spaulding
Girls Basketball	Richard McDonald, Justin Adams
JH Girls Basketball	Richard McDonald, Justin Adams
Golf (Boys Only)	Jeremy Epp
Track (Boys & Girls)	Tom Schoenfeler, Larry Guy, Leo Hinkle, Richard McDonald, TJ Vacura
JH Track (Boys & Girls)	RayAnn Roskop, Tom Schoenfelder, Dexter Becker, Justin Adams

Activities

Band	Alexander Elliot
Cheer	Heather Stalder & Denise Brown
Family Career and Community Leadership of America (FCCLA)	Linda Dannehl
Future Business Leaders of America (FBLA)	Joe York
Future Farmers of America (FFA)	Christen Reiman
Future Problem Solvers (FPS)	Tom Schoenfelder
Journalism	Meredith McQuay
Mock Trial	Meredith McQuay
National Honor Society	Anita Krejdl
One Act Play Production	Ashley Blickenstaff, Rebecca Jorgenson
Quiz Bowl	Chad Hamilton, Meredith McQuay
Speech	Kristi Bose
Student Council	Melinda Hunt, Steph Holste
Trap Shooting	Valerie Percival, Bill Mayo, Tina Hutchens, GP Percival, Kevin Lambert, Les Broeker, Gordon Jones, Ryan Hunt, Darlene Bantam
Vocal Music	Tabitha Stalder
Unified Bowling	Tina Brown, Brandon Marquez

Section Three:
Nebraska State Activity Association

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at https://nsaahome.org/constitution-bylaws/. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Students must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she

participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

9. **Student eligibility related to domicile can be attained in the following manners**:

   a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

   b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

   c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junio bi r high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

   d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile**.

10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2021-2022 school year prior to May 1, 2021; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2021. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2021, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction of discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

Section Four:
Code of Conduct Athletes and Parents/Fans

Standard Code 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 all conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and Activity Participation Rules. The Administration of Southern Valley School District is allowed to hand down consequences they feel fit for any activity that is detrimental to the overall goal and objective of the Southern Valley School District and its Activities Programs.

Southern Valley Activities Policy

By choosing to be a part of the activity program at Southern Valley Jr. Sr. High School, a student agrees to abide by the training rules established by the coaches, sponsors, and administration. These rules and policies have been adopted by the Southern Valley Board of Education. The coaches, sponsors, administration and Board of Education are in agreement that the use or possession of tobacco, alcohol, and controlled substances are not only detrimental to the student but also to the activity they represent. All school-sponsored extracurricular activities will fall under these guidelines.

The following guidelines are in effect from the NSAA first allowable practice date in the fall of the students 7th grade year to the last scheduled NSAA activity which Southern Valley High School offers in the spring of a students senior year. These rules apply to all students, grades 7-12, who have participated in an activity, who are currently participating in an activity, or who plans to participate in an activity in the future. **If a student is in violation of the first offense, he/she will be placed on probation for the remainder of the school year from the time of confession or conviction, and any further violations in the probationary period will constitute a second offense.** In the event an investigation is warranted, and the student in question does not confess to the infraction and is convicted in a court of law, he/she will automatically be subject to the penalty as a second offense from the time of the conviction. A student is required to serve out his/her penalty before he/she will be allowed to participate in any further competition in any activity program at Southern Valley Schools. A student can practice and attend public performances, but may not participate in the public performance while serving his/her suspension. Suspensions can and will be carried over to the next activity season in which the student chooses to participate in. All school/community service work must be done outside of the regular school day within the Southern Valley School District. Public performances include Junior Varsity, 9/10, and Junior High contests.

The Principal and/or the Activities Director will make an independent investigation into any matters which result in a student being charged with a violation. The following are some situations that may warrant an investigation:

1. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct . . . Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, 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). This policy will take effect for a student entering the first day of school in 7th grade and last 365 days a year until the last Activity/Athletic event day of the student's senior year.

2. Any information provided by law enforcement officers as to the violation of these policies.

3. Any conviction involving the use, possession, or distribution of controlled substances or alcoholic beverages.

4. Any confession by the student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substances.

5. If the student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances which is indicative of the behavior not representative of a good citizen.

6. Any person under nineteen years of age who attends Southern Valley who possesses, dispenses, delivers, or administers anabolic steroids as defined in section 28-401 in violation of the Uniform Controlled Substances Act

Any further appeal would have to come through the judicial process.

MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES OR THAT HAVE VOLUNTARILY BEEN PLACED IN THE DRUG TESTING PROGRAM BY THEIR PARENT/GUARDIAN at SOUTHERN VALLEY SCHOOLS

Implementation Date: January 4th, 2017 (Revised May 10, 2021)

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

DEFINITIONS

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples. The Board will choose a nationally certified DPA for the purpose of determining through random selection the student(s)/participant(s) to be tested.

DPC: The Drug Program Coordinator shall be the building Principal/Activities Director or his/her designee.

MRO: Medical Review Officer

Illicit substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance - A substance defined by School policy as being banned from use by students.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Southern Valley Schools Students:

Alcohol (Ethyol or ETG), Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, MDMA (Ecstacy), Nicotine (Hydroxycotinine), Opiates (Including Synthetics), Phencyclidine, Propoxyphene, Synthetic Drugs (K2, Bath Salts), CBD Oil that contains THC

1. Purpose of Random Drug Testing

   1) To provide for the health and safety of all students;
   2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
   3) To identify students who use illegal drugs, tobacco, and/or alcohol; and
   4) To encourage students who use illegal drugs, tobacco, and/or alcohol to participate

in appropriate treatment programs.

2. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook. An orientation for students and parents will be held at the start of the school year to talk about the policy and procedures.

3. Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Southern Valley Public Schools, which shall include the following but not limited to:

All Southern Valley activities including (homecoming and prom).

4. Students Who Are Required to Submit to Drug Testing

a. Grades. All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.

b. Consent. A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

c. Selection Pool Eligibility. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. A participant may be subject to testing at any time during the said 365-day period.

d. Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received 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 or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 365 days from the date of withdrawal. 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 for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Program Coordinator.

5. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:

a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq*.
b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).

6. Testing Procedures

a. Student Selection. All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing. The DPA will identify students on the master by number.

b. Reasonable Suspicion Testing. In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.

c. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

d. Type of Test. The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples, which screen positive, will be confirmed by GC/MS (Gas Chromatography/Mass Spectrometry) or Similar confirmation test. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration** (SAMHSA). The testing laboratory should have grater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy** (LC/MS) or similar confirmatory test.

e. Collection Site. The activities director will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.

f. Sample Collection. Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

g. Collection Procedures. The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug 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.

h. Drugs. Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, synthetic drugs (ex: THC, K2), Nicotine (Hydroxycotinine), steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.

i. Results. The DPA shall notify the student and the Drug Program Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Program Coordinator of the positive test result. The Drug Program Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

j. 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(s)/guardian(s) 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 Program Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs 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.

k. Scope of Tests: The drug screen tests for one or more illegal drugs, alcohol, and/or tobacco. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after the selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

l. Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the

event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

7. 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 the **next twelve (12) months**.

8. 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 the MRO or the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

9. 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 or one year after the student's class graduates. 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 an other district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

10. Appeal

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

11. 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.

12. Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

13. Consequences for Testing Positive.

Whenever the MRO Certifies and has reported that a test result indicates the presence of drugs, Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (<u>All offenses are cumulative in grades 7-12</u>):

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCE VIOLATIONS:

1st Offense

- 35 Calendar Day Suspension from all Activities/Athletics from the date of discovery.
- Suspension can be reduced to 21 calendar days if the student attends an educational training session which is approved by the administration. The cost of the training will be at the expense of the student..
- 4 hours of voluntary service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District
- Can reduce suspensions from dance and royalty to not being eligible for royalty if the student attends an educational training program. The cost of the training will be at the expense of the student.
- Student must submit to 3 follow-up drug tests at the expense of the student. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

2nd Offense

- 84 Calendar Day Suspension from all Activities/Athletics from the date of discovery which can be reduced to 63 calendar days if the student attends an educational training session which is approved by the administration. The cost of the training will be at the expense of the student.
- 12 hours of voluntary service at Southern Valley School District
- 365 Day Suspension from all dances & royalty at Southern Valley School District
- Can reduce suspensions from dance and royalty to not being eligible for royalty if the student attends an educational training program. The cost of the training will be at the expense of the student.
- Student must submit to 3 follow-up drug tests at the expense of the student. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If

the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

3rd Offense

- 365 day suspension from all Activities/Athletics from the date of discovery
- 20 Hours of voluntary service at Southern Valley School District
- 365 Day Suspension from all dances and royalty at Southern Valley School District.
- The student must attend an educational training session at their expense.
- Student must submit to 3 follow-up drug tests at the expense of the student. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- The student must complete a drug/alcohol/tobacco evaluation by a certified counselor and follow the recommendations of the counselor to return to participation.

4th Offense

- Lifetime ban of participating in Activities/Athletics at Southern Valley School District
- Lifetime ban from all dances and royalty at Southern Valley School District
- The student must complete a drug/alcohol/tobacco evaluation by a certified counselor and follow the recommendations of the counselor.

If the suspension is not completed or the offense occurs in the summer the suspension will carry over to the next school year and begin on the first day of fall practice if the student participated in a fall activity. If they do not it starts the first day of school.
A calendar day means a day on any normal 7 day calendar.
If a student does not have a positive test for 365 days they will get one violation back ond time.

Fan & Parent Code of Conduct

The intent of the Southern Valley School Districts Activities program is to provide a wide variety of opportunities for our students to explore their gifts and talents through the Arts and Competition. The intent is for students to learn the value of teamwork, dedication, determination, goal setting, and sportsmanship. As a district we want our fans and parents to set the example of sportsmanship through respect for the game, opponents and officials for our students to follow. Behavior that does not follow these guidelines is unacceptable and will not be tolerated. If you as a fan or parent at an activity are not providing a good example for our students to follow you will be asked to meet with the Activities Director and will be given a written warning of the poor behavior and the consequences if this type of behavior occurs again. If you are ejected from a game for poor fan behavior or fan misconduct you will be automatically given up to the following suspension. This suspension will not be shorter but can be made longer by the Administrative Team, if conduct dictates so.

1st Offense: 14-day suspension from all Southern Valley Activities and Athletics.
2nd Offense: 365-day suspension from all Southern Valley Activities and Athletics.
3rd Offense: Lifetime suspension from all Southern Valley Activities and Athletics.

Section Five:
Concussions

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, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

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

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

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete

evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

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

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

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

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

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. 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

_____ _____
Printed Name of Student Printed Name of Student

_____ _____
Printed Name of Student Printed Name of Student

SOUTHERN VALLEY SCHOOLS
CONSENT TO PERFORM RANDOM DRUG TESTING
2021 - 2022

Student Name_____ Grade_____

As a student and parent:

< We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.

< We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.

< 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. We have read this consent statement and agree to its terms.

< We understand this is binding while a student is enrolled in Southern Valley School District.

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 tobacco/nicotine 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 the extracurricular activities in which this student might participate during the current school year.

We hereby release the Southern Valley Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Staudent Signature_____ Date_____

Parent/Guardian Signature_____ 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. 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

_____
Signature of Student

_____ _____
Printed Name of Student Date

_____
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

2021 - 2022

SOUTHERN VALLEY SCHOOL DISTRICT #540

Teacher's Handbook

TABLE OF CONTENTS

Introduction	4
Board of Education	5
Administration	5
Classified Staff	5 & 8
Jr-Sr High School Staff	6
Elementary Staff	7
School Calendar	9
Personnel Policies	10
Reports and Records	10
Teacher's Files	10
Teacher's Certificates	10
Additional Hours	10
Professional Growth	10
Extra Duties	11
Paychecks	11
Absence Without Pay	11
Workmen's Compensation	11
Teacher's Hours	11
Teacher Attire	11
Preparation for Classes	11
Preparation for Substitute Teachers	11
Activity During School Days	12
Teacher Meetings	12
Leaving the Building	12
Testing System	12
Ethics	12
Employee Compliance with Drug Free School Act Policy #1.32	12
School Records	13
Report Cards and Parent Contacts	13
Grade Book	13
Grading	14
Communications	14
Supervision of Students	15
Supervision After Hours	15
Technology Systems Use Policy	15
Procedures for Drug/Alcohol Problems	15
Excusing Pupils	16
Community Relations	16
Use of Tobacco on School Premises or at School Activities	16
Custodial Staff	16
Building Appearance	16
School Property	17

Emergencies 17
General Fund Purchasing 17
Activity Fund Purchasing by Organizations 17
Dues, Fees, Collections, Funds, etc. 17
Mileage 17
Proper Driving of School Vehicles 18
Class Meetings 18
Teaching Supplies 18
Copiers 18
Mail 18
Passes 18
High School Bell Schedules 19
Coach/Sponsor Assignments 21

INTRODUCTION

The purpose of this handbook is to assist you during your tenure with the Southern Valley School District. It most certainly will not answer all of your questions, but some basic points are clearly stated. The Board of Education has a written and adopted set of board policies -- a copy of these policies, and the administrative rules and regulations are available to the staff. It is strongly suggested that each teacher read the board policies and administrative rules and regulations. These will also assist you in understanding how our school district functions.

All questions and/or problems cannot be covered in this handbook, the board policies, or the administrative rules and regulations. When you are in a situation not covered by the policies, rules and regulations, or this handbook, arrange a conference with your principal or the superintendent.

The Southern Valley School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Superintendent Bryce Jorgenson, 43739 Highway 89, Oxford, NE 68967, (308) 868-2222.

Board of Education
Ryan Hunt – President
Steve Hunt- Vice President
Todd Brown - Secretary
Craig Baily - Treasurer
Mike Taylor - Member
Mike Stalder - Member

Administration
Bryce Jorgenson – Superintendent
Jeff Linden – 7-12 Principal
Mark Grove – PK-6 Principal
Brandon Marquez -- Athletic Director

Classified Staff
Stacey Shafer – Secretary/Bookkeeper
Pam Wessels – Jr/Sr High Secretary/AD Secretary
Margaret McInturf – Elementary Secretary

Ashley Billeter -- School Nurse/Lunch Coordinator
Amy Russell – Library Aide
Amanda Adams -- Paraeducator
Linda Culver -- Paraeducator
Tina Hutchens -- Paraeducator
Georgia Mroczek -- Paraeducator
April Reaves -- Paraeducator
Lacy Rice – Paraeducator
Deanna Ruskamp -- Paraeducator
Joyce Schoenfelder – Paraeducator
Christine Skinner – Paraeducator

Jr. Sr. High School Staff

Bryce Jorgenson – Superintendent
Jeff Linden - - - Principal 7-12
Brandon Marquez - - - Athletic Director
Justin Adams - - - Social Studies
Dexter Becker - - - Physical Education/Weight Training
Ashley Blickenstaff - - - Speech & English
Joey Bose - - - Math
Kristi Bose - - - English & Drama
Tina Brown - - - Special Education
Marjorie Damitog - - - Science
Linda Dannehl - - - FCS
Alexander Elliot - - - Instrumental
Jeremy Epp - - - Social Studies
Jared Fausch - - - Computer Coordinator/LAN Manager
Chad Hamilton - - - Math
Stephanie Holste - - - Special Education
Jason Huerta - - - Spanish
Melinda Hunt - - - 7-12 Counselor
Rebecca Jorgenson - - - Art
Anita Krejdl - - - Mathematics
Emily McDonald - - - School Psychologist
Richard McDonald - - - Science
Meredith McQuay - - - English & Journalism
Brad Reaves - - - Industrial Arts
Christen Reiman - - - Agriculture & Science
Thomas Schoenfelder - - - Media
Jeff Spaulding - - - Industrial Arts & Technology
Tabitha Stalder - - - Vocal
Joe York - - - Business Education

Elementary Staff

Bryce Jorgenson - - - Superintendent
Mark Grove - - - Principal
Danielle Schultz - - - Pre School
Jennifer Aerni - - - Pre School
Betsy Hoxmeier - - - Kindergarten
Morgan Huxoll - - - Kindergarten
Alyse Weishaar - - - First Grade
RayAnn Roskop - - - First Grade
Maria Ehrke - - - Second Grade
Alex Stuhmer - - - Second Grade
Ali McCord - - - Third Grade
Hannah Sindelar - - - Third Grade
Molly Wendland - - - Fourth Grade
Gina Ellis - - - Fifth Grade
Holly Hunt - - - Sixth Grade
Jennifer Wasenius - - - Sixth Grade
Renae Brooks - - - Title I
Hennessey Lans - - - Special Education
Kim McQuiston - - - Special Education
Tricia Weatherwax - - - Guidance
Emily McDonald - - - School Psychologist
Amanda Lans - - - Speech Therapist
Thomas Schoenfelder - - - Librarian
Tabitha Stalder - - - Vocal Music
Alexander Elliott - - - Instrumental Music
Patty Hansen - - - Art
Madi Gilg - - - P.E.

Staff is provided, by Educational Service Unit #11, for special needs

Classified Staff

Denise Wiedel - Food Service Manager
April Batt – Assistant Cook
Lydia Hamre – Assistant Cook
Bonnie Wright -- Assistant Cook
-- Assistant Cook

Greg Huerta - Maintenance Supervisor
Kevin Harper – Custodian
Becky Robinson – Custodian
JayDee Wolzen - Custodian
Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director
George Davis – Bus Driver
Todd Brown – Bus Driver
Chris Joppa -- Bus Driver
Tina Hutchens – Bus Driver
Phil McInturf – Bus Driver
Bill Norman – Bus Driver
Dennis Tegtman – Bus Driver
Don Vacha – Bus Driver
Kirk Einspahr -- Activity Driver
Ryan Hunt – Activity Driver
Stanley Johnson -- Activity Driver
Joe Kresser – Activity Driver
Mike Taylor – Activity Driver

SCHOOL CALENDAR
2021-2022

August 10, 11, 12, & 16	Teacher Workdays
August 17	First day for Students - Friday Dismissal
September 6	Labor Day -- No School
September 15	No School - Teacher In-Service (8:00 - 12:00) Parent Teacher Conferences (2:30-7:30 p.m.)
October 4	ESU 11 Teacher In-Service (No school)
October 13	2- Hour Late Start - Teacher In-Service
October 14	End of 1st Quarter
October 15	Fall Break -- No School
October 18	Start of 2nd Quarter
November 10	2-Hour Late Start -- Teacher In-Service
November 24	12:30 Dismissal
November 25-26	Thanksgiving Vacation
December 10	Wrestling Invite -- No School
December 15	2-Hour Late Start -- Teacher In-Service
December 21	End of First Semester (Friday Dismissal)
December 22 – 26	NSAA Moratorium
January 3	Teacher Workday -- No School
January 4	School Resumes
January 19	2-Hour Late Start -- Teacher In-Service
February 10	Parent Teacher Conferences (6:00-9:00 PM)
February 11	Parent Teacher Conferences (8:00 am - 12:00 p.m.) -- No School
February 18	Spring Break -- No School
March 3 & 4	Spring Break -- No School
March 11	End of 3rd Quarter
March 14	Start of 4th Quarter
April 15	Easter Break -- No School
April 18	Easter Break -- No School
April 22	District Music at SV -- No School
May 7	Senior Graduation – 1:00 PM
May 9	SV JH Track Invite -- 12:30 Dismissal
May 17	End of Second Semester -- Last day of school
May 18	Teacher Workday

PERSONNEL POLICIES

Reports and Records

You will be asked to make certain reports and keep and maintain certain records for the office and the principal. Please attempt to get them in on time and correctly done. Your cooperation will increase the efficiency of the entire school.

Teachers Files

The administration, according to statute, maintains a file on each teacher. Contained in those files is a variety of information: the teacher's teaching certificate, transcript, employment data, teacher evaluations, teaching credentials, professional growth, and in limited occurrences, documentation of disciplinary or commendations episodes. Completed teacher evaluation forms and other documentation of teacher performance is only placed in the file if it has previously been shared with the teacher. Those files are accessible to each respective teacher. If a teacher requests access to his or her file, it shall be shared in its entirety. The only exception is if that teacher has requested letters of recommendation which were included as confidential. In such instances, the college credentials will be removed before the teacher is given the file to review. The administration maintains only one file on each teacher, and it is open to inspection by the teacher at any time. If you have questions about the content of your file, please inspect that file in the office.

Teachers Certificates

Certificates of new teachers should be registered with the Superintendent as soon as possible. All teachers must have an official transcript of credits filed in the school office.

Additional Hours

The deadline for placement on the salary schedule for additional hours earned in the summer will be September 1st. Hours earned following that date will apply for the following school year. All additional hours of credit require the superintendent's approval before movement will be allowed on the salary schedule.

Professional Growth

The Southern Valley School District #540 recognizes the significance of professional growth and shall encourage the continued growth and development of certificated personnel subject to the regulations adopted by the Board of Education.

Each tenured teacher shall have a six year professional growth period during which time the permanent staff member is required by statute to give evidence of professional growth. Each permanent staff member must submit evidence showing completion of acceptable professional growth activities totaling 24 points. Excessive points earned during one growth period may not be carried over into succeeding professional growth periods.

Application for the approval of professional growth activities shall be made on the prescribed forms. A separate application shall be submitted for each activity for which growth points are requested.

Extra Duties

From time to time all teachers will be asked to assist with extra duties such as selling tickets at games or other events. Teachers have been very cooperative in the past, and it is sincerely appreciated. The administrator will make an effort to equalize the number of assignments.

Paychecks

Teachers shall be paid in twelve equal installments, unless requested otherwise. Payday is usually the 20th day of each month.

Absence Without Pay

If you find that you must be absent for reasons other than those listed, you may request permission to do so. Please refer to the master agreement between the SVEA and School Board to see how this will be handled.

Workmen's Compensation

All employees of this school are covered by workmen's compensation. Should you sustain any injuries while on duty be sure to report it to the superintendent immediately so that proper claims can be made for any medical cost involved.

Teacher's Hours

Tardiness on the part of the teacher in reaching school or the classroom results in many problems. Promptness is also an indication of one's interest and professional attitude. **TEACHERS ARE TO BE IN SCHOOL AND AVAILABLE FOR STUDENT AND HALL SUPERVISION BY 8:00 A.M.,** and are to remain until 4:00 P.M. unless they have coaching or other duties.

Teacher Attire

As professionals, our certificated staff is requested to dress the part. Appropriate, professional attire is expected of our teachers and administrators. Blue jeans will be allowed for a fee on Friday's and some other special occasions. The attire of teachers and administrators does have an impact on the important interactions common in our business.

Preparation for Classes

Every child under your instruction has the right to expect you to be prepared every time you face the class. This is one of the best ways to gain and keep the respect of your pupils.

Preparation for Substitute Teachers

Substitute teachers will normally be hired to take the place of teachers absent from duty. Your lesson plans should reflect the fact that your substitute may have few, if any, hours in your subject area.

Each teacher should have the following items available at all times:

a. Complete lesson plans
b. Daily instructional schedule
c. Current seating chart
d. Fire drill procedures
e. Special duties and directions to cover each individual class

Activity During School Days

When students are going to be absent from school for a school sponsored activity, the teacher/sponsor should duplicate a complete list of students who will be absent. This list should be turned in to the principal's office, in advance, so that it can be circulated to teachers. The teacher/sponsor will distribute a complete list of students to all Secondary Teachers, Principal, and Activities Director in advance to the school sponsored activity

Teacher Meetings

There will be teacher meetings held at the discretion of the building administrator. Other faculty meetings may be called when needed. All teachers are expected to attend unless they are absent from school. Teacher meetings are designed to be helpful and to promote understanding of education and the school system.

Leaving the Building

During the normal school day, excluding a teacher's lunch period, any faculty member who finds it necessary to leave the building should notify the Principal and if the Principal is not available notify the office personnel.

Testing System

All secondary teachers are to give final semester assessments unless excused by the administration.

Ethics

Loyalty is an integral part of most any code of ethics. If you work for an organization, support that organization. If there are things you cannot support, bring them out and discuss them with those in charge of the organization. Anything less than that will be considered unethical by the school; gossiping, talking behind one's back, or causing unrest with fellow teachers are undesirable examples.

Employee Compliance with Drug Free School Act Policy #1.32

Southern Valley School District #540 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

In compliance with federal public law, our schools must notify employees and students that it is unlawful and, therefore, absolutely prohibited for any employee or students of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

See definitions and procedures printed in the policy book located in the office of the Superintendent.

School Records

A cumulative record shall be maintained for each student from the time of entrance into school through the twelfth grade. Such records may be used only for the benefit, promotion, or welfare of the pupil. A separate confidential record shall be maintained for each student having records such as psychological reports; individual testing reports; medical records of a confidential nature; etc.

All material in each cumulative record and in each student record shall be treated as confidential and shall be directly accessible only to the professional staff of the school, to the student, to the student's parents or guardians, and to those persons who will use the information for the professional purpose of helping the student.

The student records are maintained under the direction and supervision of the building principal and counselor. All individuals responsible for working with students' records have an obligation to update these records and provide a continuous evaluation of the contents.

Student records information will not be released to individuals, agencies, or institutions unless the request is accompanied by a written consent from the student and the parent/guardian of a student under 18 years of age.

Records of handicapped students shall remain confidential in accordance with P.L. 93-380. This confidentiality shall apply to all personally identifiable data.

Report Cards and Parent Contacts

Report Cards are designed primarily to help pupils achieve the educational goals of the school system and secondly, to help parents understand the progress their child is making toward achieving the goals and objectives of the various courses.

No report card can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters to the home, and telephone conversations to the home must be made to supplement the report card. Whenever special contacts are made by a teacher with a student's home, please notify your building principal and maintain open and consistent lines of communication.

Whenever you make a contact with home concerning a student in academic difficulty, request that the parents make a return call to you later in that same grading period to check on the child's academic progress. This will shift part of the child's academic responsibility to the parent and improve the teacher's position at the end of the grading period if questions arise.

Grade Book

The PowerSchool program is the district's official means of recording and keeping accurate records of grades. A Grade Book can still be used by any staff member to keep a hard copy of their grades, however, it is not required.

It is acknowledged that in a staff of our size, there will be a variety of ways in which the grade book is kept. This is perfectly acceptable. However, regardless of the method used, the grade book must accurately contain at least the following information:

1. Complete class roster with all students names entered completely,

accurately and in alphabetical order;

2. Record grades of all assignments that are used to determine quarterly and semester grades. Also, record total points possible for each assignment. When number or letter grades are given, be sure to give the numerical scale;
3. An explanation as to how a teacher arrives at his or her quarterly or semester grades is also to be noted.
4. Grades are to be recorded via PowerSchool on a weekly basis. **Grades are to be updated no later than 9:00 a.m. each Friday.**

Grading

At the end of the first four and one half weeks of each grading period, each JR-SR High teacher is to mail down slips to those students who are failing, or are in jeopardy of failing, in their classroom performance. At that time, the teacher is to indicate to the parents that a conference is deemed necessary.

An "interim" report is used by teachers to identify in writing, radical changes in progress of a student. Such a report should be viewed by parents as a clear signal of concern.

Each teacher will be given a grade book which is to be kept up to date at all times. The grade book should indicate clearly the grade(s) for each student. All grades should be registered according to the grading scale by the school district.

The grading scale is as follows:

93 - 100	A
85 - 92	B
77 - 84	C
70 - 76	D
Below 70	F

Teacher grade reports are to be in the office not later than 4:00 p.m. on the following dates for the 2021-2022 school year: October 20, January 5, March 16, and May 18. All grades recorded on the Jr. Sr. High grade reports are to be NUMERICAL & LETTER. The grades reported on the Elementary report cards are to be LETTER GRADES . Report cards will be mailed to the elementary students and mailed to the Jr. Sr. High students following the close of the nine-week grading periods.

Communications

Many hard feelings and misunderstandings can be eliminated or minimized with a more concerted communications effort. Progress reports are time-consuming, but they are important. Parents must be kept informed about their child's progress. Parents find it difficult to understand and accept below-standard student academic marks at the standard grading periods when the teacher has not previously apprised the parents of inferior student work. Teachers are expected to regularly report student progress by means of the weekly and mid-term progress reporting system. Communication with parents about student successes is likewise important. Phone calls to parents are excellent means of expressing positive comments about students, but that means may be somewhat threatening to some teachers.

Supervision of Students

DISCIPLINE IS EVERYBODY'S BUSINESS AND CONCERN. As a teacher you have authority over every student, and not just in your own classroom. Don't ever hesitate to stop trouble in halls, lunchroom, restrooms, etc. If you feel a neighboring classroom is noisy and that it disturbs your class, tell the teacher yourself. Many times we allow noise to build up without even realizing it. **Teachers are not to leave the class unattended for any length of time.** You run the risk of being held liable for any accidents which may occur while you are out of the room. Supervision during school activities is a joint responsibility of all teachers present. If you detect pupil misbehavior during a school activity, it is appropriate that you correct the situation. Supervision of hallways between classes is the responsibility of all teachers. Be in position to supervise in the mornings when the students enter the building as well as at noontime.

Supervision After Hours

A teacher is never to allow students to use any part of the school building before or after school unless the teacher is there to supervise. Whenever a group participates in any activity, practice, or games, the teacher should be the last to leave the facility. All lights should be extinguished and the doors locked.

IT IS NOT GOOD POLICY TO ALLOW STUDENTS TO USE YOUR KEYS.

Technology Systems Use Policy

Membership in such a community requires awareness and practice of acceptable behaviors. These behaviors apply to all levels of technology, whether using a single computer or using Internet resources. In addition, the school district is bound by contract to other providers of services to require certain acceptable behaviors.

Individuals must apply for access to our technology systems. Applicants must be aware of the stipulations of this policy and its related administrative policies and agree to them before access will be granted. **A copy of current specific administrative policies is available from the office at request.**

Procedures for Drug/Alcohol Problems

1. In cases where a student's actions are abnormal enough to suggest the use of drugs or alcohol, but no direct evidence is present, all instructors are to:

a. Notify the building administration of your observations and reason for a concern in all cases; then, follow this up with a brief written statement.

b. If you are suspicious of a student's actions in class, send a note to the office and an administrator will come to your classroom. Do not make any accusations.

c. The student will be brought to the office where the issue will be discussed further and appropriate action will be taken.

d. If you have reason for concern about a student's actions and wish to deal with them on a personal basis, please feel free to do so. However, make the problem and your actions known to the administration. This protects you and your actions and it also brings a possible issue into better focus in the event more than one person is seeing the same thing.

2. In cases where a student is obviously under the influence of drugs or alcohol, you are obligated to notify the building administration at once. The student will be removed from the

school pending appropriate action.

3. Where specific information pertaining to drug abuse outside of school comes to your attention, please make this available. This will be discreetly monitored in the office to determine if further action should be taken.

Excusing Pupils

No teacher will excuse any pupils on request of strangers or on a request coming in writing or over the telephone where the teacher is not certain that it is the parent who is making the request. Any request coming from sources which might not be approved by the parents should not be granted. If the teacher is in doubt at any time about the request to excuse the pupil, it is better to refuse to grant the request than to allow the pupil to be called out of class.

Student telephone calls should be held to those that are essential, and unless it is an emergency call, students will not be called to the telephone. The number will be taken and given to the pupil to call back at the close of the period or after dismissal.

Student passes should be kept to a minimum. The continual movement of students in the hall can be very disruptive to classes. There are very few occasions where students should be given passes to leave the school grounds. In all cases students should check out in the principal's office before leaving.

Community Relations

Your membership in community activities is indicative of your attitude toward the community. Do not spread yourself too thin, but your participation is important. Too often teachers are accused of not taking part in community life.

Use Of Tobacco 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 or at school activities at any time.

Custodial Staff

The custodians in each building are responsible to the superintendent or his designee. Teachers should contact their building principal about any repairs which they wish to have made in their rooms.

You can aid the custodians by making sure that your room is cared for. Our custodians are valuable assets to our school. Do all that you can to help them.

Building Appearance

Please take pride in the building and in your room in particular. This includes keeping the room neat and clean and providing something of interest such as pictures, bulletin boards, etc. It is urged that your room be locked at night and any time you will be out for more than just a few minutes.

School Property

Teachers are responsible for property in their department or room. A complete inventory of all items and their condition should be turned in to the superintendent each school year. Teachers are to be on the lookout for damage to school property and to report such damage to the office. Encourage students to take care of such property. Equipment (chairs, computers, etc.) is not to be taken from the school unless permission is granted from the office. The school will not be responsible for personal items brought to school by staff or students for school use.

Emergencies

In case of an accident where medical help is needed, make sure that the parents are notified. If a child becomes ill and needs to be sent home, contact the office so parents may be notified. In all accidents requiring medical attention you must fill out a report and hand it in to the office. This should be done the same day if at all possible.

General Fund Purchasing

All general fund purchasing will be made through the office and must have the direct approval of the principal/superintendent. Special printed purchase orders are issued by the office for ordering materials from sources outside the school. Purchases will not be made without a purchase order signed by the superintendent. Purchases made without permission are your personal obligation and your responsibility.

Activity Fund Purchasing by Organizations

Purchases made by classes or other organizations must have the approval of the sponsor prior to the approval of the principal. Purchases will not be made without a signed school purchase order.

Dues, Fees, Collections, Funds, etc.

The superintendent's office acts as treasurer for all classes, clubs and other school organizations. All payments are made through that office and receipts are deposited there. Instructors in charge of various groups and organizations should explain this to their groups and see that the policy is carried out. The office reserves the right to approve all collections or the amount of all class or organizations dues, all assessments, collections or requests for funds of any nature which are sought from the student body, groups, or individuals. Likewise, all fundraisers and other such projects shall be submitted to the principal/superintendent for approval prior to scheduling such events. In departments where materials are sold to pupils, such as shop, music, athletics, etc., the instructor shall collect for all materials and fees and will be required to hand in an itemized list of materials sold.

DO NOT KEEP MONEY IN YOUR ROOM OVERNIGHT.

Mileage

There will be certain times when the school district will pay expenses for teachers who are out of town for school purposes. These trips must be approved before the trips are made. No payment will be made until the proper expense sheet has been filled out and returned to the superintendent's office. The mileage reimbursement rate of $0.50 per mile will be paid to those approved.

Proper Driving of School Vehicles

School staff members are often required to drive school vehicles for school business. Rules of the road must be followed. Speeding will not be condoned. Not only are unlawful driving practices unsafe, the public is often understandably concerned.

Class Meetings (change from tutorial to study hall time)

All class meetings, group meetings, or any activity meetings which meet during study hall must be cleared through the principal's office. Sunday activities are not to be scheduled. No meetings are to be scheduled on Wednesday evenings.

Teaching Supplies

Supplies may be obtained from the office. Do not send students for teaching supplies.

To enable us to maintain proper control of supplies, all supplies will be distributed by the office staff. Teachers are asked to refrain from taking supplies from the storage areas.

Copiers

The use of the school's copiers shall be for necessary school use only. Any copies other than for necessary school use will cost $.25 per copy.

For students, only teacher's assistants should be using the copy machines unless they are allowed by the administration. Teachers are not to send random students to make copies for them.

Mail

Each teacher will have a mailbox. All incoming mail will be distributed in these boxes. Please try to check your mailbox each morning, noon, and evening for memos, mail and announcements. Also, please do not let things pile up in your mailbox. Notices from the principal or superintendent are not easily seen when boxes are partially filled.

Passes

Every member of the school staff will receive an activity pass for himself/herself and his/her spouse (as per RPAC Policy). These passes are not transferable.

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE
Monday through Thursday

TARDY BELL	CLASS OUT	PERIOD
8:20	9:07	First Period
9:07	9:54	Second Period
9:54	10:41	Third Period
10:41	11:28	Fourth Period
11:28	12:15	Fifth Period
12:15	1:27	Sixth Period
1:27	2:11	Tutorial
2:11	2:58	Seventh Period
2:58	3:45	Eighth Period

Group 1: Lunch 12:15-12:40	Class 12:40-1:27
Group 2: Class 12:15-1:02	Lunch 1:02-1:27

SOUTHERN VALLEY JR SR HIGH SCHOOL
BELL SCHEDULE
Friday

TARDY BELL	CLASS OUT	PERIOD
8:20	9:05	First Period
9:05	9:50	Second Period
9:50	10:35	Third Period
10:35	11:20	Fourth Period
11:20	12:05	Fifth Period
12:05	1:15	Sixth Period
1:15	2:00	Seventh Period
2:00	2:45	Eighth Period

Group 1: Lunch 12:05-12:30	Class 12:30-1:15
Group 2: Class 12:05-12:50	Lunch 12:50-1:15

2021-2022
SOUTHERN VALLEY
COACH/SPONSOR ASSIGNMENTS

Football	Justin Adams, assisted by Doug Brown & TJ Vacura
Jr. High Football	Jason Huerta, assisted by Justin Adams
Volleyball	Ali Scheil, assisted by Joey Bose & Amanda Adams
Jr. High Volleyball	Amanda Adams, assisted by Madi Gilg
Softball (Coop with Alma)	Brad Reaves, assisted by JayDee Wolzen & Paige Houser
Cross Country (Coop with Alma)	Laurie Kermmoade assisted by Kristi Bose
Unified Bowling	Tina Brown & Brandon Marquez
Boys Basketball	Jimmy Sindelar, assisted by Ryan Spry
Jr. High Boys Basketball	Jimmy Sindelar, assisted by Greg Huerta
Girls Basketball	Richard McDonald, assisted by Justin Adams
Jr. High Girls Basketball	Richard McDonald, assisted by Justin Adams
Wrestling	Dexter Becker, assisted by David Becker
Jr. High Wrestling	Dexter Becker, assisted by Jeff Spalding
Boys Bowling	Leo Hinkle
Girls Bowling	Holly Hunt
Sr. High Track	Tom Schoenfelder, assisted by Richard McDonald, Larry Guy, Leo Hinkle,& TJ Vacura
Jr. High Track	RayAnn Roskop assisted by Tom Schoenfelder, Dexter Becker & Justin Adams
Golf	Jeremy Epp
Trap Shooting	Valerie Percival & Tina Hutchens
Yearbook	Meredith McQuay
Student Council	Stephanie Holste & Melinda Hunt
National Honor Society	Anita Krejdl
Music	Alexander Elliot & Tabitha Stalder
Cheerleading	Heather Stalder & Denise Brown
FBLA	Joe York
FCCLA	Linda Dannehl
FFA	Christen Reiman
Future Problem Solving	Tom Schoenfelder
Elementary Quiz Bowl	Tricia Weatherwax
Jr. High Quiz Bowl	Meredith McQuay
Sr. High Quiz Bowl	Chad Hamilton
Mock Trial	Meredith McQuay
Speech Team	Kristi Bose
One Act Play	Ashley Blickenstaff & Rebecca Jorgenson
Senior Class	Melinda Hunt
Junior Class	Justin Adams, Rebecca Jorgenson, & Tina Hutchens
Concessions	Joe York (FBLA) & Activities Booster Club

RECEIPT OF 2021-2022 TEACHER HANDBOOK
OF Southern Valley Schools

This signed receipt acknowledges receipt of the 2021-2022 Teacher Handbook of Southern Valley Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. Failure to sign and return this acknowledgement that you have read theTeacher Handbook by the required date may result in disciplinary action of the employee.

Employee's Signature: _____

Date: _____

Return by August 16th, 2021:

Bryce Jorgenson
Southern Valley Schools

Southern Valley Schools

Non-Certified Staff Handbook

HOURS OF WORK

NON-CERTIFIED EMPLOYEE: A non-certified employee works in one of the following capacities of the district: secretary, bookkeeper, bus driver, custodian, food service, maintenance or aide.

FULL TIME EMPLOYEE: Anyone working 40 hours per week.

PART TIME EMPLOYEE: Anyone working less than 40 hours per week.

NORMAL WORKDAY AND WORKWEEK: The normal workday shall consist of eight (8) hours and the normal workweek of five (5) consecutive days, according to the following schedule:

FULL TIME 12-MONTH EMPLOYEES:

Maintenance Custodian	7:30am-4:00pm + Activities
Building Custodian	Various Times + Activities
Administrative Assistant to Superintendent	8:00am-4:30pm
Director of Transportation	Various Times
Head Tech Coordinator	8:00am-4:00pm + Activities

FULL TIME 10-MONTH EMPLOYEES:

Administrative Assistant to Elementary	7:30am-4:00pm
Administrative Assistant to High School	7:00am-4:00pm
Administrative Assistant to Lunch Program	7:00am-4:00pm

FULL TIME 9 MONTH EMPLOYEES:

Para Educators	Maximum of 40 hours per week
Food Service	Maximum of 40 hours per week

PART-TIME:

Bus drivers and custodial hours vary. Bus drivers should plan on an 8:10 AM arrival time.

LUNCH BREAKS: All full and part-time employees: 30 minutes

VARIANCE OF WORKING DAY: Employees may have later arrival times, earlier departure times and be permitted to leave the building during the normal work day for personal reasons on an individual basis, when approval is granted by the Superintendent or Head Supervisor. If there is a variance of the workday on a permanent basis, such variance must be approved by the Superintendent or designee. All employees leaving during a shift need to clock out before exiting the building.

OVERTIME:
No overtime will be allowed unless prior approval is received by the employee from the Superintendent/Principal or Head Supervisor.

CONDITIONS OF EMPLOYMENT

PERFORMANCE EVALUATION: Either the administrator or supervisor shall endeavor, at least once annually, to evaluate employees under his or her immediate supervision. More than one evaluation may be conducted by the immediate supervisor. If no formal written evaluations are completed by the immediate supervisor that shall not limit the supervisor or administrator from imposing discipline up to and including termination.

EMPLOYEE DISCIPLINE: Employees may be disciplined by oral reprimand, written reprimand, suspension with pay, suspension without pay or termination. Imposition of discipline is at the sole discretion of the supervisor or administrator and no particular order of discipline (i.e. oral reprimand, then written reprimand, then suspension, etc.) need to be followed.

USE OF TOBACCO 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 or at school activities at any time.

EMPLOYEE COMPLIANCE WITH DRUG FREE SCHOOL POLICY
Southern Valley School District #540 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. In compliance with federal public law, our schools must notify employees and students that it is unlawful and, therefore, absolutely prohibited for any employee or students of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. See definitions and procedures printed in the policy book located in the office of the Superintendent.

PROMOTIONS AND VACANCIES: Whenever a permanent job vacancy develops or is expected to develop, the position will be advertised if time allows. Current employees may apply for the position to the Superintendent or designee in writing. The Superintendent shall have the exclusive right to consider all applicants (employees and non-employees) for a vacancy and to select any one of the applicants or to offer the job to a person who was invited to apply for the position.

LEAVE OF ABSENCE

STAFF ABSENCE REPORT: Each employee is required to complete a Staff Absence Report prior to any authorized leave, or immediately following any illness leave and turn report into Lindin Quinn.

DISCRETIONARY LEAVE: The Board may, at its discretion, grant a leave of absence (either with or without salary and/or credit for experience) to any classified employee for any good and sufficient reason.

LEAVE FOR FULL-TIME 12 MONTH EMPLOYEES: In the case of absence from work for any reason, each employee shall be allowed full pay for approved absences for during his/her 12 month employment period starting at the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Any unused days can be carried over to the following school year. Leave will be granted according to the following:

One through five years of service:	15 days per year
Six through 10 years of service:	17 days per year
Eleven or more years of service:	20 days per year

Leave days can be accumulated up to 35 days. Any unused days will not be reimbursed at the end of each school year. Upon retiring from the school district, any unused days will be reimbursed at the employee's current rate.

LEAVE FOR FULL-TIME 9 MONTH EMPLOYEES: In the case of absence from work for any reason, each employee shall be allowed full pay for approved absences for ten (10) days during his/her 9 month employment period starting with the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Days not used will be paid out at the employee's hourly rate in June..

LEAVE FOR BUS DRIVERS/PART TIME CUSTODIAL: Bus drivers/part time custodians will be allowed five (5) sick days during the year. Any unused days will be paid at their current rate in June.

JURY LEAVE: In the event an employee is called to serve on jury duty or is subpoenaed as a witness, the Superintendent may, at his discretion, grant leave to perform such duty without the loss of pay. Staff member will be paid there regular daily salary.

CONDITIONS OF LEAVE: Unless expressly provided to the contrary, all leave shall be without pay. Any employee who does not report for work at the termination of an authorized leave of absence shall be considered to have quit voluntarily.

INSURANCE

GROUP HEALTH INSURANCE:

12 Month Employees

A group health insurance plan providing for a schedule of benefits is available for twelve (12) month-full time employees. The Board will pay the full monthly cost of employee, employee and spouse, employee and children, or family coverage. Each employee shall complete the proper paperwork stating whether or not participation is desired.

9 and 10 Month Employees

A group health insurance plan providing for a schedule of benefits is available for nine (9) and ten (10) month employees. The Board will pay the full monthly cost of employee coverage. If the employee desires more coverage, they will be required to pay the difference.

HOLIDAYS

HOLIDAYS: The following are paid holidays for all full time 12-month employees.

New Year's Eve and New Year's Day (2) days total
Spring Break: (1) day total
Easter Break Good Friday/Monday after (2) days total
Memorial Day (1) day total
Fourth of July if on weekend then day of observed (1) day total
Labor Day (1) day total
Fall Break: (1) days total
Thanksgiving Vacation (1) day total
Black Friday (1) day total
Christmas Eve (1) day total
Christmas Day (1) day total
Christmas Vacation one other day over the vacation period (1) day total

OTHER BENEFITS

TAX SHELTERED ANNUITY-12 MONTH FULL-TIME: Board policy allows employees the benefit of payroll deduction toward a selected tax sheltered annuity.

RETIREMENT: Employees working 15 hours or more a week must participate, as required by law, in the Nebraska Public Employee's Retirement System. Employees have the percentage rate as determined by the state retirement system deducted from their salary for State Retirement. The district contributes 101% of what the employee contributes. The methods for determining retirement benefits are revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her

particular benefit. For information write to: Nebraska Retirement Systems, PO Box 94816, Lincoln, NE 68509, or web access: www.npers.ne.gov.

SOCIAL SECURITY: All employees in the Southern Valley School District participate in the federal Social Security Program, according to rates and conditions required by law.

WORKER'S COMPENSATION: Southern Valley Schools provides, as required by law, worker's compensation insurance on all employees who are injured in completion of their duties. Medical and hospital expenses, as well as loss of time from work are covered at rates determined by the insurance contract.

UNUSED SICK DAYS FOR FULL TIME 12 MONTH EMPLOYEES: Southern Valley Schools will not provide reimbursement for any unused sick leave.

UNUSED SICK DAYS UPON LEAVING EMPLOYMENT: Any regular full time 12 month employee after being employed by the Southern Valley School System for three (3) years shall be entitled to compensation of unused sick days. This compensation shall be one-half (1/2) that employees' regular hourly wage rate and based on an eight (8) hour work day, up to a maximum of ten (10) days when leaving or retiring from the Southern Valley School System.

UNUSED VACATION DAYS UPON LEAVING EMPLOYMENT: Any regular full time 12 month employee after being employed by the Southern Valley School System for three (3) years shall be entitled to compensation of unused vacation days. This compensation shall be one-half (1/2) that employees' regular hourly wage rate and based on an eight (8) hour work day, up to a maximum of ten (10) days when leaving or retiring from the Southern Valley School System.

All leave accumulated for an employee working three years or less will terminate upon resignation, retirement, or termination of employment.

WAGES

NEW HIRES: All salaries are subject to experience and qualifications of new employee.

MILEAGE: Employees who are required to use personal vehicles for school business shall receive the mileage rate set by the Board of Education, with prior approval of the administrator.

All payroll periods run from the first of the month to the last day of the month, with payment of hours the month following. An example would be that all hours worked from September 1st to September 30th, will be paid in the October. All payroll checks are deposited on the 20th of each month unless the 20th falls on a weekend or holiday; in that case you are paid the day before the weekend or holiday.

RECEIPT OF 2021-2022 NON-CERTIFIED EMPLOYEE HANDBOOK
OF Southern Valley Schools

This signed receipt acknowledges receipt of the 2021-2022 Non-Certified Employee Handbook of Southern Valley Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. Failure to sign and return this acknowledgement that you have read the Non-Certified Employee Handbook by the required date may result in disciplinary action of the employee.

Employee's Signature: _____ Date: _____

Return by August 15th, 2021:

Bryce Jorgenson
Southern Valley Schools