Board of Education Regular Meeting
Monday, July 10, 2023 7:00 PM

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

Agenda

1. CALL TO ORDER AND NOTICE OF MEETING
2. FLAG SALUTE
3. OPEN MEETINGS ACT
4. ROLL CALL
5. EXCUSE ABSENT BOARD MEMBERS
6. PUBLIC COMMENTS
7. CONSENT AGENDA
   - 7.1. Approve Minutes
   - 7.2. Approve Payment of Invoices
   - 7.3. Approve Financial Reports
   - 7.4. Personnel Actions
     - 7.4.1. Approve Employment Contracts
       - 7.4.1.1. Shelbi Hammond - LHS Alternative Education Teacher
       - 7.4.1.2. Mitch Muma - Pershing PE Teacher
       - 7.4.1.3. Julie Sampson - Special Education Teacher
8. OLD BUSINESS
   - 8.1. Establish, date, time, and location for board planning session.
9. NEW BUSINESS
   - 9.1. Buildings & Grounds
   - 9.2. Curriculum & Americanism
     - 9.2.1. Receive public testimony on, discuss, and consider approval of district efforts to comply with the provisions of Nebraska statute §79-724 concerning the social studies curriculum and civics.
   - 9.3. Legislative & Finance
     - 9.3.1. Consider approval of contract for physical and occupational therapy services for 2023-2024.
   - 9.4. Policy & Transportation
     - 9.4.1. Receive public comment on, discuss, and consider approval of the district's updated Plan for Safe Return with associated protocols required under the American Rescue Plan.
     - 9.4.2. Conduct a public hearing on the Parental Involvement Policy (5018). After the hearing, the board will either alter and adopt the revised policy or reaffirm it as written.
     - 9.4.3. Conduct, with the involvement of parents and the public, an evaluation of the content and effectiveness of the Title I Parental Involvement Policy (5057) in improving the academic quality of the schools served. After the evaluation, the board will either alter and adopt the revised policy or reaffirm it as written.
     - 9.4.4. Review the Bullying Policy (5054) and take action, if any, to revise or amend the policy or to reaffirm it as written.

9.4.5. Review the amount of money collected from students and review the Student Fees Policy (5045) and hold a public hearing on a proposed Student Fee Policy (5045) for the 2023-2024 school year. After the hearing, the board will either alter and adopt the revised policy or reaffirm it as written.

9.4.6. Review policy 5001 - Compulsory Attendance and Excessive Absenteeism.

9.4.7. Consider approval of amendment to policy 5049 - Firearms and Weapons.

9.4.8. Consider approval of 2023-2024 district handbooks.

10. REPORTS & COMMENTS
    - 10.1. Principals, Administrators, and Directors
        - 10.1.1. ELA Results Matter report for 2022-2023.
    - 10.2. Superintendent
        - 10.2.1. Schedules for new teacher orientation week and all-teacher professional development for August 7-8.
    - 10.3. Board members
11. DISCUSS, CONSIDER, CONDUCT A STRATEGY SESSION, AND TAKE POSSIBLE ACTION WITH RESPECT TO PROPOSED REAL ESTATE PURCHASE.
12. ADJOURNMENT

Customer Ad Proof

118-60121596 LEXINGTON PUBLIC SCHOOLS Order Nbr 1168548

Publication	**Lexington People Plus**		
Contact	LEXINGTON PUBLIC SCHOOLS	PO Number	
Address 1	PO BOX 890	Rate	LCH CL Legal LPP
Address 2		Order Price	11.20
City St Zip	LEXINGTON NE 68850	Amount Paid	0.00
Phone	3083244681	Amount Due	11.20
Fax	3083242528		
Section	Class Legals	Start/End Dates	07/05/2023 - 07/05/2023
SubSection		Insertions	1
Category	0099 LEGALS	Size	28
Ad Key	1168548-1	Salesperson(s)	Patricia Tysdal
Keywords	Meeting Notice July 10	Taken By	Shelly Greeley
Notes			

Ad Proof

NOTICE OF MEETING

LEXINGTON PUBLIC SCHOOLS

NOTICE IS HEREBY GIVEN That a Regular Board Meeting of the Board of Education, School District No. 1 of Lexington, Nebraska, will convene at 7:00 pm on the 10 day of July, 2023 in the Lexington City Council Chambers at 406 East 7th St. in Lexington, Nebraska, which meeting will be open to the public. An agenda of such meeting, kept continuously current, is readily available for public inspection at the office of the Superintendent of Schools, at 300 South Washington Street in Lexington.
ZNEZ July 5, 2023

Board of Education Regular Meeting

Notice of this meeting was published in the Lexington Clipper-Herald on June 7, 2023.

June 12, 2023 7:00 PM
Lexington City Council Chambers
406 E. 7th St.
Lexington, NE 68850
Attendance Taken at 6:54 PM.

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

1. CALL TO ORDER AND NOTICE OF MEETING

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. EXCUSE ABSENT BOARD MEMBERS
Motion to excuse Cindy Benjamin and Travis Maloley. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

6. PUBLIC COMMENTS

7. CONSENT AGENDA
Motion to approve the consent agenda. Passed with a motion by Roger Reutlinger and a second by Garth Mins.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

7.4. Personnel Actions

7.4.1. Approve Resignations

7.4.1.1. Karl Degenhardt--Pershing PE Teacher

7.4.2. Approve Employment Contracts

7.4.2.1. Chloe Carlson--Elementary Special Education Teacher 23-24

7.4.2.2. Maelynn Liewer--LMS Language Arts Teacher 23-24

8. NEW BUSINESS

8.1. Activities

8.1.1. Consider addition of FCCLA as a Lexington High School extra-curricular activity.
Motion to approve addition of FCCLA as a Lexington High School extra-curricular activity. Passed with a motion by Garth Mins and a second by Roger Reutlinger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2. Legislative & Finance and Buildings & Grounds

8.2.1. Consider approval of the Operations Agreement with the Lexington Recreation Management Company, LLC, and the Lexington Community Facilities Agency (LCFA) for 2023-2024.
Motion to approve the 2023-2024 Operations Agreement as presented. Passed with a motion by Larry Steinberger and a second by Garth Mins.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2.2. Consider additions to the extra-duty schedules contained in the 2023-2025 Negotiated Agreement.
Motion to approve amended extra-duty schedules as presented. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2.3. Consider approval of miscellaneous pay rates for 2023-2024.
Motion to approve miscellaneous pay rates for 2023-2024, as presented. Passed with a motion by Garth Mins and a second by Larry Steinberger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2.4. Consider approval of furniture purchase.
Motion to approve purchase of furniture from Virco in the amount of $44,117.20, as presented. Passed with a motion by Garth Mins and a second by Roger Reutlinger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2.5. Consider approval of carpeting proposal for District Administration Building.
Motion to approve central office floor covering proposal from Byrns Floorcovering, Inc., in the amount of $35,356.40, as presented. Passed with a motion by Garth Mins and a second by Roger Reutlinger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.3. Policy & Transportation

8.3.1. Consider approval of renumbering of specified board policies.
Motion to approve renumbering of policies as reflected in the attached table. Passed with a motion by Larry Steinberger and a second by Garth Mins.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.3.2. Consider approval of policy revisions.
Motion to approve revisions to policies 3001, 3003.1, 3004.1, 3033, 3035, 3059, 4003, 4032, 4040, 4045, 4056, 4059, 4500, 4502, 5003, 5004, 5035, 5052,

5064, 6003, 6006, 6008, and 6200, as presented. Passed with a motion by Garth Mins and a second by Roger Reutlinger.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.3.3. Consider approval of policy additions.
Motion to approve the addition of policies 3036, 3051, 3054, 3056, 4850, 5002, and 6038, as presented. Passed with a motion by Garth Mins and a second by Carlos Saiz.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.4. Other

8.4.1. Establish date, time, and location for board planning session.

9. REPORTS & COMMENTS

9.1. Principals, Administrators, and Directors

9.1.1. Summer school programs reports.

9.2. Superintendent

9.2.1. Congratulations to the LHS Boys Soccer Team for their 3rd place finish at the NSAA Class B Soccer Championships.

9.2.2. Congratulations to LHS state track qualifiers Lazaro Adame, Oscar Aguado, Luis Castellanos, Miguel Cruz, Reese Kuecker, Quentin Moss, Ian Salazar, Greysen Strauss, Abbi Sutton, and Mady Wolfe.

9.2.3. The LPS administrator data retreat was held on June 8. We spent time reviewing the AQuESTT state assessment system, our building ratings, and identifying successes and challenges for each building in improving student outcomes.

9.3. Board members

10. ADJOURNMENT
Any Board Member: "Motion to adjourn this meeting." Passed with a motion by Carlos Saiz and a second by Garth Mins.
Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

_____
Chairperson

_____
Superintendent

Checking Account: 1 1

Check Number: 57271 Check Type: Automatic Payment Check Date: 07/10/2023 Vendor: BLACKHILLS Black Hills Energy Check Total: 5,068.30

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230702	07/02/2023		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	106.56
20230702	07/02/2023		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	71.50
20230702	07/02/2023		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	2,353.82
20230702	07/02/2023		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	39.92
20230702	07/02/2023		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	46.49
20230702	07/02/2023		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	1,594.52
20230702	07/02/2023		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	279.86
20230702	07/02/2023		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	38.60
20230702	07/02/2023		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	114.22
20230702	07/02/2023		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	241.56
20230702	07/02/2023		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	181.25

Check Number: 57272 Check Type: Automatic Payment Check Date: 07/10/2023 Vendor: NEBRASKAGO Nebraska.Gov Check Total: 22.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
7747338	07/05/2023		Personnel Services Technical Services	01 2570 350 000 0 000	22.50

Check Number: 57273 Check Type: Automatic Payment Check Date: 07/10/2023 Vendor: REVTRAK RevTrak Check Total: 29.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
July 2023	07/01/2023		Fiscal Services Technical Services	01 2510 350 000 0 000	29.95

Check Number: 57274 Check Type: Automatic Payment Check Date: 07/10/2023 Vendor: VERIZONWIR Verizon Wireless Check Total: 3,541.43

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9938109849	07/03/2023		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	2,821.23
9938109849	07/03/2023		Migrant Supply DW	01 6915 610 000 0 000	0.00
9938109850	07/05/2023		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	680.19
9938109850	07/05/2023		Migrant Supply DW	01 6915 610 000 0 000	40.01

Check Number: 57275 Check Type: Automatic Payment Check Date: 07/10/2023 Vendor: VISAACT7 VISA Check Total: 297.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230626	06/26/2023		card my yard	01 1100 610 006 0 000	297.50

Check Number: 54309 Check Type: Check Check Date: 07/10/2023 Vendor: AMAZONCAPI Amazon Capital Services Check Total: 6,392.44

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
113L-WYH4-DWHH	07/02/2023	GF029243	books	01 3541 640 009 0 000	280.40
13R1-LXMD-4MWF	07/05/2023	GF029276	supplies	01 3541 640 009 0 000	255.23
16KT-7D4N-QFNL	06/27/2023	GF029245	books	01 3541 640 009 0 000	15.29
16KT-7D4N-R63W	06/27/2023	GF029125	summer school supplies	01 1300 610 001 0 000	13.99
1GDX-1TXH-7NHC	06/28/2023	GF029244	books	01 3541 640 009 0 000	296.07
1GWC-D1K4-HTCR	07/01/2023	GF029285	water slide	01 1300 610 004 0 000	699.29
1JGN-YFT3-DCP1	07/05/2023	GF029276	supplies	01 3541 640 009 0 000	162.87
1JQW-1X7T-WJNN	07/01/2023	GF029263	shelving	01 3541 610 009 0 000	1,068.20

Checking Account: 1 1

1LKM-TFHR-43WD	07/05/2023	GF029276	supplies	01 3541 640 009 0 000	1,975.97
1NCX-TT9K-CPRX	06/26/2023	GF029253	tech supplies	01 2230 650 000 0 000	536.80
1QG4-DHXD-GD7X	07/01/2023	GF029245	books	01 3541 640 009 0 000	260.67
1RNN-CT4C-/ycld	07/05/2023	GF029276	supplies	01 3541 640 009 0 000	309.74
1V4W-FHLD-FYRJ	07/01/2023	GF029256	supplies	01 3591 610 000 0 000	517.92

Check Number: 54310 Check Type: Check Check Date: 07/10/2023 Vendor: AMPLIFY Amplify Education, Inc Check Total: 1,130.48

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV-173576	07/03/2023	GF029145	summer school curriculum	01 1300 610 004 0 000	1,130.48

Check Number: 54311 Check Type: Check Check Date: 07/10/2023 Vendor: BAGSINBULK Bags In Bulk Check Total: 612.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
110729	07/01/2023	GF029287	19-inch Trailmaker Duo Compartment Backp	01 6991 610 000 0 000	408.00
110729	07/01/2023	GF029287	19 Inch Trailmaker Duo Compartment Backp	01 6991 610 000 0 000	204.00

Check Number: 54312 Check Type: Check Check Date: 07/10/2023 Vendor: BOBSTRUEVA Bob's True Value Check Total: 187.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
A110198	06/27/2023	GF028276	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	19.49
A110210	06/27/2023	GF028276	Maintenance Supply MS	01 2620 610 002 0 000	26.99
A110216	06/27/2023	GF028276	Maintenance Supply District-Wide	01 2620 610 000 0 000	24.97
A111432	06/27/2023	GF028276	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	19.37
A111494	06/27/2023	GF028276	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	18.22
A111551	06/27/2023	GF028276	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	7.29
A111637	06/27/2023	GF028276	Maintenance Supply MS	01 2620 610 002 0 000	6.18
A111952	06/27/2023	GF028276	Maintenance Supply District-Wide	01 2620 610 000 0 000	50.27
A111953	06/27/2023	GF028276	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	14.58

Check Number: 54313 Check Type: Check Check Date: 07/10/2023 Vendor: BOILERCHIL Boiler Chiller Systems LLC Check Total: 47,500.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4570	07/01/2023		Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000	47,500.00

Check Number: 54314 Check Type: Check Check Date: 07/10/2023 Vendor: CSTRUCKSAL C & S TRUCK & SALVAGE, INC. Check Total: 8,401.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230703	07/03/2023		Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	8,401.35

Check Number: 54315 Check Type: Check Check Date: 07/10/2023 Vendor: CANNONSPOR Cannon Sports Check Total: 35.66

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1997742	07/01/2023	GF028802	supplies	01 1100 610 003 0 000	35.66

Check Number: 54316 Check Type: Check Check Date: 07/10/2023 Vendor: CASHWA CASH-WA DISTRIBUTING CO. Check Total: 8,414.91

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
13822193	07/01/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	1,967.03
13826348	07/01/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	1,127.52
13826438	07/01/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	150.50

Checking Account: 1 1

13826439	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	150.50	
13826440	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	129.00	
13829091	07/01/2023	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	105.07	
13829091	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	632.47	
13833756	07/01/2023	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	91.03	
13833756	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	1,766.95	
13841561	07/01/2023	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	210.61	
13841561	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	1,699.91	
A13826955	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	242.50	
P13845019	07/01/2023	School Lunch Supply FOOD	06 3100 630 000 0 000	141.82	

Check Number: 54317 Check Type: Check Check Date: 07/10/2023 Vendor: CENTURYLI1 CenturyLink Communication Check Total: 75.04

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
644867578	06/27/2023		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	67.94
644897116	06/27/2023		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	7.10

Check Number: 54318 Check Type: Check Check Date: 07/10/2023 Vendor: CHANGECLOT Change Clothing Check Total: 1,594.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230701	07/01/2023	GF029231	shirts	01 3541 610 009 0 000	1,594.35

Check Number: 54319 Check Type: Check Check Date: 07/10/2023 Vendor: CHARTERCOM Charter Communications Check Total: 695.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0001136062423	07/01/2023		Technology Communications DW	01 2230 530 000 0 000	695.56

Check Number: 54320 Check Type: Check Check Date: 07/10/2023 Vendor: CITYOFLEXI CITY OF LEXINGTON Check Total: 30,057.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
202306222317	06/26/2023	GF029254	pool entry	01 1300 610 001 0 000	57.00
202306262321	06/27/2023		tennis courts	01 2620 490 000 0 000	10,000.00
202306262321	06/27/2023		soccer fields	01 2620 490 000 0 000	10,000.00
202306262321	06/27/2023		ballfields	01 2620 490 000 0 000	10,000.00

Check Number: 54321 Check Type: Check Check Date: 07/10/2023 Vendor: COUNTRYPAR Country Partners Cooperative Check Total: 23.92

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
713581	07/01/2023		forklift propane	01 2640 610 000 0 000	23.92

Check Number: 54322 Check Type: Check Check Date: 07/10/2023 Vendor: CULLIGAN CULLIGAN Check Total: 571.75

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230703	07/03/2023		Guidance Supply HS	01 2120 610 001 0 000	30.49
20230703	07/03/2023		Office of Principal Supply HS	01 2410 610 001 0 000	43.20
20230703	07/03/2023		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	87.99
20230703	07/03/2023		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	59.10
20230703	07/03/2023		School Lunch NON-FOOD Supply MS	06 3100 610 002 0 000	127.42
20230703	07/03/2023		School Lunch NON-FOOD Supply Morton	06 3100 610 004 0 000	102.20
20230703	07/03/2023		School Lunch NON-FOOD Supply Sandoz	06 3100 610 006 0 000	121.35

Checking Account: 1 1

Check Number: 54323 Check Type: Check Check Date: 07/10/2023 Vendor: DANSSANITA DAN'S SANITATION Check Total: 3,220.45

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230627	06/27/2023		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	124.25
20230627	06/27/2023		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	575.45
20230627	06/27/2023		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	63.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	56.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	73.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	63.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	47.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	673.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. MS	01 2620 421 002 0 000	456.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000	233.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000	304.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000	281.25
20230627	06/27/2023		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000	269.25

Check Number: 54324 Check Type: Check Check Date: 07/10/2023 Vendor: DAWSONPEST DAWSON PEST CONTROL Inc. Check Total: 309.82

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
25354	06/27/2023		Op. of Bldg. Cont. Pest Control Svcs.	01 2620 425 000 0 000	309.82

Check Number: 54325 Check Type: Check Check Date: 07/10/2023 Vendor: ELECTRICFI ELECTRICAL ENGINEERING & EQUIPMENT CO. Check Total: 9,391.11

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8175164-00	06/27/2023	GF029191	tools	01 2620 435 000 0 000	470.59
8265235-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	238.38
8266489-00	06/27/2023	GF028274	Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000	109.53
8266565-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	48.11
8267065-00	06/27/2023	GF028274	Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000	21.97
8267257-00	06/27/2023	GF028274	Maintenance Supply HS	01 2620 610 001 0 000	10.73
8268802-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	55.92
8269367-00	06/27/2023	GF029197	led light fixtures for 300 hallway, band	01 2620 435 001 0 000	2,370.84
8269367-01	06/27/2023	GF029197	led light fixtures for 300 hallway, band	01 2620 435 001 0 000	1,192.00
8269367-02	06/27/2023	GF029197	led light fixtures for 300 hallway, band	01 2620 435 001 0 000	2,680.08
8269574-00	06/27/2023	GF029197	led light fixtures for 300 hallway, band	01 2620 435 001 0 000	328.64
8271916-00	06/27/2023	GF028274	Maintenance Supply District-Wide	01 2620 610 000 0 000	38.35
8272409-00	06/27/2023	GF029213	lights for the co	01 2620 435 000 0 000	328.64
8272409-01	06/27/2023	GF029213	lights for the co	01 2620 435 000 0 000	1,030.80
8274299-00	06/27/2023	GF028274	Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000	16.29
8276741-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	115.45
8276744-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	43.20
8280238-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	202.02
8280238-00	06/27/2023	GF028274	Maintenance Supply District-Wide	01 2620 610 000 0 000	48.77

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8282731-00	06/27/2023	GF028274	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	19.58
8283440-00	06/27/2023	GF028274	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	21.22

Check Number: 54326 Check Type: Check Check Date: 07/10/2023 Vendor: FOLLETT1 Follett Content Solutions, Inc Check Total: 297.47

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
667072F	06/27/2023	GF029004	books	01 2220 640 002 0 000	269.15
694849F	06/27/2023	GF029165	books	01 2220 640 006 0 000	28.32

Check Number: 54327 Check Type: Check Check Date: 07/10/2023 Vendor: FUNFUNCTIO Fun & Function Check Total: 2,158.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
671322	06/26/2023	GF029221	classroom supplies	01 6997 610 000 0 000	2,158.96

Check Number: 54328 Check Type: Check Check Date: 07/10/2023 Vendor: GREATPLAI4 Great Plains Communications Check Total: 136.76

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230703	07/03/2023		Technology Communications DW	01 2230 530 000 0 000	136.76

Check Number: 54329 Check Type: Check Check Date: 07/10/2023 Vendor: HOMETOWNLE HOMETOWN LEASING Check Total: 12,728.28

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230701	07/01/2023		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	12,728.28

Check Number: 54330 Check Type: Check Check Date: 07/10/2023 Vendor: INNOVATIV2 Innovative Office Solutions Check Total: 1,529.81

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
IN4235124	07/01/2023	GF028797	supplies	01 1190 610 009 0 000	176.68
IN4235124	07/01/2023	GF028797	Nicole Lopez golves	01 1200 610 000 0 000	205.00
IN4235124	07/01/2023	GF028797	gloves	01 3541 610 009 0 000	102.50
IN4235182	07/01/2023	GF029028	supplies	01 1100 610 006 0 000	467.83
IN4235205	07/01/2023	GF028748	Elmer's Glue Sticks - Bartling	01 1100 603 002 0 000	73.76
IN4235205	07/01/2023	GF028748	Tagboard 18x24 white - science	01 1100 604 002 0 000	74.00
IN4235205	07/01/2023	GF028748	supplies - Reyna	01 1100 610 002 0 000	411.60
IN4235205	07/01/2023	GF028748	Elmer's Glue Sticks - DeLap	01 1100 615 002 0 000	18.44

Check Number: 54331 Check Type: Check Check Date: 07/10/2023 Vendor: ISLANDSUPP Island Supply Welding Co Check Total: 25.68

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
295282	07/01/2023	GF028290	Yearly Classroom Supplies	01 1100 613 001 0 000	25.68

Check Number: 54332 Check Type: Check Check Date: 07/10/2023 Vendor: JONES JONES PLUMBING & HEATING Check Total: 825.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
26673	07/03/2023	GF028277	Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	150.00
26674	07/03/2023	GF028277	Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	9.00
56961	07/03/2023	GF028277	Op. of Bldg. Plumbing Svcs. Pershing	01 2620 436 005 0 000	192.00
56964	07/03/2023	GF028277	Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000	70.00
56965	07/03/2023	GF028277	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	131.50
56966	07/03/2023	GF028277	Op. of Bldg. Plumbing Svcs. Sandoz	01 2620 436 006 0 000	8.00
56967	07/03/2023	GF028277	Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	219.00

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57051	07/03/2023	GF028277	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	46.00

Check Number: 54333 Check Type: Check Check Date: 07/10/2023 Vendor: KSBSCHOOLL KSB School Law, PC LLC Check Total: 690.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
14342	07/01/2023		District Legal Services	01 2330 317 000 0 000	690.00

Check Number: 54334 Check Type: Check Check Date: 07/10/2023 Vendor: LEXPSACT LEXINGTON ACTIVITY ACCOUNT Check Total: 299.34

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230703	07/03/2023		ipad holders	01 2230 610 000 0 000	299.34

Check Number: 54335 Check Type: Check Check Date: 07/10/2023 Vendor: LEXRHC Lexington Regional Health Center Check Total: 1,872.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230626	06/26/2023		Sam Jilka bus driver physical	01 2710 340 000 0 000	147.00
20230703	07/03/2023		OT Services K-12 Prof. Services	01 2161 340 000 0 000	75.00
20230703	07/03/2023		OT Services Age 0-2 Prof. Services	01 2163 340 015 0 000	562.50
20230703-0001	07/03/2023		PT Services K-12 Prof. Services	01 2171 340 000 0 000	56.25
20230703-0001	07/03/2023		PT Services Age 0-2 Prof. Services	01 2173 340 015 0 000	1,031.25

Check Number: 54336 Check Type: Check Check Date: 07/10/2023 Vendor: ECOWATER Lindsay Soft Water Co of Nebraska Check Total: 147.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
SA07980	07/03/2023		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	77.00
SA07981	07/03/2023		School Lunch NON-FOOD Supply Bryan	06 3100 610 003 0 000	29.00
SA07983	07/03/2023		School Lunch NON-FOOD Supply Pershing	06 3100 610 005 0 000	41.00

Check Number: 54337 Check Type: Check Check Date: 07/10/2023 Vendor: MEADLUMBER MEAD LUMBER Check Total: 1,574.71

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
660650	07/03/2023	GF028275	Maintenance Supply Pershing	01 2620 610 005 0 000	(206.35)
9184958	07/03/2023	GF028275	Maintenance Supply HS	01 2620 610 001 0 000	58.97
9186902	07/03/2023	GF028275	Maintenance Supply HS	01 2620 610 001 0 000	27.06
9191230	07/03/2023	GF028275	Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	2.29
9208117	07/03/2023	GF028275	Maintenance Supply Sandoz	01 2620 610 006 0 000	24.99
9211178	07/03/2023	GF028275	Maintenance Supply HS	01 2620 610 001 0 000	41.38
9218523	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	12.46
9227340	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	58.18
9237410	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	25.99
9242294	07/03/2023	GF028275	Maintenance Supply HS	01 2620 610 001 0 000	14.56
9244848	07/03/2023	GF028275	Maintenance Supply MS	01 2620 610 002 0 000	17.26
9254981	07/03/2023	GF029227	tools	01 2620 610 000 0 000	209.99
9256720	07/03/2023	GF028275	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	7.19
9257891	07/03/2023	GF029235	whiteboards	01 2620 610 000 0 000	249.50
9271915	07/03/2023	GF028275	Maintenance Supply HS	01 2620 610 001 0 000	21.57
9271954	07/03/2023	GF028275	Maintenance Supply HS	01 2620 610 001 0 000	84.40
9278135	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	434.24

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9283502	07/03/2023	GF028275	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	8.63
9283540	07/03/2023	GF028275	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	5.39
9286197	07/03/2023	GF028275	Maintenance Supply Morton	01 2620 610 004 0 000	21.60
9295097	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	69.88
9306115	07/03/2023	GF028275	Maintenance Supply Pershing	01 2620 610 005 0 000	206.35
9306184	07/03/2023	GF028275	Maintenance Supply Pershing	01 2620 610 005 0 000	21.55
9308114	07/03/2023	GF028275	Maintenance Supply MS	01 2620 610 002 0 000	26.85
9308177	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	25.99
9319357	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	40.75
9327327	07/03/2023	GF028275	Maintenance Supply District-Wide	01 2620 610 000 0 000	64.04

Check Number: 54338 Check Type: Check Check Date: 07/10/2023 Vendor: MENARDSKEA MENARDS-KEARNEY Check Total: 1,096.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
55785	07/01/2023	GF029279	washer & drier	06 3100 733 000 0 000	1,096.00

Check Number: 54339 Check Type: Check Check Date: 07/10/2023 Vendor: MIDWESTDOO Midwest Door & Hardware Check Total: 4,360.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
105752	07/05/2023	GF029281	doors	01 3541 610 009 0 000	4,360.00

Check Number: 54340 Check Type: Check Check Date: 07/10/2023 Vendor: MIDWESTSI Midwest Special Instruments, Corp Check Total: 740.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2306451-IN	07/01/2023		equipment maintenance	01 2130 610 000 0 000	740.00

Check Number: 54341 Check Type: Check Check Date: 07/10/2023 Vendor: MIKESSPR Alexander Michael Check Total: 1,900.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
23025	06/27/2023	GF029224	sprinkler heads for replacements distric	01 2630 422 000 0 000	1,900.00

Check Number: 54342 Check Type: Check Check Date: 07/10/2023 Vendor: NAVIGATE36 Navigate360, LLC Check Total: 45.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV-06801	06/27/2023	GF029124	Amy Schroder registration	01 2213 330 005 0 000	45.00

Check Number: 54343 Check Type: Check Check Date: 07/10/2023 Vendor: NELIBRARYC NEBRASKA LIBRARY COMMISSION Check Total: 815.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31834	07/01/2023		ProQuest SIRS Discover with WebFind	01 2220 640 002 0 000	815.36

Check Number: 54344 Check Type: Check Check Date: 07/10/2023 Vendor: NESAFEFIRE NEBRASKA SAFETY AND FIRE EQUIPMENT Check Total: 465.70

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
63790	07/05/2023		service call	01 2670 434 000 0 000	465.70

Check Number: 54345 Check Type: Check Check Date: 07/10/2023 Vendor: NINJARMM NinjaOne, LLC Check Total: 2,675.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV08662817	07/01/2023		Ninja Professional	01 2230 735 000 0 000	2,675.40

Check Number: 54346 Check Type: Check Check Date: 07/10/2023 Vendor: NORTECH Nor-Tech Check Total: 5,940.00

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Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
319064	06/27/2023	GF029202	ThinkPad T16	01 2230 734 000 0 000	5,940.00

Check Number: 54347 Check Type: Check Check Date: 07/10/2023 Vendor: NRCSA NRCSA Check Total: 850.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
Mem113	06/27/2023		membership	01 2310 810 000 0 000	850.00

Check Number: 54348 Check Type: Check Check Date: 07/10/2023 Vendor: ONESOURCEI ONE SOURCE Inc. Check Total: 267.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2022126968	07/03/2023		Personnel Services Technical Services	01 2570 350 000 0 000	244.00
2022126969	07/03/2023		Personnel Services Technical Services	01 2570 350 000 0 000	23.00

Check Number: 54349 Check Type: Check Check Date: 07/10/2023 Vendor: TIGERPAPER Paper Tiger Shredding Check Total: 235.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
183352	07/01/2023		Fiscal Services Professional Services	01 2510 340 000 0 000	235.00

Check Number: 54350 Check Type: Check Check Date: 07/10/2023 Vendor: PARENTSAST PARENTS AS TEACHERS NATIONAL CENTER, INC Check Total: 2,250.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
834511	07/01/2023	GF029275	registration	01 3541 330 009 0 000	1,125.00
834515	07/01/2023	GF029275	registration	01 3541 330 009 0 000	1,125.00

Check Number: 54351 Check Type: Check Check Date: 07/10/2023 Vendor: PLUMCREEK3 PLUM CREEK MEDICAL GROUP, P.C. Check Total: 158.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
05/16/2023	06/26/2023		Diana Angel Perez	01 3541 340 009 0 000	158.00

Check Number: 54352 Check Type: Check Check Date: 07/10/2023 Vendor: PROEDINC PRO-ED INC. Check Total: 268.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2994070	06/27/2023	GF029222	Adaptive Behavior protocol for DAYC-2 te	01 6406 610 009 0 000	47.00
2994070	06/27/2023	GF029222	Cognitive protocol for DAYC-2 test pk of	01 6406 610 009 0 000	50.00
2994070	06/27/2023	GF029222	Social-Emotional protocol for DAYC-2 tes	01 6406 610 009 0 000	47.00
2994070	06/27/2023	GF029222	Physical Development protocol for DAYC-2	01 6406 610 009 0 000	50.00
2994070	06/27/2023	GF029222	Communication protocol for DAYC-2 test p	01 6406 610 009 0 000	50.00
2994070	06/27/2023	GF029222	shipping	01 6406 610 009 0 000	24.40

Check Number: 54353 Check Type: Check Check Date: 07/10/2023 Vendor: QUALITYSEW QUALITY SEW AND VAC Check Total: 949.85

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
60302	06/26/2023	GF028746	annual service	01 2620 610 002 0 000	949.85

Check Number: 54354 Check Type: Check Check Date: 07/10/2023 Vendor: REALITYWOR REALITYWORKS Check Total: 943.26

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
48558	06/27/2023	GF029232	RealCare Drug affected baby	01 3541 610 009 0 000	499.00
48558	06/27/2023	GF029232	RealCare Fetal Alcohol Syndrom baby	01 3541 610 009 0 000	399.00
48558	06/27/2023	GF029232	shipping	01 3541 610 009 0 000	45.26

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Check Number: 54355 Check Type: Check Check Date: 07/10/2023 Vendor: ROCHESTER1 Rochester 100 Inc. Check Total: 1,040.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV052204	06/27/2023	GF029233	Nicky's 6 Pocket Folder Color: yellow Po	01 1100 610 004 0 000	520.00
INV052204	06/27/2023	GF029233	Nicky's 6 Pocket Folder Color: orange Po	01 1100 610 004 0 000	520.00

Check Number: 54356 Check Type: Check Check Date: 07/10/2023 Vendor: SWAUTOPART S&W AUTO PARTS Check Total: 1,210.64

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
158998	07/01/2023	GF028273	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	86.61
159087	07/01/2023	GF029177	battery	01 2650 430 000 0 000	81.99
159088	07/01/2023	GF028273	Vehicle Gas & Oil DW	01 2650 626 000 0 000	126.05
159092	07/01/2023	GF029177	battery	01 2650 430 000 0 000	(18.00)
159118	07/01/2023	GF028273	Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	260.64
159209	07/01/2023	GF028273	Vehicle Gas & Oil DW	01 2650 626 000 0 000	10.44
159266	07/01/2023	GF028273	Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	47.71
160228	07/01/2023	GF029250	maint. pickup repair	01 2620 610 000 0 000	190.77
160269	07/01/2023	GF028265	Yearly Classroom Supplies	01 1100 613 001 0 000	322.48
160412	07/01/2023	GF028265	Yearly Classroom Supplies	01 1100 613 001 0 000	101.95

Check Number: 54357 Check Type: Check Check Date: 07/10/2023 Vendor: SMARTTAG Secured Mobility LLC Check Total: 6,574.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1211214	07/01/2023		Annual Service Plan	01 2710 290 000 0 000	6,574.00

Check Number: 54358 Check Type: Check Check Date: 07/10/2023 Vendor: SERVICEMAS SERVICEMASTER Check Total: 76,015.93

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230703	07/03/2023		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	185.93
20230703	07/03/2023		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	70,721.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. HS	01 2620 420 001 0 000	0.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. MS	01 2620 420 002 0 000	114.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. Bryan	01 2620 420 003 0 000	0.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. Morton	01 2620 420 004 0 000	0.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. Pershing	01 2620 420 005 0 000	0.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. Sandoz	01 2620 420 006 0 000	0.00
20230703	07/03/2023		Op. of Bldg. Cleaning Svcs. ELA	01 2620 420 009 0 000	0.00
20230703	07/03/2023		Cooperative Fund Cleaning Contract	10 2620 420 000 0 000	4,995.00

Check Number: 54359 Check Type: Check Check Date: 07/10/2023 Vendor: SHERWINWIL Sherwin-Williams Check Total: 174.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8928-2	07/01/2023	GF029278	paint	01 2620 610 000 0 000	174.95

Check Number: 54360 Check Type: Check Check Date: 07/10/2023 Vendor: SIMPLIFAST SimpliFaster Check Total: 938.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4683 REISSUE	07/02/2023	GF028873	Just Jump Plyometric System	01 1100 605 001 0 000	938.00

Check Number: 54361 Check Type: Check Check Date: 07/10/2023 Vendor: STRIKESPAR STRIKE & SPARE BOWL Check Total: 2,145.00

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Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
04	07/01/2023	GF029154	bowling	01 1100 610 002 0 000	2,145.00

Check Number: 54362 Check Type: Check Check Date: 07/10/2023 Vendor: AMSANLLC Supply Works Check Total: 5,203.58

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
752039099	06/27/2023	GF029248	carpet shampooer	01 2620 610 001 0 000	5,203.58

Check Number: 54363 Check Type: Check Check Date: 07/10/2023 Vendor: ULINE Uline Check Total: 307.55

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
165183403	07/02/2023	GF029261	Crowd Control Barrier - 79 x 40", Orange	01 1100 610 004 0 000	140.00
165183403	07/02/2023	GF029261	Traffic Cone Weight	01 1100 610 004 0 000	48.00
165183403	07/02/2023	GF029261	shipping	01 1100 610 004 0 000	119.55

Check Number: 54364 Check Type: Check Check Date: 07/10/2023 Vendor: UNITEPRIVA Unite Private Networks, LLC Check Total: 122,722.59

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
SI-23-025609	07/03/2023		Technology Infrastructure DW	01 2230 740 000 0 000	122,722.59

Check Number: 54365 Check Type: Check Check Date: 07/10/2023 Vendor: UNITYSCHOO Unity School Bus Parts Check Total: 33.86

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0552719-IN	06/27/2023	GF029157	bus paint & reflective tape	01 2710 610 000 0 000	33.86

Check Number: 54366 Check Type: Check Check Date: 07/10/2023 Vendor: USFOODS US Foods - Grand Island Check Total: 14,958.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4690355	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	2,657.53
4764359	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	785.10
4764360	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	1,384.49
4868873	07/05/2023		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	558.60
4868873	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	3,692.51
4938997	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	1,319.67
5041038	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	867.33
5122064	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	1,322.83
5219971	07/05/2023		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	82.62
5219971	07/05/2023		School Lunch Supply FOOD	06 3100 630 000 0 000	1,338.59
5292199	07/05/2023		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	948.97

Check Number: 54367 Check Type: Check Check Date: 07/10/2023 Vendor: VVSINC VVS, Inc Check Total: 94.78

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3600:6218073	06/27/2023		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	94.78

Check Number: 54368 Check Type: Check Check Date: 07/10/2023 Vendor: WESTSIDECO Westside Community Schools Check Total: 1,372.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
SARameriz22-23Qtr	06/27/2023		SPED K-12 Tuition to Other Districts	01 1200 562 000 0 000	1,372.50

Check Number: 54369 Check Type: Check Check Date: 07/10/2023 Vendor: YANDASMUSI Yanda's Music Check Total: 8,227.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 **1**

654294	07/01/2023	GF029269	band supplies	01 1100 608 001 0 000	8,227.00	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 414,835.98

Checking Account: 1 1

Check Number: 57257 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: LEXUTILITI LEXINGTON UTILITIES SYSTEM Check Total: 51,885.18

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	48.50
20230618	06/18/2023		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	84.20
20230618	06/18/2023		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	48.50
20230618	06/18/2023		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	730.85
20230618	06/18/2023		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	212.80
20230618	06/18/2023		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	48.50
20230618	06/18/2023		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	89.45
20230618	06/18/2023		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	409.45
20230618	06/18/2023		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	357.50
20230618	06/18/2023		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	88.38
20230618	06/18/2023		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	68.70
20230618	06/18/2023		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	162.20
20230618	06/18/2023		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	308.95
20230618	06/18/2023		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	48.50
20230618	06/18/2023		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	377.95
20230618	06/18/2023		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	466.19
20230618	06/18/2023		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	413.80
20230618	06/18/2023		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	48.50
20230618	06/18/2023		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	0.00
20230618	06/18/2023		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	357.35
20230618	06/18/2023		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	300.08
20230618	06/18/2023		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.35
20230618	06/18/2023		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.35
20230618	06/18/2023		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	1,581.89
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	165.43
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	195.73
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	13.35
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	13,781.64
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	641.14
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	161.40
20230618	06/18/2023		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	869.77
20230618	06/18/2023		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	15,051.51
20230618	06/18/2023		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	40.25
20230618	06/18/2023		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	109.85
20230618	06/18/2023		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	3,921.97
20230618	06/18/2023		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	86.02
20230618	06/18/2023		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	13.35
20230618	06/18/2023		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	17.00
20230618	06/18/2023		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	3,141.52

Checking Account: 1 1

20230618	06/18/2023		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000	4,165.53
20230618	06/18/2023		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000	149.85
20230618	06/18/2023		Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000	0.00
20230618	06/18/2023		Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000	3,080.93

Check Number: 57258 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISA7421 VISA CARD SERVICES Check Total: 377.46

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	(20.00)
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	29.72
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	197.88
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	52.05
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	55.22
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	20.00
20230618	06/18/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	42.59

Check Number: 57259 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISABUSC1 VISA CARD SERVICES Check Total: 142.81

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	62.80
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	80.01

Check Number: 57260 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISABUSC3 VISA CARD SERVICES Check Total: 113.07

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	43.08
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	69.99

Check Number: 57261 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISABUSC4 VISA CARD SERVICES Check Total: 152.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	16.08
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	48.45
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	87.50

Check Number: 57262 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISABUSC5 VISA CARD SERVICES Check Total: 131.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	21.00
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	49.99
20230618	06/18/2023		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	61.00

Check Number: 57263 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISACARC1 VISA CARD SERVICES Check Total: 95.31

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Vehicle Gas & Oil DW	01 2650 626 000 0 000	65.25
20230618	06/18/2023		Vehicle Gas & Oil DW	01 2650 626 000 0 000	30.06

Check Number: 57264 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISACARC3 VISA CARD SERVICES Check Total: 220.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 1

20230618	06/18/2023		Vehicle Gas & Oil DW	01 2650 626 000 0 000	61.00
20230618	06/18/2023		Vehicle Gas & Oil DW	01 2650 626 000 0 000	56.50
20230618	06/18/2023		Vehicle Gas & Oil DW	01 2650 626 000 0 000	53.00
20230618	06/18/2023		Vehicle Gas & Oil DW	01 2650 626 000 0 000	50.00

Check Number: 57265 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISATRAVDW VISA CARD SERVICES Check Total: 2,234.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	(12.67)
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	58.32
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	120.77
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	28.73
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	11.00
20230622	06/22/2023		SPED K-12 Supply DW	01 1200 610 000 0 000	1,448.57
20230622	06/22/2023		Summer School Supply-High School	01 1300 610 001 0 000	159.30
20230622	06/22/2023		Reg. Pupil Transport. Supply	01 2710 610 000 0 000	20.33
20230622	06/22/2023		EHA Wellness Grant Incentive Pmt.	01 3403 610 000 0 000	400.00

Check Number: 57266 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISATRAVE2 VISA CARD SERVICES Check Total: 1,352.51

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		Migrant Professional Development DW	01 6915 330 000 0 000	350.00
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	16.32
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	11.35
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	5.93
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	8.00
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	15.99
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	7.50
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	99.99
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	35.00
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	779.28
20230622	06/22/2023		Migrant Travel (Transport/Meal/Hotel) DW	01 6915 580 000 0 000	23.15

Check Number: 57267 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISATRAVE3 VISA CARD SERVICES Check Total: 3,010.39

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		Activities Transport/Meal/Hotel DW	01 1101 580 000 0 000	10.50
20230622	06/22/2023		BOE Supply	01 2310 610 000 0 000	41.25
20230622	06/22/2023		Destination Graduation	01 3402 610 001 0 000	232.00
20230622	06/22/2023		AWARE Professional Development	01 6990 330 000 0 000	1,393.00
20230622	06/22/2023		AWARE Professional Development	01 6990 330 000 0 000	875.00
20230622	06/22/2023		AWARE Professional Development	01 6990 330 000 0 000	76.88
20230622	06/22/2023		AWARE Supplies	01 6990 610 000 0 000	381.76

Check Number: 57268 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISATRAVE4 VISA CARD SERVICES Check Total: 900.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 1

20230622	06/22/2023		Survey Monkey	01 2230 350 000 0 000	900.00

Check Number: 57269 Check Type: Automatic Payment Check Date: 06/22/2023 Vendor: VISATRAVEL VISA CARD SERVICES Check Total: 423.45

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		Technology Technical Services DW	01 2230 350 000 0 000	381.99
20230622	06/22/2023		Sixpence Supply	01 3541 610 009 0 000	41.46

Check Number: 54256 Check Type: Check Check Date: 06/22/2023 Vendor: 95GROUPINC 95% Group Inc Check Total: 2,589.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV130396	06/18/2023	GF029200	95% Core 4th Grade	02 1100 640 000 0 000	1,050.00
INV130396	06/18/2023	GF029200	95% Core 5th Grade	02 1100 640 000 0 000	1,050.00
INV130396	06/18/2023	GF029200	95% Core 5th Grade 5 student workbooks	02 1100 640 000 0 000	85.00
INV130396	06/18/2023	GF029200	95% Core 5th Grade 5 student manipulativ	02 1100 640 000 0 000	42.00
INV130396	06/18/2023	GF029200	95% Core 5th Grade 4 student workbooks	02 1100 640 000 0 000	85.00
INV130396	06/18/2023	GF029200	95% Core 5th Grade 4 student manipulativ	02 1100 640 000 0 000	42.00
INV130396	06/18/2023	GF029200	shipping	02 1100 640 000 0 000	235.40

Check Number: 54257 Check Type: Check Check Date: 06/22/2023 Vendor: ACCOBRANDS ACCO Brands USA LLC Check Total: 1,232.64

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4726847304	06/18/2023	GF028799	laminating film	01 1190 610 009 0 000	410.88
4726876962	06/18/2023	GF029027	supplies	01 1100 610 006 0 000	821.76

Check Number: 54258 Check Type: Check Check Date: 06/22/2023 Vendor: AMAZONCAPI Amazon Capital Services Check Total: 3,172.07

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1FXV-6KTG-K9MR	06/22/2023	GF029241	Maintenance Furniture & Equipt. HS	01 2620 733 001 0 000	56.95
1H71-PH1G-CGCQ	06/18/2023	GF029181	supplies	01 1100 605 006 0 000	95.86
1JGJ-KRGD-7WL7	06/18/2023	GF029214	phone cases, etc	01 2230 610 000 0 000	84.55
1PRD-QRQN-JHNM	06/18/2023	GF029230	light bulbs	01 2620 610 000 0 000	47.29
1RCC-QDP3-JXKJ	06/22/2023	GF029240	scooters	01 1300 610 004 0 000	79.96
1RV3-XPY7-4Q3W	06/22/2023	GF029247	doorbells	01 1190 610 009 0 000	98.91
1TDX-JCVR-4YRH	06/22/2023	GF029238	supplies	01 2510 610 000 0 000	92.74
1TNQ-K6MJ-6DJX	06/22/2023	GF029229	summer school water day supplies	01 1300 610 004 0 000	2,189.35
1W3W-R16K-1KP1	06/22/2023	GF029229	summer school water day supplies	01 1300 610 004 0 000	352.70
1XLG-77CC-33VK	06/18/2023	GF029185	supplies	01 1190 610 009 0 000	73.76

Check Number: 54259 Check Type: Check Check Date: 06/22/2023 Vendor: APPLECOMPU APPLE COMPUTER, INC Check Total: 13,980.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AL28324235	06/18/2023	GF029184	cases	01 2230 650 000 0 000	6,990.00
AL29691900	06/18/2023	GF029201	ipad cases	01 2230 650 000 0 000	6,990.00

Check Number: 54260 Check Type: Check Check Date: 06/22/2023 Vendor: ARAMARKUNI ARAMARK UNIFORM SERVICES Check Total: 542.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6280214047	06/22/2023		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	211.01
6280214049	06/22/2023		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	219.56

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6280214050	06/22/2023		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	111.79

Check Number: 54261 Check Type: Check Check Date: 06/22/2023 Vendor: BVH BAHR VERMEER HAECKER ARCHITECTS Check Total: 10,548.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
44982	06/18/2023		elementary additions	08 6998 720 000 0 000	4,275.56
45336	06/18/2023		elementary additions	08 6998 340 000 0 000	6,272.68

Check Number: 54262 Check Type: Check Check Date: 06/22/2023 Vendor: CENTRALTIR Bauer Built Check Total: 647.20

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
850053227	06/18/2023	GF029210	pickup B tires	01 2650 430 000 0 000	647.20

Check Number: 54263 Check Type: Check Check Date: 06/22/2023 Vendor: BIOCORPORA BIO CORPORATION Check Total: 120.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1051188	06/18/2023	GF028859	Synthetic exam gloves medium/box	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	Synthetic exam gloves large/box	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	Cat 14"-18" double injected	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	7"-9" double injected rats	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	Bio-Shield 3.75L/gallon	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	sheep brain with hypo	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	Synthetic exam gloves small/box	01 1100 603 001 0 000	0.00
1051188	06/18/2023	GF028859	Pregnant cat 14"-18" double injected	01 1100 603 001 0 000	120.00

Check Number: 54264 Check Type: Check Check Date: 06/22/2023 Vendor: BRAVO Maria Bravo Check Total: 150.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Rent	01 3402 610 000 0 000	150.00

Check Number: 54265 Check Type: Check Check Date: 06/22/2023 Vendor: WALMARTCOM Capital One Check Total: 3,913.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLIES Bryan	01 1100 610 003 0 000	181.62
20230622	06/22/2023		GENERAL INSTRUCTIONAL SUPPLY Pershing	01 1100 610 005 0 000	59.68
20230622	06/22/2023		Early Childhood Supply ELA	01 1190 610 009 0 000	445.85
20230622	06/22/2023		Early Childhood Supply ELA	01 1190 610 009 0 000	74.88
20230622	06/22/2023		SPED K-12 Supply MS	01 1200 610 002 0 000	48.62
20230622	06/22/2023		SPED K-12 Supply Sandoz	01 1200 610 006 0 000	157.95
20230622	06/22/2023		Summer School Supply-Middle School	01 1300 610 002 0 000	833.60
20230622	06/22/2023		Summer School Supply-Middle School	01 1300 610 002 0 000	132.29
20230622	06/22/2023		Summer School Supply-Elementary	01 1300 610 004 0 000	203.94
20230622	06/22/2023		Summer School Supply-Elementary	01 1300 610 004 0 000	107.65
20230622	06/22/2023		Summer School Supply-Elementary	01 1300 610 004 0 000	687.60
20230622	06/22/2023		Summer School Supply-Elementary	01 1300 610 004 0 000	139.64
20230622	06/22/2023		Summer School Supply-Elementary	01 1300 610 004 0 000	167.91
20230622	06/22/2023		Maintenance Supply District-Wide	01 2620 610 000 0 000	59.00
20230622	06/22/2023		Reg. Pupil Transport. Supply	01 2710 610 000 0 000	103.26

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20230622	06/22/2023	Sixpence Supply	01 3541 610 009 0 000	124.15	
20230622	06/22/2023	Sixpence Supply	01 3541 610 009 0 000	386.35	

Check Number: 54266 Check Type: Check Check Date: 06/22/2023 Vendor: ASCENTRALS DAS - State Accounting - Central Finance Check Total: 629.04

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1374734	06/18/2023		Technology Communications DW	01 2230 530 000 0 000	629.04

Check Number: 54267 Check Type: Check Check Date: 06/22/2023 Vendor: EAKESOFFIC EAKES OFFICE PRODUCTS CENTER Check Total: 197.97

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV463313	06/18/2023		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	197.97

Check Number: 54268 Check Type: Check Check Date: 06/22/2023 Vendor: ENGINEERE1 Engineered Controls, Inc Check Total: 10,000.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2	06/18/2023	GF028630	cameras	01 2230 610 000 0 000	10,000.00

Check Number: 54269 Check Type: Check Check Date: 06/22/2023 Vendor: ESU7 ESU #7 Check Total: 1,885.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
May 2023	06/18/2023		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,885.00

Check Number: 54270 Check Type: Check Check Date: 06/22/2023 Vendor: FOLLETT1 Follett Content Solutions, Inc Check Total: 1,649.21

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
660305F	06/18/2023	GF028922	books	01 2220 640 005 0 000	1,597.23
673821B	06/18/2023	GF029008	books	01 2220 640 001 0 000	17.98
694849	06/18/2023	GF029165	books	01 2220 640 006 0 000	34.00

Check Number: 54271 Check Type: Check Check Date: 06/22/2023 Vendor: FOURIMPRIN Four Imprint Check Total: 586.64

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11340596	06/22/2023	GF029220	water bottles	01 6915 610 000 0 000	586.64

Check Number: 54272 Check Type: Check Check Date: 06/22/2023 Vendor: GOVCONNECT GOVCONNECTION, INC Check Total: 991.32

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
74167989	06/22/2023	GF029136	supplies	01 2230 740 000 0 000	991.32

Check Number: 54273 Check Type: Check Check Date: 06/22/2023 Vendor: HEARTLAND1 Heartland Chevrolet Buick INC Check Total: 81.60

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6029621/1	06/18/2023	GF029208	bus 12 oil change	01 2710 626 000 0 000	81.60

Check Number: 54274 Check Type: Check Check Date: 06/22/2023 Vendor: HOLIDAYI25 Holiday Inn Lincoln Southwest Check Total: 588.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		Professional Development Bryan	01 2213 330 003 0 000	195.00
20230622	06/22/2023		Professional Development Pershing	01 2213 330 005 0 000	393.00

Check Number: 54275 Check Type: Check Check Date: 06/22/2023 Vendor: LANDMARKIM JOHN DEER FINANCIAL Check Total: 92.45

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11511936	06/18/2023	GF029176	grasshopper mower tube	01 2630 610 000 0 000	92.45

Checking Account: 1 1

Check Number: 54276 Check Type: Check Check Date: 06/22/2023 Vendor: ORSCHELN1 John Deere Financial Check Total: 552.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0022764	06/18/2023	GF028272	Maintenance Supply District-Wide	01 2620 610 000 0 000	19.99
0023106	06/18/2023	GF028272	Grounds Supply DW	01 2630 610 000 0 000	17.98
0025057	06/18/2023	GF028272	Maintenance Supply HS	01 2620 610 001 0 000	18.48
0025062	06/18/2023	GF028272	Maintenance Supply District-Wide	01 2620 610 000 0 000	43.96
0025427	06/18/2023	GF028272	Maintenance Supply HS	01 2620 610 001 0 000	5.97
0026993	06/18/2023	GF028272	Maintenance Supply HS	01 2620 610 001 0 000	39.99
0027009	06/18/2023	GF028272	Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000	7.16
0027162	06/18/2023	GF028272	Grounds Supply DW	01 2630 610 000 0 000	18.98
0027674	06/18/2023	GF028272	Grounds Supply DW	01 2630 610 000 0 000	285.93
0027686	06/18/2023	GF028272	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	27.99
0027716	06/18/2023	GF028272	Grounds Supply DW	01 2630 610 000 0 000	10.98
0027896	06/18/2023	GF028272	Vehicle Repair and Maintenance	01 2650 430 000 0 000	22.98
0028469	06/18/2023	GF028272	Maintenance Supply District-Wide	01 2620 610 000 0 000	19.99
0029840	06/18/2023	GF028272	Grounds Supply HS	01 2630 610 001 0 000	2.99
0030544	06/18/2023	GF028272	Maintenance Supply HS	01 2620 610 001 0 000	8.98
20230618	06/18/2023	GF028279	Yearly Classroom Supplies	01 1100 613 001 0 000	0.00
20230618-0001	06/18/2023	GF028269	Yearly Classroom Supplies	01 1100 612 001 0 000	0.00

Check Number: 54277 Check Type: Check Check Date: 06/22/2023 Vendor: JOHNSTONES JOHNSTONE SUPPLY Inc. Check Total: 444.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1505698	06/18/2023	GF029215	flow switch & coil cleaner MS	01 2620 437 001 0 000	309.27
6194057	06/18/2023	GF029215	flow switch & coil cleaner MS	01 2620 437 001 0 000	134.76

Check Number: 54278 Check Type: Check Check Date: 06/22/2023 Vendor: JOSTENSINC JOSTENS, INC. Check Total: 15.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
31626786	06/18/2023		Graduation Supplies HS	01 2490 610 001 0 000	15.95

Check Number: 54279 Check Type: Check Check Date: 06/22/2023 Vendor: JOURNEYEDC JourneyED.com Check Total: 3,460.59

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
10520767	06/18/2023	GF029162	supplies	01 2230 740 000 0 000	3,460.59

Check Number: 54280 Check Type: Check Check Date: 06/22/2023 Vendor: LEXRHC Lexington Regional Health Center Check Total: 305.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230622	06/22/2023		Sam Jilks bus driver physical	01 2710 340 000 0 000	147.00
20230622-0001	06/22/2023		Diana Angel Perez services	01 3541 340 009 0 000	158.00
V*20230622	06/22/2023		Sam Jilks bus driver physical	01 2710 340 000 0 000	(147.00)
V*20230622-0001	06/22/2023		Diana Angel Perez services	01 3541 340 009 0 000	(158.00)

Check Number: 54281 Check Type: Check Check Date: 06/22/2023 Vendor: ECOWATER Lindsay Soft Water Co of Nebraska Check Total: 106.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
SA07849	06/18/2023		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	77.00

Checking Account: 1 1

SA07851	06/18/2023	School Lunch NON-FOOD Supply Bryan	06 3100 610 003 0 000	29.00	

Check Number: 54282 Check Type: Check Check Date: 06/22/2023 Vendor: MAJESTIC Majestic Theatre Check Total: 596.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1408	06/22/2023	GF029153	movie tickets	01 1100 610 002 0 000	596.00

Check Number: 54283 Check Type: Check Check Date: 06/22/2023 Vendor: MIDWEST3DS Mid-West 3D Solutions, LLC Check Total: 25,949.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
26013	06/18/2023	GF029121	MakerFab Series	01 6700 731 001 0 000	25,949.00

Check Number: 54284 Check Type: Check Check Date: 06/22/2023 Vendor: MIDWESTDOO Midwest Door & Hardware Check Total: 4,126.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
104225	06/18/2023		ELA offices	01 2620 610 009 0 000	4,126.00

Check Number: 54285 Check Type: Check Check Date: 06/22/2023 Vendor: MIGHTYDUCT Mighty Ducts Check Total: 2,550.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
17695	06/18/2023		kitchen vent cleaning	06 3100 890 000 0 000	2,550.00

Check Number: 54286 Check Type: Check Check Date: 06/22/2023 Vendor: NACIA NE Association for Curriculum Check Total: 80.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		membership	01 2210 330 000 0 000	80.00

Check Number: 54287 Check Type: Check Check Date: 06/22/2023 Vendor: NCSA NE COUNCIL OF SCHOOL ADMIN Check Total: 1,555.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230618	06/18/2023		Jeff Wall membership	01 2410 330 002 0 000	635.00
20230618-0001	06/18/2023		Scott West membership	01 2410 330 002 0 000	635.00
20230618-0002	06/18/2023		Annette Fitzgerald membership	01 2210 330 000 0 000	285.00

Check Number: 54288 Check Type: Check Check Date: 06/22/2023 Vendor: NESAFEFIRE NEBRASKA SAFETY AND FIRE EQUIPMENT Check Total: 270.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
57-11554	06/18/2023		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	270.00

Check Number: 54289 Check Type: Check Check Date: 06/22/2023 Vendor: NORTECH Nor-Tech Check Total: 1,305.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
319001	06/18/2023	GF029203	Acer V277 Monitor LED	01 2230 734 000 0 000	1,305.00

Check Number: 54290 Check Type: Check Check Date: 06/22/2023 Vendor: OREILLYAUT OReilly Auto Parts Check Total: 125.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0	06/18/2023	GF028266	Yearly Classroom Supplies	01 1100 613 001 0 000	0.00
4799-460395	06/18/2023	GF028278	Vehicle Repair and Maintenance	01 2650 430 000 0 000	0.00
4799-460395	06/18/2023	GF028278	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	0.00
4799-460395	06/18/2023	GF028278	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	12.99
4799-461915	06/22/2023	GF028278	Maintenance Supply District-Wide	01 2620 610 000 0 000	26.99
4799-462080	06/22/2023	GF029252	bus 12 repairs	01 2710 430 000 0 000	85.98

Checking Account: 1 1

Check Number: 54291 Check Type: Check Check Date: 06/22/2023 Vendor: PARENTSAST PARENTS AS TEACHERS NATIONAL CENTER, INC Check Total: 2,055.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
833575	06/18/2023	GF029228	registration	01 3541 330 009 0 000	685.00
833577	06/18/2023	GF029228	registration	01 3541 330 009 0 000	685.00
833754	06/18/2023	GF029228	registration	01 3541 330 009 0 000	685.00

Check Number: 54292 Check Type: Check Check Date: 06/22/2023 Vendor: PAULSENINC PAULSEN, INC. Check Total: 352,185.97

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
Bryan 12	06/18/2023		Bryan addition	08 6998 720 000 0 000	136,980.21
Morton 12	06/18/2023		Morton addition	08 6998 720 000 0 000	97,713.89
Sandoz 12	06/18/2023		Sandoz addition	08 6998 720 000 0 000	117,491.87

Check Number: 54293 Check Type: Check Check Date: 06/22/2023 Vendor: PAULSENINC PAULSEN, INC. Check Total: 16.34

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
212524	06/22/2023		rock	01 2620 610 000 0 000	16.34

Check Number: 54294 Check Type: Check Check Date: 06/22/2023 Vendor: PLATTEVAL5 Platte Valley Excavating, Inc Check Total: 3,500.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6722	06/22/2023		Land leveling at HS	01 2630 490 001 0 000	3,500.00

Check Number: 54295 Check Type: Check Check Date: 06/22/2023 Vendor: RYDETRANSI Ryde Transit Check Total: 270.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
21711	06/18/2023		NCFL Grant Contracted Services	01 3404 320 004 0 000	270.00

Check Number: 54296 Check Type: Check Check Date: 06/22/2023 Vendor: SSWORLDWI S&S Worldwide Check Total: 3,724.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
IN101204738	06/18/2023	GF028698	paper	01 2620 610 000 0 000	3,629.25
IN101212615	06/22/2023	GF028698	paper	01 2620 610 000 0 000	95.25

Check Number: 54297 Check Type: Check Check Date: 06/22/2023 Vendor: SCHOOLDATE School Datebooks Check Total: 3,514.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
S23-0255563	06/22/2023		planners	01 1100 610 001 0 000	3,514.03

Check Number: 54298 Check Type: Check Check Date: 06/22/2023 Vendor: SEESAW Seesaw Check Total: 10,944.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2023-83906	06/18/2023	GF029216	renewal	01 2230 735 000 0 000	10,944.00

Check Number: 54299 Check Type: Check Check Date: 06/22/2023 Vendor: SHERWINWIL Sherwin-Williams Check Total: 31.96

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3230-3	06/18/2023	GF029211	paint	01 2620 610 009 0 000	31.96

Check Number: 54300 Check Type: Check Check Date: 06/22/2023 Vendor: SIGNPRO SIGN PRO Check Total: 348.75

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
lexi013567	06/22/2023	GF029212	bus stickers	01 2710 610 000 0 000	348.75

Checking Account: 1 1

Check Number: 54301 Check Type: Check | Check Date: 06/22/2023 | Vendor: AMSANLLC | Supply Works | Check Total: 10.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
751157934	06/22/2023	GF029171	supplies	01 2620 610 000 0 000	10.72

Check Number: 54302 Check Type: Check | Check Date: 06/22/2023 | Vendor: TEACHINGST | Teaching Strategies | Check Total: 4,174.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV170237	06/18/2023	GF029187	Teaching Strategies GOLD	01 2240 610 009 0 000	4,174.50

Check Number: 54303 Check Type: Check | Check Date: 06/22/2023 | Vendor: VOLVO | TEC Equipment | Check Total: 893.48

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
501097LTS	06/18/2023	GF029209	bus 27 maintenance & repairs	01 2710 626 000 0 000	893.48

Check Number: 54304 Check Type: Check | Check Date: 06/22/2023 | Vendor: TRANEHVACP | Trane HVAC Parts & Supplies | Check Total: 2,618.52

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
14577472	06/18/2023	GF029223	Bryan blower assembly RT	01 2620 437 003 0 000	2,618.52

Check Number: 54305 Check Type: Check | Check Date: 06/22/2023 | Vendor: VVSINC | VVS, Inc | Check Total: 44.27

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
3600:6137481	06/18/2023		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	44.27

Check Number: 54306 Check Type: Check | Check Date: 06/22/2023 | Vendor: WEATHERCRA | WEATHERCRAFT COMPANIES | Check Total: 1,514.80

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
12194	06/18/2023		Op. of Bldg. Cont. Roof Repair Morton	01 2620 431 004 0 000	287.91
12197	06/18/2023		Op. of Bldg. Cont. Roof Repair Pershing	01 2620 431 005 0 000	347.16
12198	06/18/2023		Op. of Bldg. Cont. Roof Repair HS	01 2620 431 001 0 000	879.73

Check Number: 54307 Check Type: Check | Check Date: 06/22/2023 | Vendor: ZANERBLOSE | ZANER-BLOSER | Check Total: 3,415.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INVZB17922	06/22/2023	GF028979	Handwriting Grade 3 Student Edition	01 1100 644 003 0 000	1,020.03
INVZB17938	06/22/2023	GF028978	Handwriting Grade 3 Student Edition	01 1100 644 006 0 000	2,395.53

*Denotes Expensed Invoice Item

Checking Account ID: 1 Total without Voids: 545,034.46

Checking Account: 5 5

Check Number: 71971 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT1 Visa Check Total: 1,183.59

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	(35.88)
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	50.56
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	31.54
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	359.74
20230623	06/23/2023		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	115.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	65.46
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	205.87
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	34.94
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	286.14
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	70.22

Check Number: 71972 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT2 Visa Check Total: 589.61

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	115.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	396.63
20230623	06/23/2023		MS STUDENT COUNCIL	05 2900 000 002 0 204	77.98

Check Number: 71973 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT3 Visa Check Total: 859.84

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		GIRLS TENNIS	05 2900 000 001 0 126	149.00
20230623	06/23/2023		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	115.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	(149.00)
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	175.74
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	205.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	280.10
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	84.00

Check Number: 71974 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT4 VISA Check Total: 866.79

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	194.52
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	168.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	90.40
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	61.87
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	88.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	88.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	88.00
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	88.00

Check Number: 71975 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT5 VISA Check Total: 730.03

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		NE SPECIAL OLYMPICS	05 2900 000 000 0 957	81.38

Checking Account: 5 5

20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	221.88
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	149.42
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	147.25
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	68.16
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	61.94

Check Number: 71976 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT6 VISA Check Total: 1,442.46

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	266.16
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	359.66
20230623	06/23/2023		High School Team Travel	05 2900 000 001 0 136	53.95
20230623	06/23/2023		High School Gate Receipts	05 2900 000 001 0 137	762.69

Check Number: 71977 Check Type: Automatic Payment Check Date: 06/23/2023 Vendor: VISAACT7 VISA Check Total: 3,596.21

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		HS FINES	05 2900 000 001 0 029	530.00
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	1,211.21
20230623	06/23/2023		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	1,555.00
20230623	06/23/2023		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	300.00

Check Number: 14368 Check Type: Check Check Date: 06/01/2023 Vendor: ADAMSCENT1 Adams Central High School Check Total: 200.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023		boys basketball registration	05 2900 000 001 0 068	200.00

Check Number: 14369 Check Type: Check Check Date: 06/01/2023 Vendor: CHANGECLOT Change Clothing Check Total: 422.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023	ACT04199	T-shirts for summer camp... campers must	05 2900 000 001 0 068	422.00

Check Number: 14370 Check Type: Check Check Date: 06/01/2023 Vendor: CRAWFORDRE CRAWFORD REPAIR Check Total: 3,150.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1230501	06/01/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	3,150.00

Check Number: 14371 Check Type: Check Check Date: 06/01/2023 Vendor: GICCBASKET GICC Basketball Check Total: 360.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023		boys basketball registration	05 2900 000 001 0 068	360.00

Check Number: 14372 Check Type: Check Check Date: 06/01/2023 Vendor: HASTINGSHI HASTINGS HIGH SCHOOL Check Total: 150.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023		boys basketball registration	05 2900 000 001 0 068	150.00

Check Number: 14373 Check Type: Check Check Date: 06/01/2023 Vendor: LEXPSGF LEXINGTON PUBLIC SCHOOLS - GENERAL FUND Check Total: 9,600.11

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023		High School Cheerleading Fundraising	05 2900 000 001 0 065	142.34
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	99.64

Checking Account: 5 5

20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	99.64
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	177.80
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	199.28
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	711.67
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	983.76
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	94.84
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	227.78
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	260.74
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	266.70
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	177.80
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	308.20
20230601	06/01/2023		High School Officials	05 2900 000 001 0 135	321.89
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	272.38
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	263.32
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	156.57
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	106.75
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	367.42
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	900.72
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	229.04
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	663.70
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	1,042.92
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	498.13
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	313.14
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	213.50
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	130.38
20230601	06/01/2023		MS Officials	05 2900 000 002 0 260	370.06

Check Number: 14374 Check Type: Check Check Date: 06/01/2023 Vendor: LEXPSGF2 LEXINGTON PUBLIC SCHOOLS-GENERAL FUND Check Total: 1,037.14

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
5-19-23	06/01/2023	ACT04198	Senior Tribute	05 2900 000 001 0 051	672.86
5/24/23	06/01/2023	ACT04197	Food for Orange and Black Golf tourney	05 2900 000 001 0 063	364.28

Check Number: 14375 Check Type: Check Check Date: 06/01/2023 Vendor: LITTLECAES LITTLE CAESARS Check Total: 89.92

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
5/19/23	06/01/2023	ACT04189	pizza	05 2900 000 099 0 903	89.92

Check Number: 14376 Check Type: Check Check Date: 06/01/2023 Vendor: LOUSSPORTI Lou's Sporting Goods Check Total: 1,584.88

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
AAV753623-AX08	06/01/2023	ACT04187	All of the football equipment we need fo	05 2900 000 001 0 114	1,513.70
AAV753623-AX10	06/01/2023	ACT04187	All of the football equipment we need fo	05 2900 000 001 0 114	71.18

Check Number: 14377 Check Type: Check Check Date: 06/01/2023 Vendor: NSAA NEBRASKA SCHOOL ACTIVITIES ASSOCIATION Check Total: 2,230.08

Checking Account: 5 5

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023		SUB DISTRICT SOCCER	05 2900 000 001 0 137	120.08
20230601-0001	06/01/2023		registration	05 2900 000 001 0 130	2,110.00

Check Number: 14378 Check Type: Check Check Date: 06/01/2023 Vendor: NEUROTRAIN Neuro Trainer Check Total: 2,000.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
704	06/01/2023		summer program	05 2900 000 001 0 021	2,000.00

Check Number: 14379 Check Type: Check Check Date: 06/01/2023 Vendor: NEWVICTOR1 New Victorian Suites Lincoln Check Total: 959.88

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230601	06/01/2023		High School Team Travel	05 2900 000 001 0 136	959.88

Check Number: 14380 Check Type: Check Check Date: 06/01/2023 Vendor: SIGNPRO SIGN PRO Check Total: 188.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
LEXI013529	06/01/2023	ACT03925	Updating Powerlifting Boards	05 2900 000 001 0 063	188.00

Check Number: 14381 Check Type: Check Check Date: 06/01/2023 Vendor: AMSANLLC Supply Works Check Total: 124.08

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
747886307	06/01/2023		simple green	05 2900 000 001 0 023	124.08

Check Number: 14382 Check Type: Check Check Date: 06/01/2023 Vendor: VARSITY Varsity Spirit Fashions Check Total: 147.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
68900292	06/01/2023	ACT04188	Clothes and Apparel for Summer Camp	05 2900 000 001 0 072	147.35

Check Number: 14383 Check Type: Check Check Date: 06/01/2023 Vendor: WORLDSFINE World's Finest Chocolate, Inc Check Total: 2,518.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
91424318	06/01/2023	ACT04204	chocolate	05 2900 000 001 0 065	1,870.00
91426770	06/01/2023	ACT04204	chocolate	05 2900 000 001 0 065	648.00

Check Number: 14384 Check Type: Check Check Date: 06/23/2023 Vendor: 308TINTNWR 308 Tint N Wrap Check Total: 30.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
0530231	06/23/2023	ACT04207	Track Record Board Signs	05 2900 000 002 0 256	30.00

Check Number: 14385 Check Type: Check Check Date: 06/23/2023 Vendor: AMAZONCAPI Amazon Capital Services Check Total: 19.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1KQ4-NDJK-6WJX	06/23/2023	ACT04163	supplies	05 2900 000 001 0 019	19.99

Check Number: 14386 Check Type: Check Check Date: 06/23/2023 Vendor: AWARDSUNLI AWARDS UNLIMITED, INC. Check Total: 127.44

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
68918	06/23/2023		awards	05 2900 000 001 0 130	127.44

Check Number: 14387 Check Type: Check Check Date: 06/23/2023 Vendor: WALMARTCOM Capital One Check Total: 1,959.05

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	204.90
20230623	06/23/2023		High School Orange & Black Fundraising	05 2900 000 001 0 063	310.70

Checking Account: 5 5

20230623	06/23/2023	HS Boys Soccer Fundraising	05 2900 000 001 0 069	43.48	
20230623	06/23/2023	HS Boys Soccer Fundraising	05 2900 000 001 0 069	217.92	
20230623	06/23/2023	BOYS SOCCER	05 2900 000 001 0 128	50.78	
20230623	06/23/2023	BOYS SOCCER	05 2900 000 001 0 128	23.91	
20230623	06/23/2023	HS GENERAL ACTIVITIES	05 2900 000 001 0 130	135.14	
20230623	06/23/2023	HS GENERAL ACTIVITIES	05 2900 000 001 0 130	33.68	
20230623	06/23/2023	MS STUDENT COUNCIL	05 2900 000 002 0 204	415.17	
20230623	06/23/2023	MORTON PE	05 2900 000 004 0 403	90.87	
20230623	06/23/2023	Flower Garden	05 2900 000 004 0 406	164.80	
20230623	06/23/2023	Lexington Academy	05 2900 000 099 0 903	164.08	
20230623	06/23/2023	Lexington Academy	05 2900 000 099 0 903	103.62	

Check Number: 14388 Check Type: Check Check Date: 06/23/2023 Vendor: COZADFOOTB Cozad Football Booster Club Check Total: 350.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		team registration	05 2900 000 001 0 066	350.00

Check Number: 14389 Check Type: Check Check Date: 06/23/2023 Vendor: CREATIVEFU Creative Fundraising Solutions Check Total: 379.60

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2029440	06/23/2023	ACT04206	fundraiser	05 2900 000 001 0 072	379.60

Check Number: 14390 Check Type: Check Check Date: 06/23/2023 Vendor: DMILACOSPO DMILACO SPORTS FASHIONS Check Total: 1,172.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
00032892	06/23/2023	ACT04182	shirts	05 2900 000 004 0 406	1,172.50

Check Number: 14391 Check Type: Check Check Date: 06/23/2023 Vendor: FAIRFIELD3 Fairfield by Marriott Check Total: 1,820.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		soccer rooms	05 2900 000 001 0 136	1,820.00

Check Number: 14392 Check Type: Check Check Date: 06/23/2023 Vendor: LOUSSPORTI Lou's Sporting Goods Check Total: 1,950.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
ATE747853-AB05	06/23/2023	ACT04194	Uniforms (Polos)	05 2900 000 001 0 124	1,680.00
ATE747853-AB05	06/23/2023	ACT04194	softballs and line up cards	05 2900 000 001 0 132	270.00

Check Number: 14393 Check Type: Check Check Date: 06/23/2023 Vendor: MAJESTIC Majestic Theatre Check Total: 137.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1409	06/23/2023	ACT04160	movie, pop, popcorn	05 2900 000 002 0 208	137.00

Check Number: 14394 Check Type: Check Check Date: 06/23/2023 Vendor: MEADLUMBER MEAD LUMBER Check Total: 699.58

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
642699	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	(86.48)
647629	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	(47.14)
9036122	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	139.20
9049116	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	124.29
9053665	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	120.47

Checking Account: 5 5

9083181	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	55.68	
9088097	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	56.40	
9103704	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	47.14	
9109885	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	103.54	
9139634	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	79.45	
9180193	06/23/2023	ACT04046	Burson's building material	05 2900 000 001 0 025	107.03	

Check Number: 14395 Check Type: Check Check Date: 06/23/2023 Vendor: MISKOSPORT MISKO SPORTS, INC. Check Total: 303.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
ORD-2151.	06/23/2023	ACT04146	4th & 5th grade track meet ribbons	05 2900 000 003 0 300	75.75
ORD-2151.	06/23/2023	ACT04146	4th & 5th grade track meet ribbons	05 2900 000 004 0 402	75.75
ORD-2151.	06/23/2023	ACT04146	4th & 5th grade track meet ribbons	05 2900 000 005 0 509	75.75
ORD-2151.	06/23/2023	ACT04146	4th & 5th grade track meet ribbons	05 2900 000 006 0 600	75.75

Check Number: 14396 Check Type: Check Check Date: 06/23/2023 Vendor: PLUMCREEKM PLUM CREEK MARKET PLACE Check Total: 20.75

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
00201689145401221	06/23/2023	ACT04039	cooking supplies	05 2900 000 099 0 903	14.18
00301692172001199	06/23/2023	ACT04027	concession supplies	05 2900 000 001 0 032	6.57

Check Number: 14397 Check Type: Check Check Date: 06/23/2023 Vendor: PLUMCREEK3 PLUM CREEK MEDICAL GROUP, P.C. Check Total: 95.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8/18/2022	06/23/2023	ACT04006	Juan Aviles-Garcia sports physical	05 2900 000 000 0 949	95.00

Check Number: 14398 Check Type: Check Check Date: 06/23/2023 Vendor: REEVGEOR Georgia Reeves Check Total: 150.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		uniform repairs	05 2900 000 001 0 123	150.00

Check Number: 14399 Check Type: Check Check Date: 06/23/2023 Vendor: SCHADAN Daniel Schaben Check Total: 200.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230623	06/23/2023		tent & hurdle repairs	05 2900 000 001 0 123	200.00

Check Number: 14400 Check Type: Check Check Date: 06/23/2023 Vendor: SUPLESLTD Suples Ltd Check Total: 1,489.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
00030196	06/23/2023	ACT04208	bulgarian bag size M 26lbs	05 2900 000 001 0 021	668.00
00030196	06/23/2023	ACT04208	bulgarian bag size L 33lbs	05 2900 000 001 0 021	582.00
00030196	06/23/2023	ACT04208	shipping	05 2900 000 001 0 021	239.00

Check Number: 14401 Check Type: Check Check Date: 06/23/2023 Vendor: MORRILLHAL University of Nebraska Check Total: 281.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11323345	06/23/2023	ACT04140	field trip admission	05 2900 000 005 0 502	281.25

Check Number: 14402 Check Type: Check Check Date: 06/23/2023 Vendor: VARSITY Varsity Spirit Fashions Check Total: 30,277.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
68900242	06/23/2023	ACT04174	Fundraised items for cheerleaders, appar	05 2900 000 001 0 065	22,452.18
68900242	06/23/2023	ACT04174	Uniform Fill Ins for new members	05 2900 000 001 0 106	0.00

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68900266	06/23/2023	ACT04188	Clothes and Apparel for Summer Camp	05 2900 000 001 0 072	5,346.42
68900268	06/23/2023	ACT04174	Fundraised items for cheerleaders, appar	05 2900 000 001 0 065	0.00
68900268	06/23/2023	ACT04174	Uniform Fill Ins for new members	05 2900 000 001 0 106	2,349.20
68900325	06/23/2023	ACT04174	Fundraised items for cheerleaders, appar	05 2900 000 001 0 065	129.45
68900325	06/23/2023	ACT04174	Uniform Fill Ins for new members	05 2900 000 001 0 106	0.00

Check Number: 14403 Check Type: Check Check Date: 06/23/2023 Vendor: WEATHERWAX Dawn Weatherwax Check Total: 500.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
6/16/23	06/23/2023		Sports Nutrition Academy	05 2900 000 001 0 063	500.00

*Denotes Expensed Invoice Item

Checking Account ID: 5 Total without Voids: 75,991.38

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 0948			**Social Work Fundraising**			***Previous Balance**						113.61
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	113.61
05 704 0949			**Student Fee Waivers**			***Previous Balance**						9,731.74
05 704 0949			Student Fee Waivers									
05 2900 000 000 0 949			Student Fee Waivers									
09/16/2022	PO	ACT04036			Jayden Garcia sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	95.00		
10/14/2022	PO	ACT04057			Lessli Sanchez sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	90.00		
10/24/2022	PO	ACT04061			Gavintra Sanchez-Lugo sports physicals	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	90.00		
10/27/2022	PO	ACT04064			Juan Gonzalez-Zacarias sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	90.00		
11/04/2022	PO	ACT04068			Farhan Sanwayne sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	90.00		
01/04/2023	PO	ACT04098			Josue Herrera-Melendez sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	90.00		
06/23/2023	CD	ACT04006 8/18/2022	5	14397	Juan Aviles-Garcia sports physical	PLUM CREEK MEDICAL GROUP, P.C.	95.00	0.00	0.00	0.00		
05 704 0949			**Student Fee Waivers**			***Current Activity**						(640.00)
						***Ending Balance:**	95.00	0.00	0.00	545.00	0.00	9,091.74
05 704 0953			**Early Learning Academy**			***Previous Balance**						871.15
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	871.15
05 704 0956			**ELEMENTARY RECORDERS**			***Previous Balance**						6,608.40
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	6,608.40
05 704 0957			**NE SPECIAL OLYMPICS**			***Previous Balance**						2,401.68
05 704 0957			NE SPECIAL OLYMPICS									
05 2900 000 000 0 957			NE SPECIAL OLYMPICS									
06/23/2023	CD	20230623	5	71975	NE SPECIAL OLYMPICS	VISA	81.38	0.00	0.00	0.00		
05 704 0957			**NE SPECIAL OLYMPICS**			***Current Activity**						(81.38)
						***Ending Balance:**	81.38	0.00	0.00	0.00	0.00	2,320.30
05 704 0958			**GIFTED PROGRAMS**			***Previous Balance**						1,224.22
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,224.22
05 704 0959			**AUTISM Programs**			***Previous Balance**						396.96
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	396.96
05 704 0960			**ADULT ACTIVITY TICKETS**			***Previous Balance**						8,240.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	8,240.00
05 704 0961			**INSUFFICIENT CHECKS**			***Previous Balance**						32.30
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	32.30
05 704 0966			**Alumni Funds**			***Previous Balance**						841.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	841.00

Fund: 05 ACTIVITY FUND

Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Chart of Account Description / Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 0967			**Majestic Theatre**			***Previous Balance**						28,836.27
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	28,836.27
05 704 0968			**MONA**			***Previous Balance**						230.22
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	230.22
05 704 0969			**STUDENT LAPTOP PROTECTION PLAN**			***Previous Balance**						380,127.15
05 704 0969			STUDENT LAPTOP PROTECTION PLAN									
05 1710 0969			STUDENT LAPTOP PROTECTION PLAN									
06/15/2023	CR				REVTrack Activity Receipt iPad Damages		0.00	38.00	0.00	0.00		
05 704 0969			**STUDENT LAPTOP PROTECTION PLAN**			***Current Activity**						38.00
						***Ending Balance:**	0.00	38.00	0.00	0.00	0.00	380,165.15
05 704 0970			**STUDENT LAPTOP BAGS**			***Previous Balance**						6,645.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	6,645.00
05 704 0971			**STUDENT USB DRIVES**			***Previous Balance**						834.07
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	834.07
05 704 0980			**TRANSPORTATION**			***Previous Balance**						9.66
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	9.66
05 2900 000 001 0 010			Class of 2022									
05/03/2022	PO	ACT03943			graduation flowers	PLUM CREEK MARKET PLACE	0.00	0.00	0.00	1,118.00		
05 704 1010			**CLASS OF 2022**			***Previous Balance**						(1,118.00)
						***Ending Balance:**	0.00	0.00	0.00	1,118.00	0.00	(1,118.00)
05 704 1011			**CLASS OF 2019**			***Previous Balance**						1,130.51
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,130.51
05 704 1012			**CLASS OF 2020**			***Previous Balance**						716.24
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	716.24
05 704 1013			**CLASS OF 2021**			***Previous Balance**						(140.71)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(140.71)
05 704 1014			**HS Pioneer Scholarship**			***Previous Balance**						500.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	500.00
05 704 1016			**High School Student Support**			***Previous Balance**						1,939.61
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,939.61
05 704 1017			**High School Student Teammaker Account**			***Previous Balance**						2,827.17
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,827.17
05 704 1018			**High School Technology Club**			***Previous Balance**						184.57
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	184.57
05 704 1019			**High School Prom Fundraising**			***Previous Balance**						7,002.73

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1019 High School Prom Fundraising												
05 2900 000 001 0 019 High School Prom Fundraising												
06/23/2023	CD	ACT04163 1KQ4-NDJK-6WJX	5	14385	supplies	Amazon Capital Services	19.99	0.00	0.00	0.00		
05 704 1019			**High School Prom Fundraising**			***Current Activity**						(19.99)
						***Ending Balance:**	19.99	0.00	0.00	0.00	0.00	6,982.74
05 704 1021			**Booster Club (flow-through)**			***Previous Balance**						1,303.35
05 704 1021 Booster Club (flow-through)												
05 2900 000 001 0 021 Booster Club (flow-through)												
04/24/2023	PO	ACT04172			Temp Fencing to help eliminate problems w/ soccer & track practice happening simultaneously...Booster Club Wish List Item	Game One	0.00	0.00	0.00	2,500.00		
05/01/2023	PO	ACT04180			Music editing and license for state	Stan Tabor	0.00	0.00	0.00	500.00		
05/04/2023	PO	ACT04185			Solaris Plus 709 E-Stim machine	Collins Sports Medicine	0.00	0.00	0.00	3,860.00		
05/04/2023	PO	ACT04186			Bags for VB team	Lou's Sporting Goods	0.00	0.00	0.00	1,950.00		
05/22/2023	PO	ACT04202			Brownies and Ice Cream for BC Spring Banquet	LEXINGTON FOOD SERVICE	0.00	0.00	0.00	400.00		
06/01/2023	CD	704	5	14378	summer program	Neuro Trainer	2,000.00	0.00	0.00	0.00		
06/23/2023	CD	ACT04208 00030196	5	14400	bulgarian bag size M 26lbs	Suples Ltd	668.00	0.00	0.00	0.00		
06/23/2023	CD	ACT04208 00030196	5	14400	bulgarian bag size L 33lbs	Suples Ltd	582.00	0.00	0.00	0.00		
06/23/2023	CD	ACT04208 00030196	5	14400	shipping	Suples Ltd	239.00	0.00	0.00	0.00		
05 704 1021			**Booster Club (flow-through)**			***Current Activity**						(12,699.00)
						***Ending Balance:**	3,489.00	0.00	0.00	9,210.00	0.00	(11,395.65)
05 704 1022			**HS Skills USA**			***Previous Balance**						5,692.37
05 704 1022 HS Skills USA												
05 1710 1022 HS Skills USA												
06/02/2023	CR				HS SkillsUSA	CHESTERMAN COCA COLA	0.00	29.25	0.00	0.00		
05 704 1022			**HS Skills USA**			***Current Activity**						29.25
						***Ending Balance:**	0.00	29.25	0.00	0.00	0.00	5,721.62
05 704 1023			**HS Auto Resale**			***Previous Balance**						1,221.25
05 704 1023 HS Auto Resale												
05 2900 000 001 0 023 HS Auto Resale												
06/01/2023	CD	747886307	5	14381	simple green	Supply Works	124.08	0.00	0.00	0.00		
05 704 1023			**HS Auto Resale**			***Current Activity**						(124.08)
						***Ending Balance:**	124.08	0.00	0.00	0.00	0.00	1,097.17
05 704 1024			**HS Welding**			***Previous Balance**						1,224.35
05 704 1024 HS Welding												
05 1710 1024 HS Welding												
06/14/2023	CR				HS Welding	High School	0.00	150.00	0.00	0.00		
05 704 1024			**HS Welding**			***Current Activity**						150.00

Fund: 05 ACTIVITY FUND

Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	150.00	0.00	0.00	0.00	1,374.35
05 704 1025			**HS WOOD SHOP RESALE**			***Previous Balance**						(650.71)
05 704 1025			HS WOOD SHOP RESALE									
05 1710 1025			HS WOOD SHOP RESALE									
06/02/2023	CR	0007207			Woodshop Resale	High School	0.00	1,813.00	0.00	0.00		
05 2900 000 001 0 025			HS WOOD SHOP RESALE									
06/23/2023	CD	ACT04046 9036122	5	14394	Burson's building material	MEAD LUMBER	139.20	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 642699	5	14394	Burson's building material	MEAD LUMBER	(86.48)	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9049116	5	14394	Burson's building material	MEAD LUMBER	124.29	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9053665	5	14394	Burson's building material	MEAD LUMBER	120.47	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9083181	5	14394	Burson's building material	MEAD LUMBER	55.68	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9088097	5	14394	Burson's building material	MEAD LUMBER	56.40	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9103704	5	14394	Burson's building material	MEAD LUMBER	47.14	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9109885	5	14394	Burson's building material	MEAD LUMBER	103.54	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 647629	5	14394	Burson's building material	MEAD LUMBER	(47.14)	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9139634	5	14394	Burson's building material	MEAD LUMBER	79.45	0.00	0.00	0.00		
06/23/2023	CD	ACT04046 9180193	5	14394	Burson's building material	MEAD LUMBER	107.03	0.00	0.00	0.00		
05 704 1025			**HS WOOD SHOP RESALE**			***Current Activity**						1,113.42
						***Ending Balance:**	699.58	1,813.00	0.00	0.00	0.00	462.71
05 704 1026			**FFA**			***Previous Balance**						19,640.40
05 2900 000 001 0 026			FFA									
03/03/2023	PO	ACT04135			pots and carrying trays for plant sales	Greenhouse Megastore	0.00	0.00	0.00	420.25		
05 704 1026			**FFA**			***Previous Balance**						(420.25)
						***Ending Balance:**	0.00	0.00	0.00	420.25	0.00	19,220.15
05 704 1027			**ATHLETIC LETTER CLUB**			***Previous Balance**						1,508.22
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,508.22
05 704 1028			**HS STUDENT COUNCIL**			***Previous Balance**						4,591.39
05 704 1028			HS STUDENT COUNCIL									
05 1710 1028			HS STUDENT COUNCIL									
06/02/2023	CR				HS Student Council	CHESTERMAN COCA COLA	0.00	11.25	0.00	0.00		
06/09/2023	CR				HS Student Council	CHESTERMAN COCA COLA	0.00	49.50	0.00	0.00		
05 704 1028			**HS STUDENT COUNCIL**			***Current Activity**						60.75
						***Ending Balance:**	0.00	60.75	0.00	0.00	0.00	4,652.14
05 704 1029			**HS FINES**			***Previous Balance**						12,815.75
05 704 1029			HS FINES									

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 2900 000 001 0 029			HS FINES									
05/23/2023	PO	ACT04203			bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	480.00		
06/23/2023	CD	20230623	5	71977	HS FINES	VISA	530.00	0.00	0.00	0.00		
05 704 1029			**HS FINES**			***Current Activity**						(1,010.00)
						***Ending Balance:**	530.00	0.00	0.00	480.00	0.00	11,805.75
05 704 1030			**HS MISCELLANEOUS**			***Previous Balance**						1,816.66
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,816.66
05 704 1031			**High School Recycling**			***Previous Balance**						2,826.66
05 704 1031			High School Recycling									
05 1710 1031			High School Recycling									
06/02/2023	CR				HS Recycling	LEXINGTON AREA SOLID WASTE	0.00	2.70	0.00	0.00		
06/23/2023	CR				HS Recycling	LEXINGTON AREA SOLID WASTE	0.00	7.60	0.00	0.00		
05 704 1031			**High School Recycling**			***Current Activity**						10.30
						***Ending Balance:**	0.00	10.30	0.00	0.00	0.00	2,836.96
05 704 1032			**CONCESSIONS**			***Previous Balance**						15,094.41
05 704 1032			CONCESSIONS									
05 2900 000 001 0 032			CONCESSIONS									
09/12/2022	PO	ACT04028			concession donuts	DELIGHT DONUTS	0.00	0.00	0.00	100.00		
06/23/2023	CD	ACT04027 0030169217200 1199	5	14396	concession supplies	PLUM CREEK MARKET PLACE	6.57	0.00	0.00	0.00		
05 704 1032			**CONCESSIONS**			***Current Activity**						(106.57)
						***Ending Balance:**	6.57	0.00	0.00	100.00	0.00	14,987.84
05 704 1033			**HONOR SOCIETY**			***Previous Balance**						(184.45)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(184.45)
05 704 1034			**High School Cap & Gown**			***Previous Balance**						5,320.26
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	5,320.26
05 704 1035			**AMBASSADORS OF MUSIC**			***Previous Balance**						395.63
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	395.63
05 704 1036			**ART LAB FEE**			***Previous Balance**						318.52
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	318.52
05 704 1037			**FBLA**			***Previous Balance**						3,026.84
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,026.84
05 704 1038			**High School Robotics Club**			***Previous Balance**						293.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	293.00
05 704 1039			**HS Yo Yo Club**			***Previous Balance**						613.43
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	613.43
05 704 1041			**HS Animation/Comic Book Club**			***Previous Balance**						149.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	149.00

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1042	**HS FINE ARTS RESALE**							***Previous Balance**						(85.70)
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(85.70)
05 704 1044	**DC SENIOR TRIP**							***Previous Balance**						1,075.39
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,075.39
05 704 1045	**RONALD C. MURDOCK**							***Previous Balance**						424.53
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	424.53
05 704 1046	**High School ELL Club**							***Previous Balance**						1,596.86
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,596.86
05 704 1047	**High School Powerlifting**							***Previous Balance**						3,498.90
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,498.90
05 704 1048	**High School Circle of Friends**							***Previous Balance**						1,261.16
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,261.16
05 704 1049	**High School SpEd Activity**							***Previous Balance**						3,391.18
05 2900 000 001 0 049	High School SpEd Activity													
		04/28/2023	PO	ACT04177			circle of friends bowling party	STRIKE & SPARE BOWL	0.00	0.00	0.00	275.00		
05 704 1049	**High School SpEd Activity**							***Previous Balance**						(275.00)
								***Ending Balance:**	0.00	0.00	0.00	275.00	0.00	3,116.18
05 704 1051	**SENIOR TRIBUTE**							***Previous Balance**						2,548.53
05 704 1051	SENIOR TRIBUTE													
05 1710 1051	High School Social Committee													
		06/02/2023	CR				HS Social Committee	CHESTERMAN COCA COLA	0.00	3.40	0.00	0.00		
		06/09/2023	CR				HS Social Committee	CHESTERMAN COCA COLA	0.00	6.80	0.00	0.00		
05 2900 000 001 0 051	High School Social Committee													
		06/01/2023	CD	ACT04198 5-19-23	5	14374	Senior Tribute	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	672.86	0.00	0.00	0.00		
05 704 1051	**SENIOR TRIBUTE**							***Current Activity**						(662.66)
								***Ending Balance:**	672.86	10.20	0.00	0.00	0.00	1,885.87
05 704 1052	**MISC. MEMORIAL FUNDS**							***Previous Balance**						307.00
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	307.00
05 704 1053	**SCIENCE MATH CLUB**							***Previous Balance**						35.83
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	35.83
05 704 1054	**HS LIBRARY**							***Previous Balance**						5,062.74
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	5,062.74
05 704 1055	**OCTAGON CLUB**							***Previous Balance**						676.41
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	676.41
05 704 1056	**AROUND THE MUNDO**							***Previous Balance**						149.48
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	149.48

Fund: 05 ACTIVITY FUND

Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Chart of Account Description / Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1057			**DON BADER SCHOLARSHIPS**			***Previous Balance**						49.50
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	49.50
05 704 1058			**HS PEP CLUB**			***Previous Balance**						353.50
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	353.50
05 704 1060			**High School Speech Fundraising**			***Previous Balance**						857.36
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	857.36
05 704 1061			**GIRLS SOCCER FUNDRAISING**			***Previous Balance**						3,313.96
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,313.96
05 704 1062			**GIRLS BASKETBALL FUNDRAISING**			***Previous Balance**						1,151.08
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,151.08
05 704 1063			**High School Orange & Black Fundraising**			***Previous Balance**						34,160.34
05 704 1063			High School Orange & Black Fundraising									
05 2900 000 001 0 063			High School Orange & Black Fundraising									
03/28/2023	PO	ACT04151			Parachute	GOPHER SPORT	0.00	0.00	0.00	259.00		
05/31/2023	PO	ACT04205			Thank you Ad for Orange and Black Fundraising	CLIPPER - HERALD	0.00	0.00	0.00	250.00		
06/01/2023	CD	ACT04197 5/24/23	5	14374	Food for Orange and Black Golf tourney	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	364.28	0.00	0.00	0.00		
06/01/2023	CD	ACT03925 LEXI013529	5	14380	Updating Powerlifting Boards	SIGN PRO	188.00	0.00	0.00	0.00		
06/01/2023	CD	1230501	5	14370	High School Orange & Black Fundraising	CRAWFORD REPAIR	3,150.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	High School Orange & Black Fundraising	Capital One	204.90	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	High School Orange & Black Fundraising	Capital One	310.70	0.00	0.00	0.00		
06/23/2023	CD	6/16/23	5	14403	Sports Nutrition Academy	Weatherwax, Dawn	500.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71977	High School Orange & Black Fundraising	VISA	1,211.21	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Orange & Black Fundraising	Visa	(35.88)	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Orange & Black Fundraising	Visa	50.56	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Orange & Black Fundraising	Visa	31.54	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Orange & Black Fundraising	Visa	359.74	0.00	0.00	0.00		
05 704 1063			**High School Orange & Black Fundraising**			***Current Activity**						(6,844.05)
						***Ending Balance:**	6,335.05	0.00	0.00	509.00	0.00	27,316.29
05 704 1064			**High School Softball Fundraising**			***Previous Balance**						240.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	240.00
05 704 1065			**High School Cheerleading Fundraising**			***Previous Balance**						6,910.63
05 704 1065			High School Cheerleading Fundraising									
05 2900 000 001 0 065			High School Cheerleading Fundraising									
06/01/2023	CD	ACT04204 91424318	5	14383	chocolate	World's Finest Chocolate, Inc	1,870.00	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
06/01/2023	CD	ACT04204 91426770	5	14383	chocolate	World's Finest Chocolate, Inc	648.00	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Cheerleading Fundraising	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	142.34	0.00	0.00	0.00		
06/23/2023	CD	ACT04174 68900325	5	14402	Fundraised items for cheerleaders, appar	Varsity Spirit Fashions	129.45	0.00	0.00	0.00		
06/23/2023	CD	ACT04174 68900242	5	14402	Fundraised items for cheerleaders, appar	Varsity Spirit Fashions	22,452.18	0.00	0.00	0.00		
05 704 1065			**High School Cheerleading Fundraising**			***Current Activity**						(25,241.97)
						***Ending Balance:**	25,241.97	0.00	0.00	0.00	0.00	(18,331.34)
05 704 1066			**FOOTBALL FUNDRAISING**			***Previous Balance**						18,657.73
05 704 1066			FOOTBALL FUNDRAISING									
05 2900 000 001 0 066			FOOTBALL FUNDRAISING									
10/25/2022	PO	ACT04062			Pregame and Postgame Food for FB	LEXINGTON FOOD SERVICE	0.00	0.00	0.00	4,567.12		
06/21/2023	PO	ACT04212			Team shirts, shorts, and compression	MOONLIGHT EMBROIDERY	0.00	0.00	0.00	3,350.00		
06/23/2023	CD	20230623	5	14388	team registration	Cozad Football Booster Club	350.00	0.00	0.00	0.00		
05 704 1066			**FOOTBALL FUNDRAISING**			***Current Activity**						(8,267.12)
						***Ending Balance:**	350.00	0.00	0.00	7,917.12	0.00	10,390.61
05 704 1067			**VOLLEYBALL FUNDRAISING**			***Previous Balance**						2,511.68
05 2900 000 001 0 067			VOLLEYBALL FUNDRAISING									
06/22/2023	PO	ACT04214			Coaching Pullovers -- Coaches worked VB camp to pay for gear	BSN Sports	0.00	0.00	0.00	198.76		
05 704 1067			**VOLLEYBALL FUNDRAISING**			***Previous Balance**						(198.76)
						***Ending Balance:**	0.00	0.00	0.00	198.76	0.00	2,312.92
05 704 1068			**Boys Basketball Fundraising**			***Previous Balance**						3,223.60
05 704 1068			Boys Basketball Fundraising									
05 1710 1068			Boys Basketball Fundraising									
06/02/2023	CR	0007208			BB Fundraiser	High School	0.00	425.00	0.00	0.00		
05 2900 000 001 0 068			Boys Basketball Fundraising									
06/01/2023	CD	20230601	5	14371	boys basketball registration	GICC Basketball	360.00	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14368	boys basketball registration	Adams Central High School	200.00	0.00	0.00	0.00		
06/01/2023	CD	ACT04199 20230601	5	14369	T-shirts for summer camp... campers must	Change Clothing	422.00	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14372	boys basketball registration	HASTINGS HIGH SCHOOL	150.00	0.00	0.00	0.00		
05 704 1068			**Boys Basketball Fundraising**			***Current Activity**						(707.00)
						***Ending Balance:**	1,132.00	425.00	0.00	0.00	0.00	2,516.60
05 704 1069			**HS Boys Soccer Fundraising**			***Previous Balance**						1,744.27
05 704 1069			HS Boys Soccer Fundraising									
05 2900 000 001 0 069			HS Boys Soccer Fundraising									
06/23/2023	CD	20230623	5	14387	HS Boys Soccer Fundraising	Capital One	43.48	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	HS Boys Soccer Fundraising	Capital One	217.92	0.00	0.00	0.00		
05 704 1069			**HS Boys Soccer Fundraising**			***Current Activity**						(261.40)
						***Ending Balance:**	261.40	0.00	0.00	0.00	0.00	1,482.87

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1070			**High School Cross Country Fundraising**			***Previous Balance**						4,039.22
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,039.22
05 704 1071			**High School Track Fundraising**			***Previous Balance**						851.51
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	851.51
05 704 1072			**High School Drill Team Fundraising**			***Previous Balance**						675.87
05 704 1072			High School Drill Team Fundraising									
05 2900 000 001 0 072			High School Drill Team Fundraising									
06/01/2023	CD	ACT04188 68900292	5	14382	Clothes and Apparel for Summer Camp	Varsity Spirit Fashions	147.35	0.00	0.00	0.00		
06/23/2023	CD	ACT04206 2029440	5	14389	fundraiser	Creative Fundraising Solutions	379.60	0.00	0.00	0.00		
06/23/2023	CD	ACT04188 68900266	5	14402	Clothes and Apparel for Summer Camp	Varsity Spirit Fashions	5,346.42	0.00	0.00	0.00		
05 704 1072			**High School Drill Team Fundraising**			***Current Activity**						(5,873.37)
						***Ending Balance:**	5,873.37	0.00	0.00	0.00	0.00	(5,197.50)
05 704 1073			**High School Girls Golf Fundraising**			***Previous Balance**						(12.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(12.00)
05 704 1076			**High School Girls Tennis Fundraising**			***Previous Balance**						60.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	60.00
05 704 1077			**High School Powerlifting Fundraising**			***Previous Balance**						(7,968.20)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(7,968.20)
05 704 1078			**High School Wrestling Fundraising**			***Previous Balance**						352.28
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	352.28
05 704 1079			**High School Bowling Fundraising**			***Previous Balance**						2,203.85
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,203.85
05 704 1080			**High School Yearbook Fundraising**			***Previous Balance**						1,331.38
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,331.38
05 704 1081			**High School Girls Wrestling Fundraising**			***Previous Balance**						3,486.65
05 704 1081			High School Girls Wrestling Fundraising									
05 2900 000 001 0 081			High School Girls Wrestling Fundraising									
06/23/2023	CD	20230623	5	71977	High School Girls Wrestling Fundraising	VISA	300.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71977	High School Girls Wrestling Fundraising	VISA	1,555.00	0.00	0.00	0.00		
05 704 1081			**High School Girls Wrestling Fundraising**			***Current Activity**						(1,855.00)
						***Ending Balance:**	1,855.00	0.00	0.00	0.00	0.00	1,631.65
05 704 1099			**E-SPORTS**			***Previous Balance**						557.13
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	557.13
05 704 1100			**HS GIRLS WRESTLING**			***Previous Balance**						(2,150.27)
05 2900 000 001 0 100			HS GIRLS WRESTLING									

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/16/2023	PO	ACT04196			4 cases of mat tape and 7 head gear	Lou's Sporting Goods	0.00	0.00	0.00	1,315.00		
05 704 1100			**HS GIRLS WRESTLING**			***Previous Balance**						(1,315.00)
						***Ending Balance:**	0.00	0.00	0.00	1,315.00	0.00	(3,465.27)
05 704 1101			**DRILL TEAM**			***Previous Balance**						(65.23)
05 2900 000 001 0 101			DRILL TEAM									
06/07/2023	PO	ACT04209			Fill In Skirts for Drill Team Members	Varsity Spirit Fashions	0.00	0.00	0.00	134.85		
05 704 1101			**DRILL TEAM**			***Previous Balance**						(134.85)
						***Ending Balance:**	0.00	0.00	0.00	134.85	0.00	(200.08)
05 704 1104			**Mock Trial**			***Previous Balance**						(150.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(150.00)
05 704 1105			**SPEECH**			***Previous Balance**						854.57
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	854.57
05 704 1106			**HS CHEERLEADERS**			***Previous Balance**						3,212.30
05 704 1106			HS CHEERLEADERS									
05 2900 000 001 0 106			HS CHEERLEADERS									
06/23/2023	CD	ACT04174 68900268	5	14402	Uniform Fill Ins for new members	Varsity Spirit Fashions	2,349.20	0.00	0.00	0.00		
05 704 1106			**HS CHEERLEADERS**			***Current Activity**						(2,349.20)
						***Ending Balance:**	2,349.20	0.00	0.00	0.00	0.00	863.10
05 704 1108			**WEIGHT ROOM**			***Previous Balance**						475.05
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	475.05
05 704 1109			**TRAINING ROOM**			***Previous Balance**						(935.00)
05 2900 000 001 0 109			TRAINING ROOM									
06/19/2023	PO	ACT04211			Training room supplies	Medco School First Aid	0.00	0.00	0.00	5,542.96		
05 704 1109			**TRAINING ROOM**			***Previous Balance**						(5,542.96)
						***Ending Balance:**	0.00	0.00	0.00	5,542.96	0.00	(6,477.96)
05 704 1110			**HS BAND**			***Previous Balance**						(2,397.80)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(2,397.80)
05 704 1111			**HS VOCAL**			***Previous Balance**						(641.85)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(641.85)
05 704 1112			**HS ONE ACT PLAY**			***Previous Balance**						11.80
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	11.80
05 704 1113			**ANNUAL**			***Previous Balance**						(8,629.35)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(8,629.35)
05 704 1114			**HS FOOTBALL**			***Previous Balance**						(11,451.10)
05 704 1114			HS FOOTBALL									

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 2900 000 001 0 114			HS FOOTBALL									
05/04/2023	PO	ACT04187			All of the football equipment we need for next season	Lou's Sporting Goods	0.00	0.00	0.00	5,710.12		
06/01/2023	CD	ACT04187 AAV753623-AX08	5	14376	All of the football equipment we need fo	Lou's Sporting Goods	1,513.70	0.00	0.00	0.00		
06/01/2023	CD	ACT04187 AAV753623-AX10	5	14376	All of the football equipment we need fo	Lou's Sporting Goods	71.18	0.00	0.00	0.00		
05 704 1114			**HS FOOTBALL**			***Current Activity**						(7,295.00)
						***Ending Balance:**	1,584.88	0.00	0.00	5,710.12	0.00	(18,746.10)
05 704 1115			**CROSS COUNTRY**			***Previous Balance**						(3,192.49)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(3,192.49)
05 704 1116			**HS VOLLEYBALL**			***Previous Balance**						4,878.04
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,878.04
05 704 1117			**HS BOWLING**			***Previous Balance**						(1,251.34)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,251.34)
05 704 1118			**GIRLS GOLF**			***Previous Balance**						(680.90)
05 2900 000 001 0 118			GIRLS GOLF									
06/23/2023	PO	ACT04215			New Golf Bags for Boy/Girls Golf	GRAPHIC EDGE, THE	0.00	0.00	0.00	950.00		
05 704 1118			**GIRLS GOLF**			***Previous Balance**						(950.00)
						***Ending Balance:**	0.00	0.00	0.00	950.00	0.00	(1,630.90)
05 704 1119			**BOYS TENNIS**			***Previous Balance**						(152.14)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(152.14)
05 704 1120			**HS BOYS BASKETBALL**			***Previous Balance**						8,577.19
05 2900 000 001 0 120			HS BOYS BASKETBALL									
05/16/2023	PO	ACT04196			Basketballs and nets	Lou's Sporting Goods	0.00	0.00	0.00	706.00		
05 704 1120			**HS BOYS BASKETBALL**			***Previous Balance**						(706.00)
						***Ending Balance:**	0.00	0.00	0.00	706.00	0.00	7,871.19
05 704 1121			**HS WRESTLING**			***Previous Balance**						(2,150.37)
05 2900 000 001 0 121			HS WRESTLING									
05/16/2023	PO	ACT04196			4 cases of mat tape and 3 head gear and Mat Kleen	Lou's Sporting Goods	0.00	0.00	0.00	1,237.00		
05 704 1121			**HS WRESTLING**			***Previous Balance**						(1,237.00)
						***Ending Balance:**	0.00	0.00	0.00	1,237.00	0.00	(3,387.37)
05 704 1122			**HS GIRLS BASKETBALL**			***Previous Balance**						12,049.95
05 2900 000 001 0 122			HS GIRLS BASKETBALL									
05/16/2023	PO	ACT04196			Basketballs and slip knot pads	Lou's Sporting Goods	0.00	0.00	0.00	1,008.00		
05 704 1122			**HS GIRLS BASKETBALL**			***Previous Balance**						(1,008.00)
						***Ending Balance:**	0.00	0.00	0.00	1,008.00	0.00	11,041.95
05 704 1123			**High School Track**			***Previous Balance**						(16,523.42)

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1123			High School Track									
05 2900 000 001 0 123			High School Track									
05/01/2023	PO	ACT04181			.22 caliber blanks for track meets and practice	Lou's Sporting Goods	0.00	0.00	0.00	300.00		
06/07/2023	CD	ORD-2186 Void Check	5	14352	pole vault tips	MISKO SPORTS, INC.	(69.91)	0.00	0.00	0.00		
06/22/2023	PO	ACT04213			7 Pole Vault Poles 6 bags of track spikes	M-F ATHLETIC COMPANY, INC.	0.00	0.00	0.00	5,042.00		
06/23/2023	CD	20230623	5	14398	uniform repairs	Reeves, Georgia A	150.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14399	tent & hurdle repairs	Schaben, Daniel	200.00	0.00	0.00	0.00		
05 704 1123			**High School Track**			***Current Activity**						(5,622.09)
						***Ending Balance:**	280.09	0.00	0.00	5,342.00	0.00	(22,145.51)
05 704 1124			**High School Unified Bowling**			***Previous Balance**						(1,239.84)
05 704 1124			High School Unified Bowling									
05 2900 000 001 0 124			High School Unified Bowling									
06/23/2023	CD	ACT04194 ATE747853-AB05	5	14392	Uniforms (Polos)	Lou's Sporting Goods	1,680.00	0.00	0.00	0.00		
05 704 1124			**High School Unified Bowling**			***Current Activity**						(1,680.00)
						***Ending Balance:**	1,680.00	0.00	0.00	0.00	0.00	(2,919.84)
05 704 1125			**BOYS GOLF**			***Previous Balance**						(3,062.70)
05 2900 000 001 0 125			BOYS GOLF									
04/10/2023	PO	ACT04164			Donuts for Lexington Golf Invite	DELIGHT DONUTS	0.00	0.00	0.00	30.00		
05/04/2023	PO	ACT04184			two dozen donuts for coaches & workers	DELIGHT DONUTS	0.00	0.00	0.00	30.00		
06/23/2023	PO	ACT04215			New Golf Bags for Boy/Girls Golf	GRAPHIC EDGE, THE	0.00	0.00	0.00	950.00		
05 704 1125			**BOYS GOLF**			***Previous Balance**						(1,010.00)
						***Ending Balance:**	0.00	0.00	0.00	1,010.00	0.00	(4,072.70)
05 704 1126			**GIRLS TENNIS**			***Previous Balance**						484.48
05 704 1126			GIRLS TENNIS									
05 2900 000 001 0 126			GIRLS TENNIS									
03/31/2023	PO	ACT04159			Donuts for JV Tennis Invite	DELIGHT DONUTS	0.00	0.00	0.00	65.00		
06/23/2023	CD	20230623	5	71973	GIRLS TENNIS	Visa	149.00	0.00	0.00	0.00		
05 704 1126			**GIRLS TENNIS**			***Current Activity**						(214.00)
						***Ending Balance:**	149.00	0.00	0.00	65.00	0.00	270.48
05 704 1127			**HS ATHLETICS/RESALE**			***Previous Balance**						949.29
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	949.29
05 704 1128			**BOYS SOCCER**			***Previous Balance**						3,779.84
05 704 1128			BOYS SOCCER									
05 2900 000 001 0 128			BOYS SOCCER									
08/24/2022	PO	ACT04011			Agility Poles and Scorebooks	Lou's Sporting Goods	0.00	0.00	0.00	148.00		
04/25/2023	PO	ACT04175			3 extra Central Conference Medals for players	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	15.00		
06/23/2023	CD	20230623	5	14387	BOYS SOCCER	Capital One	50.78	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	BOYS SOCCER	Capital One	23.91	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description										
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1128			**BOYS SOCCER**			***Current Activity**						(237.69)
						***Ending Balance:**	74.69	0.00	0.00	163.00	0.00	3,542.15
05 704 1129			**HS ATHLETIC PHYSICALS**			***Previous Balance**						830.71
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	830.71
05 704 1130			**HS GENERAL ACTIVITIES**			***Previous Balance**						(23,679.21)
05 704 1130			HS GENERAL ACTIVITIES									
05 2900 000 001 0 130			HS GENERAL ACTIVITIES									
10/07/2022	PO	ACT04052			T-shirts for Class of 72 State Champions	Sayler Screenprinting	0.00	0.00	0.00	550.00		
01/16/2023	PO	ACT04106			Engraved Plate for Unified Bowling State Championship Trophey	Platinum Awards & Gifts	0.00	0.00	0.00	50.00		
05/11/2023	PO	ACT04192			Donuts for HS wrestlers (interviews)	DELIGHT DONUTS	0.00	0.00	0.00	36.00		
06/01/2023	CD	20230601-0001	5	14377	registration	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	2,110.00	0.00	0.00	0.00		
06/23/2023	CD	68918	5	14386	awards	AWARDS UNLIMITED, INC.	127.44	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	HS GENERAL ACTIVITIES	Capital One	135.14	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	HS GENERAL ACTIVITIES	Capital One	33.68	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	HS GENERAL ACTIVITIES	Visa	115.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71973	HS GENERAL ACTIVITIES	Visa	115.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71972	HS GENERAL ACTIVITIES	Visa	115.00	0.00	0.00	0.00		
05 704 1130			**HS GENERAL ACTIVITIES**			***Current Activity**						(3,387.26)
						***Ending Balance:**	2,751.26	0.00	0.00	636.00	0.00	(27,066.47)
05 704 1131			**HS PRINTING/ADVERTISING**			***Previous Balance**						424.75
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	424.75
05 704 1132			**HS GIRLS SOFTBALL**			***Previous Balance**						9,302.18
05 704 1132			HS GIRLS SOFTBALL									
05 2900 000 001 0 132			HS GIRLS SOFTBALL									
06/23/2023	CD	ACT04194 ATE747853-AB05	5	14392	softballs and line up cards	Lou's Sporting Goods	270.00	0.00	0.00	0.00		
05 704 1132			**HS GIRLS SOFTBALL**			***Current Activity**						(270.00)
						***Ending Balance:**	270.00	0.00	0.00	0.00	0.00	9,032.18
05 704 1133			**GIRLS SOCCER**			***Previous Balance**						10,710.89
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	10,710.89
05 704 1135			**High School Officials**			***Previous Balance**						(32,309.79)
05 704 1135			High School Officials									
05 2900 000 001 0 135			High School Officials									
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	711.67	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	199.28	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	321.89	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	99.64	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	99.64	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	260.74	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	266.70	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	983.76	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	94.84	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	227.78	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	308.20	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	177.80	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	177.80	0.00	0.00	0.00		
05 704 1135			**High School Officials**			***Current Activity**						(3,929.74)
						***Ending Balance:**	3,929.74	0.00	0.00	0.00	0.00	(36,239.53)
05 704 1136			**High School Team Travel**			***Previous Balance**						(62,999.03)
05 704 1136			High School Team Travel									
05 1710 1136			High School Team Travel									
06/02/2023	CR				HS Team Travel	High School	0.00	35.00	0.00	0.00		
05 2900 000 001 0 136			High School Team Travel									
06/01/2023	CD	20230601	5	14379	High School Team Travel	New Victorian Suites Lincoln	959.88	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71973	High School Team Travel	Visa	(149.00)	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71973	High School Team Travel	Visa	175.74	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71973	High School Team Travel	Visa	205.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71973	High School Team Travel	Visa	280.10	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71973	High School Team Travel	Visa	84.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71972	High School Team Travel	Visa	396.63	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14391	soccer rooms	Fairfield by Marriott	1,820.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Team Travel	Visa	65.46	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Team Travel	Visa	205.87	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Team Travel	Visa	34.94	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Team Travel	Visa	286.14	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71971	High School Team Travel	Visa	70.22	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71975	High School Team Travel	VISA	221.88	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71975	High School Team Travel	VISA	149.42	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71975	High School Team Travel	VISA	147.25	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71975	High School Team Travel	VISA	68.16	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71975	High School Team Travel	VISA	61.94	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71976	High School Team Travel	VISA	266.16	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71976	High School Team Travel	VISA	359.66	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71976	High School Team Travel	VISA	53.95	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	194.52	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	168.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	90.40	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	61.87	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	88.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	88.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	88.00	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71974	High School Team Travel	VISA	88.00	0.00	0.00	0.00		
05 704 1136			**High School Team Travel**			***Current Activity**						(6,595.19)
						***Ending Balance:**	6,630.19	35.00	0.00	0.00	0.00	(69,594.22)
05 704 1137			**High School Gate Receipts**			***Previous Balance**						95,051.10
05 704 1137			High School Gate Receipts									
05 2900 000 001 0 137			High School Gate Receipts									
05/12/2023	PO	ACT04193			Shot clocks for high school gyms	Lou's Sporting Goods	0.00	0.00	0.00	2,760.00		
05/16/2023	PO	ACT04195			Chenille "L"'s for athlete who letter	Lou's Sporting Goods	0.00	0.00	0.00	1,350.00		
06/01/2023	CD	20230601	5	14377	SUB DISTRICT SOCCER	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	120.08	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	71976	High School Gate Receipts	VISA	762.69	0.00	0.00	0.00		
05 704 1137			**High School Gate Receipts**			***Current Activity**						(4,992.77)
						***Ending Balance:**	882.77	0.00	0.00	4,110.00	0.00	90,058.33
05 704 2200			**MS FINES**			***Previous Balance**						3,821.73
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,821.73
05 704 2201			**MS MISCELLANEOUS**			***Previous Balance**						1,465.07
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,465.07
05 704 2202			**MS ANNUAL**			***Previous Balance**						19,626.32
05 2900 000 002 0 202			MS ANNUAL									
12/02/2022	PO	ACT04091			concessions	Pizza Hut	0.00	0.00	0.00	180.00		
05 704 2202			**MS ANNUAL**			***Previous Balance**						(180.00)
						***Ending Balance:**	0.00	0.00	0.00	180.00	0.00	19,446.32
05 704 2203			**MS POP CONCESSIONS**			***Previous Balance**						(3,219.25)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(3,219.25)
05 704 2204			**MS STUDENT COUNCIL**			***Previous Balance**						3,732.99
05 704 2204			MS STUDENT COUNCIL									
05 1710 2204			MS STUDENT COUNCIL									
06/02/2023	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	5.10	0.00	0.00		
06/02/2023	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	31.50	0.00	0.00		
06/02/2023	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	103.50	0.00	0.00		
06/09/2023	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	10.20	0.00	0.00		
06/09/2023	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	24.75	0.00	0.00		
06/09/2023	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	74.25	0.00	0.00		
05 2900 000 002 0 204			MS STUDENT COUNCIL									
12/15/2022	PO	ACT04094			donuts	DELIGHT DONUTS	0.00	0.00	0.00	103.60		
06/23/2023	CD	20230623	5	71972	MS STUDENT COUNCIL	Visa	77.98	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	MS STUDENT COUNCIL	Capital One	415.17	0.00	0.00	0.00		
05 704 2204			**MS STUDENT COUNCIL**			***Current Activity**						(347.45)
						***Ending Balance:**	493.15	249.30	0.00	103.60	0.00	3,385.54

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 2206	**Multiple Choices**							***Previous Balance**						3,588.83
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,588.83
05 704 2208	**MS Circle of Friends**							***Previous Balance**						439.85
05 704 2208	MS Circle of Friends													
05 1710 2208	MS Circle of Friends													
		06/02/2023	CR				MS COF	Middle School	0.00	456.35	0.00	0.00		
05 2900 000 002 0 208	MS Circle of Friends													
		06/23/2023	CD	ACT04160 1409	5	14393	movie, pop, popcorn	Majestic Theatre	137.00	0.00	0.00	0.00		
05 704 2208	**MS Circle of Friends**							***Current Activity**						319.35
								***Ending Balance:**	137.00	456.35	0.00	0.00	0.00	759.20
05 704 2209	**SCIENCE FAIR**							***Previous Balance**						2,284.11
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,284.11
05 704 2210	**MS LIBRARY FEES/FINES**							***Previous Balance**						3,069.35
05 2900 000 002 0 210	MS LIBRARY FEES/FINES													
		05/20/2023	PO	ACT04201			year end trophies	Quadem	0.00	0.00	0.00	82.96		
05 704 2210	**MS LIBRARY FEES/FINES**							***Previous Balance**						(82.96)
								***Ending Balance:**	0.00	0.00	0.00	82.96	0.00	2,986.39
05 704 2211	**MS MUSIC RESALE**							***Previous Balance**						(1,409.50)
05 704 2211	MS MUSIC RESALE													
05 1710 2211	MS MUSIC RESALE													
		06/02/2023	CR				MS Band	PINNACLE BANK	0.00	(40.00)	0.00	0.00		
05 704 2211	**MS MUSIC RESALE**							***Current Activity**						(40.00)
								***Ending Balance:**	0.00	(40.00)	0.00	0.00	0.00	(1,449.50)
05 704 2213	**MINUTEMAN MUSIC FESTIVAL**							***Previous Balance**						67.08
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	67.08
05 704 2215	**MS BAND LAB FEES**							***Previous Balance**						1,360.93
05 704 2215	MS BAND LAB FEES													
05 1710 2215	MS BAND LAB FEES													
		06/26/2023	CR				Band Fee	Pershing Elementary School	0.00	50.00	0.00	0.00		
05 704 2215	**MS BAND LAB FEES**							***Current Activity**						50.00
								***Ending Balance:**	0.00	50.00	0.00	0.00	0.00	1,410.93
05 704 2216	**MS AGENDA FUND**							***Previous Balance**						1,966.50
								***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,966.50
05 704 2219	**PE SHIRTS**							***Previous Balance**						2,579.50
05 2900 000 002 0 219	PE SHIRTS													
		06/28/2023	PO	ACT04216			PE shirts	Change Clothing	0.00	0.00	0.00	3,825.00		
05 704 2219	**PE SHIRTS**							***Previous Balance**						(3,825.00)
								***Ending Balance:**	0.00	0.00	0.00	3,825.00	0.00	(1,245.50)
05 704 2220	**P.E. Shorts**							***Previous Balance**						976.80

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	976.80
05 704 2221			**LMS Tech**			***Previous Balance**						4,612.05
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,612.05
05 704 2222			**MS PADLOCK FEES**			***Previous Balance**						395.00
05 704 2222			MS PADLOCK FEES									
05 1710 2222			MS PADLOCK FEES									
06/14/2023	CR				MS Padlock Fees	Middle School	0.00	5.00	0.00	0.00		
05 704 2222			**MS PADLOCK FEES**			***Current Activity**						5.00
						***Ending Balance:**	0.00	5.00	0.00	0.00	0.00	400.00
05 704 2223			**MS Patriots**			***Previous Balance**						227.08
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	227.08
05 704 2249			**MS Cross Country**			***Previous Balance**						2,120.97
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,120.97
05 704 2250			**MS FOOTBALL**			***Previous Balance**						(1,740.94)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,740.94)
05 704 2251			**MS VOLLEYBALL**			***Previous Balance**						(18.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(18.00)
05 704 2252			**MS BOYS BASKETBALL**			***Previous Balance**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 2253			**MS WRESTLING**			***Previous Balance**						(5,506.64)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(5,506.64)
05 704 2254			**MS GIRLS BASKETBALL**			***Previous Balance**						(35.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(35.00)
05 704 2255			**MS BOYS TRACK**			***Previous Balance**						(230.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(230.00)
05 704 2256			**MS GIRLS TRACK**			***Previous Balance**						(1,704.00)
05 704 2256			MS GIRLS TRACK									
05 2900 000 002 0 256			MS GIRLS TRACK									
06/23/2023	CD	ACT04207 0530231	5	14384	Track Record Board Signs	308 Tint N Wrap	30.00	0.00	0.00	0.00		
05 704 2256			**MS GIRLS TRACK**			***Current Activity**						(30.00)
						***Ending Balance:**	30.00	0.00	0.00	0.00	0.00	(1,734.00)
05 704 2257			**MS ATHLETICS/RESALE**			***Previous Balance**						135.56
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	135.56
05 704 2258			**MS BOOSTER DONATION**			***Previous Balance**						365.61
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	365.61

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 2259			**MS GENERAL ATHLETICS**			***Previous Balance**						(257.12)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(257.12)
05 704 2260			**MS Officials**			***Previous Balance**						(10,895.00)
05 704 2260			MS Officials									
05 2900 000 002 0 260			MS Officials									
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	130.38	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	370.06	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	272.38	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	263.32	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	156.57	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	106.75	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	313.14	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	1,042.92	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	498.13	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	213.50	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	663.70	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	367.42	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	900.72	0.00	0.00	0.00		
06/01/2023	CD	20230601	5	14373	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	229.04	0.00	0.00	0.00		
05 704 2260			**MS Officials**			***Current Activity**						(5,528.03)
						***Ending Balance:**	5,528.03	0.00	0.00	0.00	0.00	(16,423.03)
05 704 3300			**BRYAN Bobcat**			***Previous Balance**						2,533.92
05 704 3300			BRYAN Bobcat									
05 1710 3300			BRYAN Bobcat									
06/26/2023	CR	0001825			Bobcat Dairy Queen Night	Bryan Elementary School	0.00	175.90	0.00	0.00		
05 2900 000 003 0 300			BRYAN BOBCAT									
06/07/2023	CD	ACT04146 ORD-2151 Void Check	5	14352	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	(75.75)	0.00	0.00	0.00		
06/23/2023	CD	ACT04146 ORD-2151.	5	14395	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	75.75	0.00	0.00	0.00		
05 704 3300			**BRYAN Bobcat**			***Current Activity**						175.90
						***Ending Balance:**	0.00	175.90	0.00	0.00	0.00	2,709.82
05 704 3301			**S. C. HEALTH PARTNERS**			***Previous Balance**						339.29
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	339.29
05 704 3302			**BRYAN LIBRARY**			***Previous Balance**						221.91

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	221.91
05 704 3303			**BRYAN POP**			***Previous Balance**						953.57
05 704 3303			BRYAN POP									
05 1710 3303			BRYAN POP									
06/02/2023	CR				Bryan Pop	CHESTERMAN COCA COLA	0.00	8.50	0.00	0.00		
06/09/2023	CR				Bryan Pop	CHESTERMAN COCA COLA	0.00	1.70	0.00	0.00		
05 704 3303			**BRYAN POP**			***Current Activity**						10.20
						***Ending Balance:**	0.00	10.20	0.00	0.00	0.00	963.77
05 704 3305			**BRYAN PE**			***Previous Balance**						175.33
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	175.33
05 704 3308			**WALK FOR LIFE**			***Previous Balance**						1,404.90
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,404.90
05 704 3309			**CORPORATE**			***Previous Balance**						4,837.07
05 704 3309			CORPORATE									
05 1710 3309			CORPORATE									
06/14/2023	CR	0001824			Corporate (Coca-Cola)	Bryan Elementary School	0.00	28.30	0.00	0.00		
06/14/2023	CR	0001824			Corporate (Staff t-shirts)	Bryan Elementary School	0.00	648.00	0.00	0.00		
05 2900 000 003 0 309			CORPORATE									
06/15/2023	PO	ACT04210			shirts	Change Clothing	0.00	0.00	0.00	648.00		
05 704 3309			**CORPORATE**			***Previous Balance**						28.30
						***Ending Balance:**	0.00	676.30	0.00	648.00	0.00	4,865.37
05 704 4401			**MORTON Memorial (Sue Barnes)**			***Previous Balance**						915.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	915.00
05 704 4402			**MORTON ACTIVITY**			***Previous Balance**						2,345.00
05 704 4402			MORTON ACTIVITY									
05 2900 000 004 0 402			MORTON ACTIVITY									
06/07/2023	CD	ACT04146 ORD-2151 Void Check	5	14352	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	(75.75)	0.00	0.00	0.00		
06/23/2023	CD	ACT04146 ORD-2151.	5	14395	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	75.75	0.00	0.00	0.00		
05 704 4402			**MORTON ACTIVITY**			***Current Activity**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,345.00
05 704 4403			**MORTON PE**			***Previous Balance**						262.37
05 704 4403			MORTON PE									
05 2900 000 004 0 403			MORTON PE									
06/23/2023	CD	20230623	5	14387	MORTON PE	Capital One	90.87	0.00	0.00	0.00		
05 704 4403			**MORTON PE**			***Current Activity**						(90.87)
						***Ending Balance:**	90.87	0.00	0.00	0.00	0.00	171.50
05 704 4404			**MORTON LIBRARY**			***Previous Balance**						390.79
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	390.79

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4405 MORTON POP						***Previous Balance**						105.84
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	105.84
05 704 4406 Flower Garden						***Previous Balance**						1,916.89
05 704 4406 Flower Garden												
05 1710 4406 Flower Garden												
06/14/2023	CR				Morton Garden	Morton Elementary School	0.00	1,601.00	0.00	0.00		
05 2900 000 004 0 406 Flower Garden												
06/23/2023	CD	ACT04182 00032892	5	14390	shirts	DMILACO SPORTS FASHIONS	1,172.50	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	Flower Garden	Capital One	164.80	0.00	0.00	0.00		
05 704 4406 Flower Garden						***Current Activity**						263.70
						***Ending Balance:**	1,337.30	1,601.00	0.00	0.00	0.00	2,180.59
05 704 4407 Morton Popcorn						***Previous Balance**						1,860.45
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,860.45
05 704 4411 MORTON Recycling						***Previous Balance**						426.64
05 704 4411 MORTON Recycling												
05 1710 4411 MORTON Recycling												
06/02/2023	CR				Morton Recycling	LEXINGTON AREA SOLID WASTE	0.00	6.40	0.00	0.00		
06/02/2023	CR				Morton Recycling	LEXINGTON AREA SOLID WASTE	0.00	6.60	0.00	0.00		
05 704 4411 MORTON Recycling						***Current Activity**						13.00
						***Ending Balance:**	0.00	13.00	0.00	0.00	0.00	439.64
05 704 4413 MORTON Pencils						***Previous Balance**						207.87
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	207.87
05 704 5500 PERSHING LIBRARY						***Previous Balance**						1,440.28
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,440.28
05 704 5501 PERSHING Music						***Previous Balance**						186.36
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	186.36
05 704 5502 PERSHING ACTIVITY						***Previous Balance**						11,309.93
05 704 5502 PERSHING ACTIVITY												
05 1710 5502 PERSHING ACTIVITY												
06/02/2023	CR				Pershing Activity	LEXINGTON AREA SOLID WASTE	0.00	5.70	0.00	0.00		
06/14/2023	CR	0003701			Pershing Activity Box Tops	Pershing Elementary School	0.00	18.20	0.00	0.00		
05 2900 000 005 0 502 PERSHING ACTIVITY												
06/23/2023	CD	ACT04140 11323345	5	14401	field trip admission	University of Nebraska	281.25	0.00	0.00	0.00		
05 704 5502 PERSHING ACTIVITY						***Current Activity**						(257.35)
						***Ending Balance:**	281.25	23.90	0.00	0.00	0.00	11,052.58
05 704 5504 STUDENT LEADERSHIP						***Previous Balance**						19.30
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	19.30
05 704 5507 PERSHING KITCHEN						***Previous Balance**						111.03

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	111.03
05 704 5509			**PERSHING PE**			***Previous Balance**						(75.75)
05 704 5509			PERSHING PE									
05 2900 000 005 0 509			PERSHING PE									
06/07/2023	CD	ACT04146 ORD-2151 Void Check	5	14352	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	(75.75)	0.00	0.00	0.00		
06/23/2023	CD	ACT04146 ORD-2151.	5	14395	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	75.75	0.00	0.00	0.00		
05 704 5509			**PERSHING PE**			***Current Activity**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(75.75)
05 704 5510			**PERSHING PLAYGROUND**			***Previous Balance**						500.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	500.00
05 704 5511			**PERSHING REFRESHMENTS**			***Previous Balance**						1,188.46
05 704 5511			PERSHING REFRESHMENTS									
05 1710 5511			PERSHING REFRESHMENTS									
06/02/2023	CR				Pershing Refreshments	CHESTERMAN COCA COLA	0.00	22.50	0.00	0.00		
05 704 5511			**PERSHING REFRESHMENTS**			***Current Activity**						22.50
						***Ending Balance:**	0.00	22.50	0.00	0.00	0.00	1,210.96
05 704 6600			**SANDOZ ACTIVITY & POP**			***Previous Balance**						3,480.54
05 704 6600			SANDOZ ACTIVITY & POP									
05 1710 6600			SANDOZ ACTIVITY & POP									
06/02/2023	CR				Sandoz Activity & Pop	CHESTERMAN COCA COLA	0.00	3.40	0.00	0.00		
05 2900 000 006 0 600			SANDOZ ACTIVITY & POP									
06/07/2023	CD	ACT04146 ORD-2151 Void Check	5	14352	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	(75.75)	0.00	0.00	0.00		
06/23/2023	CD	ACT04146 ORD-2151.	5	14395	4th & 5th grade track meet ribbons	MISKO SPORTS, INC.	75.75	0.00	0.00	0.00		
05 704 6600			**SANDOZ ACTIVITY & POP**			***Current Activity**						3.40
						***Ending Balance:**	0.00	3.40	0.00	0.00	0.00	3,483.94
05 704 6601			**SANDOZ LIBRARY**			***Previous Balance**						(178.84)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(178.84)
05 704 6602			**SANDOZ ACADEMY**			***Previous Balance**						(158.21)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(158.21)
05 704 6610			**SANDOZ HONOR CHOIR**			***Previous Balance**						(63.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(63.00)
05 704 6612			**SANDOZ FIELDTRIPS**			***Previous Balance**						476.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	476.00
05 704 9902			**INTEREST**			***Previous Balance**						1,032.35
05 704 9902			INTEREST									

Fund: 05 ACTIVITY FUND

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 1710 9902			INTEREST									
06/30/2023	CR				Interest		0.00	25.26	0.00	0.00		
05 704 9902			**INTEREST**			***Current Activity**						25.26
						***Ending Balance:**	0.00	25.26	0.00	0.00	0.00	1,057.61
05 704 9903			**Lexington Academy**			***Previous Balance**						5,638.50
05 704 9903			Lexington Academy									
05 2900 000 099 0 903			Lexington Academy									
05/22/2022	PO	ACT03960			popcorn	Majestic Theatre	0.00	0.00	0.00	67.00		
06/01/2023	CD	ACT04189 5/19/23	5	14375	pizza	LITTLE CAESARS	89.92	0.00	0.00	0.00		
06/23/2023	CD	ACT04039 0020168914540 1221	5	14396	cooking supplies	PLUM CREEK MARKET PLACE	14.18	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	Lexington Academy	Capital One	164.08	0.00	0.00	0.00		
06/23/2023	CD	20230623	5	14387	Lexington Academy	Capital One	103.62	0.00	0.00	0.00		
05 704 9903			**Lexington Academy**			***Current Activity**						(438.80)
						***Ending Balance:**	371.80	0.00	0.00	67.00	0.00	5,199.70
05 704 9906			**Central Office Coke Machine**			***Previous Balance**						993.77
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	993.77
05 704 9908			**Autism Awareness**			***Previous Balance**						368.88
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	368.88
05 704 9909			**Staff Resale**			***Previous Balance**						28.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	28.00
						Fund Total: 05	75,618.47	5,843.61	0.00	53,609.62	0.00	564,573.68

Lexington Public Schools
General Fund Summary Report

General Fund	General Fund Expenditures	22/23 Budget	Expended During Month	Spent YTD 22/23	Spent YTD 21/22	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1100	Regular Instruction	$18,046,746	$1,452,063	$15,357,112	$14,865,288	103.31%	$11,844,793	65.63%	48.97%
1200	Special Education Programs	$5,133,639	$413,298	$4,512,539	$4,159,916	108.48%	$621,101	12.10%	-4.57%
2230	Instruction-Related Technology	$1,467,416	$133,792	$1,067,619	$1,095,141	97.49%	$399,797	27.24%	10.58%
1300	Summer School	$669,285	$54,341	$69,732	$51,763	134.72%	$599,553	89.58%	72.91%
1101	Activities	$1,041,456	$81,955	$949,855	$862,709	110.10%	$91,601	8.80%	-7.87%
2120	Attendance & Guidance Services	$1,204,853	$78,988	$877,790	$890,112	98.62%	$327,062	27.15%	10.48%
2130	Health Services	$436,901	$29,996	$361,434	$350,590	103.09%	$75,468	17.27%	0.61%
2200	Staff Support	$1,243,968	$107,443	$975,652	$914,786	106.65%	$268,316	21.57%	4.90%
2300	General Administration	$439,152	$32,274	$340,274	$345,722	98.42%	$98,878	22.52%	5.85%
2400	Office of the Principal	$1,538,016	$137,167	$1,386,746	$1,284,378	107.97%	$151,270	9.84%	-6.83%
2500	Fiscal & Personnel Services	$730,920	$43,212	$506,797	$487,565	103.94%	$224,123	30.66%	14.00%
2600	Buildings, Grounds & Equipment	$4,100,234	$259,062	$3,714,427	$2,893,973	128.35%	$385,807	9.41%	-7.26%
2700	Pupil Transportation	$707,177	$73,356	$752,061	$772,902	97.30%	($44,884)	-6.35%	-23.01%
3000	State & Other Categorical Programs	$380,547	$26,636	$274,534	$258,698	106.12%	$106,013	27.86%	11.19%
6000	Federal Programs	$5,172,096	$602,647	$4,099,659	$5,144,600	79.69%	$1,072,437	20.74%	4.07%
8000	Transfers to Other Funds	$850,000	$0	$0	$0	N/A	$850,000	100.00%	83.33%
9000	Miscellaneous	$0	$ 265.72	$2,672	($4,608)	-58.00%	($2,672)	N/A	N/A
	Total Expenditures	**$43,162,407**	**$3,526,497**	**$35,248,904**	**$34,373,536**	**102.55%**	**$7,913,503**	**18.33%**	**1.67%**

$875,368

General Fund	General Fund Revenues	22/23 Budget	Revenue During Month	Received YTD 22/23	Received YTD 21/22	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1000	Local Receipts	$11,829,267	$679,802	$8,578,558	$8,272,721	103.70%	$3,250,709	27.48%	10.81%
2000	County and ESU Receipts	$296,780	$24,784	$145,045	$142,974	101.45%	$151,735	51.13%	34.46%
3000	State Receipts	$24,268,650	$2,774,251	$27,762,690	$24,538,230	113.14%	-$3,494,040	-14.40%	-31.06%
	Subtotal State & Local Receipts	**$36,394,697**	**$3,478,837**	**$36,486,292**	**$32,953,925**	**110.72%**	**-$91,595**	**-0.25%**	-16.92%
4000	Federal Receipts	$6,756,429	$206,268	$4,434,181	$2,929,666	151.35%	$2,322,248	34.37%	17.70%
5000-9000	Non-Revenue Receipts	$11,281	$1,375	$4,391	$42,551	10.32%	$6,890	61.07%	
	Total Revenue	**$43,162,407**	**$3,686,480**	**$40,924,865**	**$35,926,142**	**113.91%**	**$2,237,542**	**5.18%**	**-11.48%**
	NET Revenues/Expenditures	**$0**	**$159,983**	**$5,675,961**	**$1,552,606**				**13.15%**

Lexington Public Schools

Cash Flow Report

Regular; Processing Month 6/2023

Fund	Cash Flow Beginning Cash	Cash Flow Revenues	Cash Flow Expenses	Cash Flow Ending Cash
GENERAL FUND	8,981,376.42	3,686,479.81	(3,526,496.53)	9,141,359.70
DEPRECIATION	1,213,554.67	0.00	(2,589.40)	1,210,965.27
EMPLOYEE BENEFIT	91,230.03	0.00	(20,943.30)	70,286.73
ACTIVITY FUND	687,958.16	5,843.61	(75,618.47)	618,183.30
SCHOOL LUNCH	1,402,582.11	226,856.14	(203,895.35)	1,425,542.90
SPECIAL BUILDING	(1,852,269.75)	18,928.61	(362,734.21)	(2,196,075.35)
COOPERATIVE FUND	481,638.04	21,592.00	(4,995.00)	498,235.04
STUDENT FEE	0.00	0.00	0.00	0.00
GENERAL FUND-Restricted	6,087,409.00	0.00	0.00	6,087,409.00
Grand Total:	**17,093,478.68**	**3,959,700.17**	**(4,197,272.26)**	**16,855,906.59**

General Fund Cash Balances

Month-Year	Receipts	Expenditures	Cash Balance	Cash Balance/Avg. Monthly Expenditure
September-22	$2,463,360.07	($3,395,402.06)	$8,620,286.93	2.5
October-22	$4,314,858.65	($3,858,120.02)	$9,077,025.56	2.5
November-22	$2,841,210.24	($3,377,981.70)	$8,540,604.06	2.4
December-22	$3,289,169.01	($3,275,588.51)	$8,554,313.31	2.5
January-23	$6,988,307.28	($3,378,588.13)	$12,167,553.79	3.5
February-23	$3,748,761.30	($3,233,682.34)	$12,678,700.31	3.7
March-23	$3,770,781.25	($3,763,246.55)	$12,686,235.01	3.6
April-23	$3,656,177.76	($3,560,777.87)	$12,781,634.90	3.7
May-23	$6,165,759.48	($3,878,608.96)	$15,068,785.42	4.2
June-23	$3,686,479.81	($3,526,496.53)	$15,228,768.70	4.3
July-23				0.0
August-23				0.0
Monthly Average:	**$4,092,486.49**	**($3,524,849.27)**	**$11,540,390.80**	**3.3**

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TEACHER'S CONTRACT

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

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 7, 2023, and conclude on or about May 22, 2024. Teacher accepts such employment at a salary based upon placement on step 1 of column BA of the salary schedule.

FIRST: Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2023, and the remaining installments shall be payable on the 20th day of each month thereafter.

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

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

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

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

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

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

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

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

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

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

TWELFTH: Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before July 10, 2023, shall constitute a rejection of this offer of employment.

THIRTEENTH: Other Contract Terms:

Executed 7/7/2023.

DocuSigned by:
Shelbi Layne Hammond
CeD4B6B41B0D44F...
Teacher

Executed _____.

_____
Board President

Attest:

_____
Board Secretary

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Amended 6.12.2023

LEXINGTON PUBLIC SCHOOLS
NEGOTIATED AGREEMENT
2023-2024 and 2024-2025

I. AGREEMENT

This Agreement is made this 14th day of February, 2023, between the Board of Education of Dawson County School District No. 1 of Lexington, Nebraska, also known as Lexington Public Schools or LPS hereinafter called "Board", and the Lexington Education Association, hereinafter called "Association" or "LEA", the Board having previously recognized the Association as the negotiating agent for the certified non-supervisory employees of LPS.

II. TERMS AND CONDITIONS

The following terms and conditions of employment have been agreed upon:

A. TERM OF AGREEMENT

The contract year shall consist of one-hundred eighty-five (185) work days.

B. SALARY SCHEDULE

The vertical index for the salary schedule shall be 5% per step and the horizontal index shall be 4% per column. If the certified employee qualifies for movement, it shall be limited to one step down and two columns across per year.

The base salary for 2023-2024 shall be $38,525.00 and for 2024-2025 shall be $39,325.00, as reflected in Schedule A attached hereto and incorporated into this agreement. The Board of Education may reopen negotiations for the 2024-2025 contract year if EHA health insurance rates are anticipated to increase by 8% or more for that year.

In determining initial placement on the salary schedule, the District will accept all years of out-of-district teaching experience after completion of a baccalaureate degree. New staff covered by this agreement who possess Masters degrees shall be placed in the BA+45/MA column; those with specialist or doctoral degrees shall be placed in the MA+45/EdS column.

All hours for advancement on the salary schedule will be from an accredited college or university that offers a state accredited and approved Bachelors and Masters teacher certification program. Masters degrees in all fields will qualify for movement on the salary schedule. Beginning in the 2017-2018 contract year, hours counted for movement beyond the Bachelor's degree (BA) column must be at the graduate level and from a North Central Accredited (NCA) Institution or have prior approval from the Superintendent or her/his designee. Only credits earned after completing the Masters Degree may be counted for horizontal movement beyond the Masters column.

Teachers may also move to the BA+45/MA column with graduate hours approved by the Superintendent or his/her designee or by completion of a Masters degree. Teachers may also move to the MA+45/EdS column with graduate hours approved by the Superintendent or his/her designee or by completion of a specialist or doctoral degree. All hours for advancement must be from an accredited institution, except the district retains the prerogative to develop an educational program in which credits for advancement on the salary schedule may be granted for staff who participate in district-selected or developed training or education. The maximum number of hours that any staff member may attain from district-selected training shall be 9 "credits" per year.

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The LPS regular payday for all staff covered by this agreement will be on the 20th of each month, and the pay period will run from the Sunday following the first Saturday of the month through the first Saturday of the following month.

C. FRINGE BENEFITS

To be eligible to receive fringe benefits, a teacher must be employed a minimum of .40 full-time equivalency (FTE). Benefits for eligible part-time teachers shall be prorated according to their contract terms.

1. Health Insurance

Lexington Public Schools shall make available to the certificated employees a group health and dental insurance plan through the Educators Health Alliance (EHA) with employee elected coverage levels of (1) the $1200 Deductible PPO Plan with 100% A, 75% B, 50% C dental coverage or (2) the $3800 Deductible Health Savings Account (HSA) Plan with 100% A, 75% B, 50% C dental coverage, as described below. On occasion, EHA raises its deductible levels. In the event EHA increases its deductible levels so that they do not match those described in this paragraph for health and dental insurance, LPS shall provide that same or closest equivalent plan(s) at the higher deductible level, and the parties agree that increases in deductible level(s) will not reopen negotiations for the 2024-2025 contract year.

a. $1200 Deductible PPO Plan: For those employees electing the $1200 Deductible PPO Plan, the Board shall pay the following amounts toward the monthly insurance premiums at the rates established by the EHA for the levels of coverage for which each certificated employee is qualified:

   i. Full monthly premium for employee health & employee dental (100% A, 75% B, 50% C coverage)

   ii. Full monthly premium for employee and spouse health & employee dental (100% A, 75% B, 50% C coverage)

   iii. Full monthly premium for employee and children health & employee dental (100% A, 75% B, 50% C coverage)

   iv. Full monthly premium for employee, spouse, and children health & employee dental (100% A, 75% B, 50% C coverage)

   v. Full monthly premium for employee, spouse, and children health & employee, spouse, and children dental (100% A, 75% B, 50% C coverage) if both spouses are certified employees of the District

b. $3800 Deductible HSA Plan: For those employees electing the $3800 Deductible HSA Plan, the Board shall pay the following amounts toward the monthly insurance premiums at the rates established by the EHA for the levels of coverage for which each certificated employee is qualified:

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i. Full monthly premium for employee health & employee dental (100% A, 75% B, 50% C coverage), plus $106.18 into the employee's HSA account per month

ii. Full monthly premium for employee and spouse health & employee dental (100% A, 75% B, 50% C coverage), plus $222.90 into the employee's HSA account per month

iii. Full monthly premium for employee and children health & employee dental (100% A, 75% B, 50% C coverage) plus $196.37 into the employee's HSA account per month

iv. Full monthly premium for employee, spouse, and children health & employee dental (100% A, 75% B, 50% C coverage) plus $299.31 into the employee's HSA account per month

v. Full monthly premium for employee, spouse, and children health and employee, spouse, and children dental (100% A, 75% B, 50% C coverage), plus $299.31 into the employee's HSA account per month, if both spouses are certified employees of the District

In the event an employee is granted unpaid leave, no payroll deduction for health insurance premiums shall be made for either the employee or his/her spouse if both are employed by the district and eligible to receive district-paid health insurance.

2. Disability Insurance

Each teacher shall purchase his or her own long-term disability insurance through a carrier chosen by the school district. The board will increase each teacher's compensation by an amount equal to the premium for the disability insurance. The disability insurance shall have the following specifications:

a. For all current certified employees there are not pre-existing conditions;

b. For all new employees there is only a five-day waiting period. As soon as a new employee has worked in the district for five (5) consecutive days, their pre-existing condition is eliminated.

c. Includes "end of sick leave" disability. After the exhaustion of each individual's accumulated sick leave, disability benefits begin.

d. The disability percentage shall be at the rate of 66 2/3% of gross salary (including health insurance).

e. The up-front disability payment (based on salary and health insurance) will be payroll deducted. All certified staff will be required to participate in this program.

3. Section 125 Plan

The Board will pay the managerial cost for any staff member wishing to participate in the District's sponsored 125 plan.

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D. EXTRA-DUTY ASSIGNMENTS

The Extra-Duty Schedule (B) is attached hereto and incorporated into this agreement. Pay for assignments added after the start of the contract year shall be agreed upon by mutual consent of the Board and the LEA Executive Committee.

E. LEAVES

Full-time (1.0 FTE) teachers are eligible for the following leaves. Leaves shall be prorated per the contract terms of part-time teachers.

1. Paid Personal Leave

Each teacher shall be eligible for three (3) days of paid personal leave per year, cumulative to five (5). Teachers who have four (4) or five (5) personal days remaining at the end of any contract year will not accrue more than is necessary to bring their total back to five (5). If a teacher has five (5) personal days remaining, the teacher will not receive any additional days the following contract year. If a teacher has four (4) personal days remaining, the teacher will only be given one (1) additional day to bring the teacher's total to the maximum accumulated amount of five (5) days. Payment upon severance for up to the maximum of five (5) accumulated personal days shall be at a rate of 1/185 of base pay.

Personal leave requests will be granted if they are submitted to the building principal at least three (3) days in advance, except as provided below. The reason(s) for the request need not be given.

In the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as "absent" when the 5% is calculated.

2. Bereavement Leave

Bereavement leave shall be granted for up to four (4) days plus reasonable travel time for each death of immediate family as defined under the Paid Sick Leave provision of this agreement. One (1) additional bereavement day may be used annually in the event of the death of any person, including but not limited to, immediate family.

3. Paid Sick Leave

Teachers shall be granted ten (10) paid sick leave days per year and may carry over to the following contract year no more than sixty-five (65) accumulated days. All accumulated sick leave may be used for absences due to illness, injury, or disability of the teacher or members of his/her immediate family when such illness, injury, or disability requires the presence of the employee. Sick leave may also be used for medical and dental appointments or referrals that cannot be scheduled outside contract time for the teacher or members of his/her immediate family.

"Immediate family" shall mean:

Spouse or domestic partner; and your or your spouse's or domestic partner's:

1. Children, step-children, or foster children;

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2. Brother, step-brother, sister, or step-sister;
3. Brother or sister-in-law;
4. Parent, step-parent, or guardian;
5. Grandparent;
6. Grandchild;
7. Aunt or uncle;
8. First cousin;
9. Niece or nephew;
10. Son-in-law or daughter-in-law;
11. A "qualifying child" or "qualifying relative" as those terms are defined by the Internal Revenue Service.

"Domestic partner" shall mean a person of the same or opposite sex who: has shared the same regular and permanent residence with you for at least 3 months and has the current intent of doing so indefinitely; is at least 19 years of age; is not married to another person; is not related by blood closer than would bar marriage in Nebraska; and is financially interdependent or jointly responsible for basic living expenses.

Teachers may apply for up to twenty (20) days extended sick leave, at long term sub-dock pay, each month for the remainder of the school year for immediate family illness. Applications shall be filed on a monthly basis with the superintendent or his/her designee.

The superintendent or his/her designee may require verification of the illness, injury, or disability from the health care provider for any sick leave request exceeding five (5) days.

Sick Leave Extension – If needed and with approval of the superintendent or designee, a teacher may be permitted to borrow up to five (5) days sick leave from the following year's sick leave appropriation for that staff member. If that person should, for any reason, leave prior to the time when the borrowed sick leave would be repaid, s/he will have the amount of sick leave borrowed and not repaid taken from his/her last pay check at the rate of 1/185 of the contract salary per day of sick leave owed to the district. For employees returning to the system, borrowed sick leave will be subtracted from next year's sick leave.

Annual Payment for Unused Accumulated Sick Leave – Teachers who have unused accumulated sick leave in excess of the maximum 65 accumulated days at the end of the contract year shall be compensated at a rate of $100.00 per day for each unused day in excess of the 65-day accumulation limit. Payment will be made by the July payroll.

Payment for Accumulated Sick Leave Upon Severance – Teachers who have taught in the district a minimum of fifteen (15) years shall receive payment upon severance of $100.00 per day for any unused, accumulated sick leave days up to a maximum of 75 days.

4. Unpaid Leave

Teachers shall be granted up to five (5) days of unpaid leave per year deducted at a daily rate of 1/185 of salary and 1/185 health insurance premiums; except, no payroll deduction for health insurance premiums shall be made for either the employee or his/her spouse if both are employed by the district and eligible to receive district-paid health insurance. Unpaid leave requests require three (3) days advance notice to the building administrator and are subject to denial based on the availability of a substitute.

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F. JURY DUTY

Any person who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons. An employee will be granted time off for jury duty, shall be paid fully by the District, and will surrender whatever non-district pay s/he receives while serving on the jury.

G. EXTRA PAY

Activity Pay – All teachers are required to work one (1) extra-curricular activity event per year and shall either receive an activity pass or be compensated at a rate of $18.00 per hour for working the event. For working a second event, teachers shall either receive an additional activity pass for their spouses or be compensated at a rate of $18.00 per hour. Teachers shall be compensated at a rate of $18.00 per hour for all additional activity events they choose to work.

In-House Sub Pay – Teachers shall be compensated at a rate of $24.00 per hour when substituting during their planning times.

Residency Incentive – The District shall make a one-time payment of $500.00 to any teacher hired on or after January 1, 2017, who resides in the school district. To receive payment, the teacher shall present a current utility bill, rental lease, or other document establishing proof of residency no later than November 1 of the current contract year.

III. GRIEVANCE PROCEDURE

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

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The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

IV. IMPLEMENTATION

This agreement entered into by the Board with the Association shall constitute a commitment by the Board and the Association to the provisions of this Agreement for its duration or until amended by an instrument in writing duly executed by both parties, which ever shall first occur.

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This agreement shall become effective upon its approval by a majority of the members of the Board and a majority of the members of the Association shall remain in effect until superseded by a successor agreement approved by both parties.

V. NONDISCRIMINATION

The Board and Association shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his or her race, color, religion, sex, disability, or national origin.

VI. TOTALITY OF AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, the Association had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining; that all of the understandings and agreements arrived at thereby or set forth in this agreement; and that it shall constitute the entire agreement between the parties for the indicated contract year(s).

Both the Board and the Association, during and for the term of this agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this agreement. Nothing herein shall, however, preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge or modify in writing any of the provisions of this Agreement.

VII. MANAGEMENT

Anything herein to the contrary notwithstanding, the Board, except as is expressly provided in this Agreement, reserves exclusively unto itself all the rights, powers, discretion, authorities, and prerogatives vested in it, whether exercised or not; and nothing herein shall be construed in any manner as constituting a delegation or waiver of any rights, powers, discretion, authority or prerogative so vested in the Board its designees.

APPROVED:

Date	President, Board of Education
Date	Lexington Education Association

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Regular Pay Schedule (A)
2023-2024

	1	2	3	4	5	6	7	8	9	10
	BA	**BA+9**	**BA+18**	**BA+27**	**MA BA+45**	**MA + 9**	**MA + 18**	**MA + 27**	**MA +36**	**EdS MA+45**
1	$38,525 1.00	$40,066 1.04	$41,607 1.08	$43,148 1.12	$44,689 1.16	$46,230 1.20	$47,771 1.24	$49,312 1.28	$50,853 1.32	$52,394 1.36
2	$40,451 1.05	$41,992 1.09	$43,533 1.13	$45,074 1.17	$46,615 1.21	$48,156 1.25	$49,697 1.29	$51,238 1.33	$52,779 1.37	$54,320 1.41
3	$42,378 1.10	$43,919 1.14	$45,460 1.18	$47,001 1.22	$48,542 1.26	$50,083 1.30	$51,624 1.34	$53,165 1.38	$54,706 1.42	$56,247 1.46
4	$44,304 1.15	$45,845 1.19	$47,386 1.23	$48,927 1.27	$50,468 1.31	$52,009 1.35	$53,550 1.39	$55,091 1.43	$56,632 1.47	$58,173 1.51
5	$46,230 1.20	$47,771 1.24	$49,312 1.28	$50,853 1.32	$52,394 1.36	$53,935 1.40	$55,476 1.44	$57,017 1.48	$58,558 1.52	$60,099 1.56
6		$49,697 1.29	$51,238 1.33	$52,779 1.37	$54,320 1.41	$55,861 1.45	$57,402 1.49	$58,943 1.53	$60,484 1.57	$62,025 1.61
7			$53,165 1.38	$54,706 1.42	$56,247 1.46	$57,788 1.50	$59,329 1.54	$60,870 1.58	$62,411 1.62	$63,952 1.66
8				$56,632 1.47	$58,173 1.51	$59,714 1.55	$61,255 1.59	$62,796 1.63	$64,337 1.67	$65,878 1.71
9				$58,558 1.52	$60,099 1.56	$61,640 1.60	$63,181 1.64	$64,722 1.68	$66,263 1.72	$67,804 1.76
10					$62,025 1.61	$63,566 1.65	$65,107 1.69	$66,648 1.73	$68,189 1.77	$69,730 1.81
11					$63,952 1.66	$65,493 1.70	$67,034 1.74	$68,575 1.78	$70,116 1.82	$71,657 1.86
12						$67,419 1.75	$68,960 1.79	$70,501 1.83	$72,042 1.87	$73,583 1.91
13							$70,886 1.84	$72,427 1.88	$73,968 1.92	$75,509 1.96
14								$74,353 1.93	$75,894 1.97	$77,435 2.01
15										$79,362 2.06

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Regular Pay Schedule (A)
2024-2025

	1	2	3	4	5	6	7	8	9	10
	BA	**BA+9**	**BA+18**	**BA+27**	**MA BA+45**	**MA + 9**	**MA + 18**	**MA + 27**	**MA +36**	**EdS MA+45**
1	$39,325 1.00	$40,898 1.04	$42,471 1.08	$44,044 1.12	$45,617 1.16	$47,190 1.20	$48,763 1.24	$50,336 1.28	$51,909 1.32	$53,482 1.36
2	$41,291 1.05	$42,864 1.09	$44,437 1.13	$46,010 1.17	$47,583 1.21	$49,156 1.25	$50,729 1.29	$52,302 1.33	$53,875 1.37	$55,448 1.41
3	$43,258 1.10	$44,831 1.14	$46,404 1.18	$47,977 1.22	$49,550 1.26	$51,123 1.30	$52,696 1.34	$54,269 1.38	$55,842 1.42	$57,415 1.46
4	$45,224 1.15	$46,797 1.19	$48,370 1.23	$49,943 1.27	$51,516 1.31	$53,089 1.35	$54,662 1.39	$56,235 1.43	$57,808 1.47	$59,381 1.51
5	$47,190 1.20	$48,763 1.24	$50,336 1.28	$51,909 1.32	$53,482 1.36	$55,055 1.40	$56,628 1.44	$58,201 1.48	$59,774 1.52	$61,347 1.56
6		$50,729 1.29	$52,302 1.33	$53,875 1.37	$55,448 1.41	$57,021 1.45	$58,594 1.49	$60,167 1.53	$61,740 1.57	$63,313 1.61
7			$54,269 1.38	$55,842 1.42	$57,415 1.46	$58,988 1.50	$60,561 1.54	$62,134 1.58	$63,707 1.62	$65,280 1.66
8				$57,808 1.47	$59,381 1.51	$60,954 1.55	$62,527 1.59	$64,100 1.63	$65,673 1.67	$67,246 1.71
9				$59,774 1.52	$61,347 1.56	$62,920 1.60	$64,493 1.64	$66,066 1.68	$67,639 1.72	$69,212 1.76
10					$63,313 1.61	$64,886 1.65	$66,459 1.69	$68,032 1.73	$69,605 1.77	$71,178 1.81
11					$65,280 1.66	$66,853 1.70	$68,426 1.74	$69,999 1.78	$71,572 1.82	$73,145 1.86
12						$68,819 1.75	$70,392 1.79	$71,965 1.83	$73,538 1.87	$75,111 1.91
13							$72,358 1.84	$73,931 1.88	$75,504 1.92	$77,077 1.96
14								$75,897 1.93	$77,470 1.97	$79,043 2.01
15										$81,010 2.06

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Lexington Public Schools 2023-2024 Extra Duty Schedule (B)

Years Exp.(Step)	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat. 6	Cat 7	Cat 8	Cat 9	Cat 10
Level 1	0.14	0.09	0.06	0.05	0.04	0.03	0.02	0.01	0.005	0.0068
1st Year (1,2)	$5,394	$3,467	$2,312	$1,926	$1,541	$1,156	$771	$385	$193	$262
Level 2	0.15	0.10	0.07	0.06	0.05	0.04	0.03	0.02		
3rd Year (3,4)	$5,779	$3,853	$2,697	$2,312	$1,926	$1,541	$1,156	$771		
Level 3	0.16	0.11	0.08	0.07	0.06	0.05				
5th Year (5,6)	$6,164	$4,238	$3,082	$2,697	$2,312	$1,926				
Level 4	0.17	0.12	0.09	0.08	0.07	0.06				
7th Year (7,8)	$6,549	$4,623	$3,467	$3,082	$2,697	$2,312				
Level 5	0.18	0.13	0.10							
9th Year (9,10)	$6,935	$5,008	$3,853							
Level 6	0.19	0.14	0.11			**Base =**	**$38,525**			
11th Year (11,12)	$7,320	$5,394	$4,238							
Level 7	0.20	0.15	0.12							
13th Year (13,14)	$7,705	$5,779	$4,623							

1. All personnel may be frozen at any level based upon evaluation procedures.
2. Each level is based upon two years experience in the Lexington system at that category.
3. A maximum of seven years experience in a similar position may be given to someone new to the Lexington School System.
4. Experience in a category lower than the assigned position, both in the Lexington system and in systems other than in Lexington, will be counted at one-half value. (Example: Eight years as a 9th grade coach both in the Lexington system and in other systems, would count as 4 years experience as a head coach.)

Category 1
High School Head Coaches - Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Boys Track, Girls Track
Majestic Theater Coordinator, Middle School Fine Arts Auditorium Manager

Category 2
High School Head Coaches - Boys Golf, Girls Golf, Cross Country, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Softball
High School Assistant Coaches- Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Track
High School Instrumental Music Director, High School Concessions Manager, Technology Integrationist
High School Head SkillsUSA Sponsor, Head FFA Sponsor, Head FCCLA Sponsor

Category 3
High School Sophomore Coaches - Boys Basketball, Girls Basketball, Volleyball
High School 9th Head Coaches - Football, Volleyball, Boys Basketball, Girls Basketball
High School Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Softball
High School Cheerleader (Fall), High School Cheerleader (Winter)
High School School Weight Room Supervisor, Teammates Coordinator
High School Speech Team Coach, Head Bowling Coach, High School Mock Trial Sponsor
High School Academic Decathalon/Quiz Bowl Sponsor, Assistant SkillsUSA Sponsor, Assistant FCCLA Sponsor
Middle School FFA Sponsor

Category 4
High School 9th Assistant Coaches - Football, Volleyball, Boys Basketball, Girls Basketball
Middle School 7th & 8th Head Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Soccer, Boys Tennis, Girls Tennis
High School Fall Event Manager, High School Winter Event Manager, High School Spring Event Manager (all @ .7 of Cat. 4)
High School Assistant Bowling Coach
Middle School Head Cross Country Coach

Category 5
Middle School 7th & 8th Assistant Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Cross Country, Soccer, Boys Tennis, Girls Tennis
High School Swing Choir Sponsor, High School Assistant Weight Room Supervisor, High School Jazz Band Director, Assistant Teammates Sponsor
High School 2nd Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Soccer, Girls Soccer, Boys Tennis, Girls Tennis, Softball
Unifed Bowling Head Coach

Category 6
High School Assistant Instrumental Music Director, High School Flag Corps Sponsor
High School Head Vocal Music Director, LPS Special Olympics Sponsor, High School Play Production Director, High School Drill Team Sponsor
High School Drama/Musical/Variety Show Directors (Musical Director, Pit Director, Accompanist/Vocal Director)
High School Student Council Director, High School Assistant Speech Coach, High School Yearbook Sponsor

Category 7
Middle School Head Instrumental Music Director, Middle School Yearbook Sponsor, High School Junior Class Sponsor (2)
High School One-Act Assistant Sponsor, High School Assistant Mock Trial Sponsor

Category 8
High School Athletic Letter Club Sponsor, High School Intramural Sponsor (no level movement)
Middle School Assistant Drama Sponsor (no level movement from level 1)
High School National Honor Society Director

Category 9
High School Sponsors - FBLA, FTA, FHA

Category 10
Elementary School Musical Director -- .0068 index with no movement

Extended day teaching assignment
Pro rata daily rate of pay

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Lexington Public Schools 2024-2025 Extra Duty Schedule (B)

Years Exp.(Step)	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat. 6	Cat 7	Cat 8	Cat 9	Cat 10
Level 1	0.14	0.09	0.06	0.05	0.04	0.03	0.02	0.01	0.005	0.0068
1st Year (1,2)	$5,506	$3,539	$2,360	$1,966	$1,573	$1,180	$787	$393	$197	$267
Level 2	0.15	0.10	0.07	0.06	0.05	0.04	0.03	0.02		
3rd Year (3,4)	$5,899	$3,933	$2,753	$2,360	$1,966	$1,573	$1,180	$787		
Level 3	0.16	0.11	0.08	0.07	0.06	0.05				
5th Year (5,6)	$6,292	$4,326	$3,146	$2,753	$2,360	$1,966				
Level 4	0.17	0.12	0.09	0.08	0.07	0.06				
7th Year (7,8)	$6,685	$4,719	$3,539	$3,146	$2,753	$2,360				
Level 5	0.18	0.13	0.10							
9th Year (9,10)	$7,079	$5,112	$3,933							
Level 6	0.19	0.14	0.11			**Base =**	**$39,325**			
11th Year (11,12)	$7,472	$5,506	$4,326							
Level 7	0.20	0.15	0.12							
13th Year (13,14)	$7,865	$5,899	$4,719							

1. All personnel may be frozen at any level based upon evaluation procedures.
2. Each level is based upon two years experience in the Lexington system at that category.
3. A maximum of seven years experience in a similar position may be given to someone new to the Lexington School System.
4. Experience in a category lower than the assigned position, both in the Lexington system and in systems other than in Lexington, will be counted at one-half value. (Example: Eight years as a 9th grade coach both in the Lexington system and in other systems, would count as 4 years experience as a head coach.)

Category 1
High School Head Coaches - Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Boys Track, Girls Track
Majestic Theater Coordinator, Middle School Fine Arts Auditorium Manager

Category 2
High School Head Coaches - Boys Golf, Girls Golf, Cross Country, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Softball
High School Assistant Coaches- Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Track
High School Instrumental Music Director, High School Concessions Manager, Technology Integrationist
High School Head SkillsUSA Sponsor, Head FFA Sponsor, Head FCCLA Sponsor

Category 3
High School Sophomore Coaches - Boys Basketball, Girls Basketball, Volleyball
High School 9th Head Coaches - Football, Volleyball, Boys Basketball, Girls Basketball
High School Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Softball
High School Cheerleader (Fall), High School Cheerleader (Winter)
High School School Weight Room Supervisor, Teammates Coordinator
High School Speech Team Coach, Head Bowling Coach, High School Mock Trial Sponsor
High School Academic Decathalon/Quiz Bowl Sponsor, Assistant SkillsUSA Sponsor, Assistant FCCLA Sponsor
Middle School FFA Sponsor

Category 4
High School 9th Assistant Coaches - Football, Volleyball, Boys Basketball, Girls Basketball
Middle School 7th & 8th Head Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Soccer, Boys Tennis, Girls Tennis
High School Fall Event Manager, High School Winter Event Manager, High School Spring Event Manager (all @ .7 of Cat. 4)
High School Assistant Bowling Coach
Middle School Head Cross Country Coach

Category 5
Middle School 7th & 8th Assistant Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Cross Country, Soccer, Boys Tennis, Girls Tennis
High School Swing Choir Sponsor, High School Assistant Weight Room Supervisor, High School Jazz Band Director, Assistant Teammates Sponsor
High School 2nd Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Soccer, Girls Soccer, Boys Tennis, Girls Tennis, Softball
Unifed Bowling Head Coach

Category 6
High School Assistant Instrumental Music Director, High School Flag Corps Sponsor
High School Head Vocal Music Director, LPS Special Olympics Sponsor, High School Play Production Director, High School Drill Team Sponsor
High School Drama/Musical/Variety Show Directors (Musical Director, Pit Director, Accompanist/Vocal Director)
High School Student Council Director, High School Assistant Speech Coach, High School Yearbook Sponsor

Category 7
Middle School Head Instrumental Music Director, Middle School Yearbook Sponsor, High School Junior Class Sponsor (2)
High School One-Act Assistant Sponsor, High School Assistant Mock Trial Sponsor

Category 8
High School Athletic Letter Club Sponsor, High School Intramural Sponsor (no level movement)
Middle School Assistant Drama Sponsor (no level movement from level 1)
High School National Honor Society Director

Category 9
High School Sponsors - FBLA, FTA, FHA

Category 10
Elementary School Musical Director -- .0068 index with no movement

Extended day teaching assignment
Pro rata daily rate of pay

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TEACHER'S CONTRACT

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

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 7, 2023, and conclude on or about May 22, 2024. Teacher accepts such employment at a salary based upon placement on step 14 of column MA+27 of the salary schedule.

FIRST: Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2023, and the remaining installments shall be payable on the 20th day of each month thereafter.

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

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

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

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

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

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

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

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

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

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

TWELFTH: Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before July 10, 2023, shall constitute a rejection of this offer of employment.

THIRTEENTH: Other Contract Terms:

Executed 7/6/2023.

DocuSigned by:
[signature]
A89F2B7BC774B9...
Teacher

Executed _____.

_____
Board President

Attest:

_____
Board Secretary

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TEACHER'S CONTRACT

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

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 7, 2023, and conclude on or about May 22, 2024. Teacher accepts such employment at a salary based upon placement on **step 11 of column BA+45/MA** of the salary schedule.

FIRST: Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2023, and the remaining installments shall be payable on the 20th day of each month thereafter.

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

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

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

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

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

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

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

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

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

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

TWELFTH: Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before July 10, 2023, shall constitute a rejection of this offer of employment.

THIRTEENTH: Other Contract Terms:

Executed 7/3/2023.

DocuSigned by:
_____
Teacher 20D36...A179DA4DB...

Executed _____.

_____
Board President

Attest:

_____
Board Secretary

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Amended 6.12.2023

LEXINGTON PUBLIC SCHOOLS
NEGOTIATED AGREEMENT
2023-2024 and 2024-2025

I. AGREEMENT

This Agreement is made this 14th day of February, 2023, between the Board of Education of Dawson County School District No. 1 of Lexington, Nebraska, also known as Lexington Public Schools or LPS hereinafter called "Board", and the Lexington Education Association, hereinafter called "Association" or "LEA", the Board having previously recognized the Association as the negotiating agent for the certified non-supervisory employees of LPS.

II. TERMS AND CONDITIONS

The following terms and conditions of employment have been agreed upon:

A. TERM OF AGREEMENT

The contract year shall consist of one-hundred eighty-five (185) work days.

B. SALARY SCHEDULE

The vertical index for the salary schedule shall be 5% per step and the horizontal index shall be 4% per column. If the certified employee qualifies for movement, it shall be limited to one step down and two columns across per year.

The base salary for 2023-2024 shall be $38,525.00 and for 2024-2025 shall be $39,325.00, as reflected in Schedule A attached hereto and incorporated into this agreement. The Board of Education may reopen negotiations for the 2024-2025 contract year if EHA health insurance rates are anticipated to increase by 8% or more for that year.

In determining initial placement on the salary schedule, the District will accept all years of out-of-district teaching experience after completion of a baccalaureate degree. New staff covered by this agreement who possess Masters degrees shall be placed in the BA+45/MA column; those with specialist or doctoral degrees shall be placed in the MA+45/EdS column.

All hours for advancement on the salary schedule will be from an accredited college or university that offers a state accredited and approved Bachelors and Masters teacher certification program. Masters degrees in all fields will qualify for movement on the salary schedule. Beginning in the 2017-2018 contract year, hours counted for movement beyond the Bachelor's degree (BA) column must be at the graduate level and from a North Central Accredited (NCA) Institution or have prior approval from the Superintendent or her/his designee. Only credits earned after completing the Masters Degree may be counted for horizontal movement beyond the Masters column.

Teachers may also move to the BA+45/MA column with graduate hours approved by the Superintendent or his/her designee or by completion of a Masters degree. Teachers may also move to the MA+45/EdS column with graduate hours approved by the Superintendent or his/her designee or by completion of a specialist or doctoral degree. All hours for advancement must be from an accredited institution, except the district retains the prerogative to develop an educational program in which credits for advancement on the salary schedule may be granted for staff who participate in district-selected or developed training or education. The maximum number of hours that any staff member may attain from district-selected training shall be 9 "credits" per year.

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The LPS regular payday for all staff covered by this agreement will be on the 20th of each month, and the pay period will run from the Sunday following the first Saturday of the month through the first Saturday of the following month.

C. FRINGE BENEFITS

To be eligible to receive fringe benefits, a teacher must be employed a minimum of .40 full-time equivalency (FTE). Benefits for eligible part-time teachers shall be prorated according to their contract terms.

1. Health Insurance

Lexington Public Schools shall make available to the certificated employees a group health and dental insurance plan through the Educators Health Alliance (EHA) with employee elected coverage levels of (1) the $1200 Deductible PPO Plan with 100% A, 75% B, 50% C dental coverage or (2) the $3800 Deductible Health Savings Account (HSA) Plan with 100% A, 75% B, 50% C dental coverage, as described below. On occasion, EHA raises its deductible levels. In the event EHA increases its deductible levels so that they do not match those described in this paragraph for health and dental insurance, LPS shall provide that same or closest equivalent plan(s) at the higher deductible level, and the parties agree that increases in deductible level(s) will not reopen negotiations for the 2024-2025 contract year.

a. $1200 Deductible PPO Plan: For those employees electing the $1200 Deductible PPO Plan, the Board shall pay the following amounts toward the monthly insurance premiums at the rates established by the EHA for the levels of coverage for which each certificated employee is qualified:

   i. Full monthly premium for employee health & employee dental (100% A, 75% B, 50% C coverage)

   ii. Full monthly premium for employee and spouse health & employee dental (100% A, 75% B, 50% C coverage)

   iii. Full monthly premium for employee and children health & employee dental (100% A, 75% B, 50% C coverage)

   iv. Full monthly premium for employee, spouse, and children health & employee dental (100% A, 75% B, 50% C coverage)

   v. Full monthly premium for employee, spouse, and children health & employee, spouse, and children dental (100% A, 75% B, 50% C coverage) if both spouses are certified employees of the District

b. $3800 Deductible HSA Plan: For those employees electing the $3800 Deductible HSA Plan, the Board shall pay the following amounts toward the monthly insurance premiums at the rates established by the EHA for the levels of coverage for which each certificated employee is qualified:

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i. Full monthly premium for employee health & employee dental (100% A, 75% B, 50% C coverage), plus $106.18 into the employee's HSA account per month

ii. Full monthly premium for employee and spouse health & employee dental (100% A, 75% B, 50% C coverage), plus $222.90 into the employee's HSA account per month

iii. Full monthly premium for employee and children health & employee dental (100% A, 75% B, 50% C coverage) plus $196.37 into the employee's HSA account per month

iv. Full monthly premium for employee, spouse, and children health & employee dental (100% A, 75% B, 50% C coverage) plus $299.31 into the employee's HSA account per month

v. Full monthly premium for employee, spouse, and children health and employee, spouse, and children dental (100% A, 75% B, 50% C coverage), plus $299.31 into the employee's HSA account per month, if both spouses are certified employees of the District

In the event an employee is granted unpaid leave, no payroll deduction for health insurance premiums shall be made for either the employee or his/her spouse if both are employed by the district and eligible to receive district-paid health insurance.

2. Disability Insurance

Each teacher shall purchase his or her own long-term disability insurance through a carrier chosen by the school district. The board will increase each teacher's compensation by an amount equal to the premium for the disability insurance. The disability insurance shall have the following specifications:

a. For all current certified employees there are not pre-existing conditions;

b. For all new employees there is only a five-day waiting period. As soon as a new employee has worked in the district for five (5) consecutive days, their pre-existing condition is eliminated.

c. Includes "end of sick leave" disability. After the exhaustion of each individual's accumulated sick leave, disability benefits begin.

d. The disability percentage shall be at the rate of 66 2/3% of gross salary (including health insurance).
e. The up-front disability payment (based on salary and health insurance) will be payroll deducted. All certified staff will be required to participate in this program.

3. Section 125 Plan

The Board will pay the managerial cost for any staff member wishing to participate in the District's sponsored 125 plan.

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D. EXTRA-DUTY ASSIGNMENTS

The Extra-Duty Schedule (B) is attached hereto and incorporated into this agreement. Pay for assignments added after the start of the contract year shall be agreed upon by mutual consent of the Board and the LEA Executive Committee.

E. LEAVES

Full-time (1.0 FTE) teachers are eligible for the following leaves. Leaves shall be prorated per the contract terms of part-time teachers.

1. Paid Personal Leave

Each teacher shall be eligible for three (3) days of paid personal leave per year, cumulative to five (5). Teachers who have four (4) or five (5) personal days remaining at the end of any contract year will not accrue more than is necessary to bring their total back to five (5). If a teacher has five (5) personal days remaining, the teacher will not receive any additional days the following contract year. If a teacher has four (4) personal days remaining, the teacher will only be given one (1) additional day to bring the teacher's total to the maximum accumulated amount of five (5) days. Payment upon severance for up to the maximum of five (5) accumulated personal days shall be at a rate of 1/185 of base pay.

Personal leave requests will be granted if they are submitted to the building principal at least three (3) days in advance, except as provided below. The reason(s) for the request need not be given.

In the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as "absent" when the 5% is calculated.

2. Bereavement Leave

Bereavement leave shall be granted for up to four (4) days plus reasonable travel time for each death of immediate family as defined under the Paid Sick Leave provision of this agreement. One (1) additional bereavement day may be used annually in the event of the death of any person, including but not limited to, immediate family.

3. Paid Sick Leave

Teachers shall be granted ten (10) paid sick leave days per year and may carry over to the following contract year no more than sixty-five (65) accumulated days. All accumulated sick leave may be used for absences due to illness, injury, or disability of the teacher or members of his/her immediate family when such illness, injury, or disability requires the presence of the employee. Sick leave may also be used for medical and dental appointments or referrals that cannot be scheduled outside contract time for the teacher or members of his/her immediate family.

"Immediate family" shall mean:

Spouse or domestic partner; and your or your spouse's or domestic partner's:

1. Children, step-children, or foster children;

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2. Brother, step-brother, sister, or step-sister;
3. Brother or sister-in-law;
4. Parent, step-parent, or guardian;
5. Grandparent;
6. Grandchild;
7. Aunt or uncle;
8. First cousin;
9. Niece or nephew;
10. Son-in-law or daughter-in-law;
11. A "qualifying child" or "qualifying relative" as those terms are defined by the Internal Revenue Service.

"Domestic partner" shall mean a person of the same or opposite sex who: has shared the same regular and permanent residence with you for at least 3 months and has the current intent of doing so indefinitely; is at least 19 years of age; is not married to another person; is not related by blood closer than would bar marriage in Nebraska; and is financially interdependent or jointly responsible for basic living expenses.

Teachers may apply for up to twenty (20) days extended sick leave, at long term sub-dock pay, each month for the remainder of the school year for immediate family illness. Applications shall be filed on a monthly basis with the superintendent or his/her designee.

The superintendent or his/her designee may require verification of the illness, injury, or disability from the health care provider for any sick leave request exceeding five (5) days.

Sick Leave Extension – If needed and with approval of the superintendent or designee, a teacher may be permitted to borrow up to five (5) days sick leave from the following year's sick leave appropriation for that staff member. If that person should, for any reason, leave prior to the time when the borrowed sick leave would be repaid, s/he will have the amount of sick leave borrowed and not repaid taken from his/her last pay check at the rate of 1/185 of the contract salary per day of sick leave owed to the district. For employees returning to the system, borrowed sick leave will be subtracted from next year's sick leave.

Annual Payment for Unused Accumulated Sick Leave – Teachers who have unused accumulated sick leave in excess of the maximum 65 accumulated days at the end of the contract year shall be compensated at a rate of $100.00 per day for each unused day in excess of the 65-day accumulation limit. Payment will be made by the July payroll.

Payment for Accumulated Sick Leave Upon Severance – Teachers who have taught in the district a minimum of fifteen (15) years shall receive payment upon severance of $100.00 per day for any unused, accumulated sick leave days up to a maximum of 75 days.

4. Unpaid Leave

Teachers shall be granted up to five (5) days of unpaid leave per year deducted at a daily rate of 1/185 of salary and 1/185 health insurance premiums; except, no payroll deduction for health insurance premiums shall be made for either the employee or his/her spouse if both are employed by the district and eligible to receive district-paid health insurance. Unpaid leave requests require three (3) days advance notice to the building administrator and are subject to denial based on the availability of a substitute.

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F. JURY DUTY

Any person who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons. An employee will be granted time off for jury duty, shall be paid fully by the District, and will surrender whatever non-district pay s/he receives while serving on the jury.

G. EXTRA PAY

Activity Pay – All teachers are required to work one (1) extra-curricular activity event per year and shall either receive an activity pass or be compensated at a rate of $18.00 per hour for working the event. For working a second event, teachers shall either receive an additional activity pass for their spouses or be compensated at a rate of $18.00 per hour. Teachers shall be compensated at a rate of $18.00 per hour for all additional activity events they choose to work.

In-House Sub Pay – Teachers shall be compensated at a rate of $24.00 per hour when substituting during their planning times.

Residency Incentive – The District shall make a one-time payment of $500.00 to any teacher hired on or after January 1, 2017, who resides in the school district. To receive payment, the teacher shall present a current utility bill, rental lease, or other document establishing proof of residency no later than November 1 of the current contract year.

III. GRIEVANCE PROCEDURE

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

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The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

IV. IMPLEMENTATION

This agreement entered into by the Board with the Association shall constitute a commitment by the Board and the Association to the provisions of this Agreement for its duration or until amended by an instrument in writing duly executed by both parties, which ever shall first occur.

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This agreement shall become effective upon its approval by a majority of the members of the Board and a majority of the members of the Association shall remain in effect until superseded by a successor agreement approved by both parties.

V. NONDISCRIMINATION

The Board and Association shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his or her race, color, religion, sex, disability, or national origin.

VI. TOTALITY OF AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, the Association had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining; that all of the understandings and agreements arrived at thereby or set forth in this agreement; and that it shall constitute the entire agreement between the parties for the indicated contract year(s).

Both the Board and the Association, during and for the term of this agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this agreement. Nothing herein shall, however, preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge or modify in writing any of the provisions of this Agreement.

VII. MANAGEMENT

Anything herein to the contrary notwithstanding, the Board, except as is expressly provided in this Agreement, reserves exclusively unto itself all the rights, powers, discretion, authorities, and prerogatives vested in it, whether exercised or not; and nothing herein shall be construed in any manner as constituting a delegation or waiver of any rights, powers, discretion, authority or prerogative so vested in the Board its designees.

APPROVED:

Date	President, Board of Education
Date	Lexington Education Association

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Regular Pay Schedule (A)
2023-2024

	1	2	3	4	5	6	7	8	9	10
	BA	**BA+9**	**BA+18**	**BA+27**	**MA BA+45**	**MA + 9**	**MA + 18**	**MA + 27**	**MA +36**	**EdS MA+45**
1	$38,525 1.00	$40,066 1.04	$41,607 1.08	$43,148 1.12	$44,689 1.16	$46,230 1.20	$47,771 1.24	$49,312 1.28	$50,853 1.32	$52,394 1.36
2	$40,451 1.05	$41,992 1.09	$43,533 1.13	$45,074 1.17	$46,615 1.21	$48,156 1.25	$49,697 1.29	$51,238 1.33	$52,779 1.37	$54,320 1.41
3	$42,378 1.10	$43,919 1.14	$45,460 1.18	$47,001 1.22	$48,542 1.26	$50,083 1.30	$51,624 1.34	$53,165 1.38	$54,706 1.42	$56,247 1.46
4	$44,304 1.15	$45,845 1.19	$47,386 1.23	$48,927 1.27	$50,468 1.31	$52,009 1.35	$53,550 1.39	$55,091 1.43	$56,632 1.47	$58,173 1.51
5	$46,230 1.20	$47,771 1.24	$49,312 1.28	$50,853 1.32	$52,394 1.36	$53,935 1.40	$55,476 1.44	$57,017 1.48	$58,558 1.52	$60,099 1.56
6		$49,697 1.29	$51,238 1.33	$52,779 1.37	$54,320 1.41	$55,861 1.45	$57,402 1.49	$58,943 1.53	$60,484 1.57	$62,025 1.61
7			$53,165 1.38	$54,706 1.42	$56,247 1.46	$57,788 1.50	$59,329 1.54	$60,870 1.58	$62,411 1.62	$63,952 1.66
8				$56,632 1.47	$58,173 1.51	$59,714 1.55	$61,255 1.59	$62,796 1.63	$64,337 1.67	$65,878 1.71
9				$58,558 1.52	$60,099 1.56	$61,640 1.60	$63,181 1.64	$64,722 1.68	$66,263 1.72	$67,804 1.76
10					$62,025 1.61	$63,566 1.65	$65,107 1.69	$66,648 1.73	$68,189 1.77	$69,730 1.81
11					$63,952 1.66	$65,493 1.70	$67,034 1.74	$68,575 1.78	$70,116 1.82	$71,657 1.86
12						$67,419 1.75	$68,960 1.79	$70,501 1.83	$72,042 1.87	$73,583 1.91
13							$70,886 1.84	$72,427 1.88	$73,968 1.92	$75,509 1.96
14								$74,353 1.93	$75,894 1.97	$77,435 2.01
15										$79,362 2.06

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Regular Pay Schedule (A)
2024-2025

	1	2	3	4	5	6	7	8	9	10
	BA	**BA+9**	**BA+18**	**BA+27**	**MA BA+45**	**MA + 9**	**MA + 18**	**MA + 27**	**MA +36**	**EdS MA+45**
1	$39,325 1.00	$40,898 1.04	$42,471 1.08	$44,044 1.12	$45,617 1.16	$47,190 1.20	$48,763 1.24	$50,336 1.28	$51,909 1.32	$53,482 1.36
2	$41,291 1.05	$42,864 1.09	$44,437 1.13	$46,010 1.17	$47,583 1.21	$49,156 1.25	$50,729 1.29	$52,302 1.33	$53,875 1.37	$55,448 1.41
3	$43,258 1.10	$44,831 1.14	$46,404 1.18	$47,977 1.22	$49,550 1.26	$51,123 1.30	$52,696 1.34	$54,269 1.38	$55,842 1.42	$57,415 1.46
4	$45,224 1.15	$46,797 1.19	$48,370 1.23	$49,943 1.27	$51,516 1.31	$53,089 1.35	$54,662 1.39	$56,235 1.43	$57,808 1.47	$59,381 1.51
5	$47,190 1.20	$48,763 1.24	$50,336 1.28	$51,909 1.32	$53,482 1.36	$55,055 1.40	$56,628 1.44	$58,201 1.48	$59,774 1.52	$61,347 1.56
6		$50,729 1.29	$52,302 1.33	$53,875 1.37	$55,448 1.41	$57,021 1.45	$58,594 1.49	$60,167 1.53	$61,740 1.57	$63,313 1.61
7			$54,269 1.38	$55,842 1.42	$57,415 1.46	$58,988 1.50	$60,561 1.54	$62,134 1.58	$63,707 1.62	$65,280 1.66
8				$57,808 1.47	$59,381 1.51	$60,954 1.55	$62,527 1.59	$64,100 1.63	$65,673 1.67	$67,246 1.71
9				$59,774 1.52	$61,347 1.56	$62,920 1.60	$64,493 1.64	$66,066 1.68	$67,639 1.72	$69,212 1.76
10					$63,313 1.61	$64,886 1.65	$66,459 1.69	$68,032 1.73	$69,605 1.77	$71,178 1.81
11					$65,280 1.66	$66,853 1.70	$68,426 1.74	$69,999 1.78	$71,572 1.82	$73,145 1.86
12						$68,819 1.75	$70,392 1.79	$71,965 1.83	$73,538 1.87	$75,111 1.91
13							$72,358 1.84	$73,931 1.88	$75,504 1.92	$77,077 1.96
14								$75,897 1.93	$77,470 1.97	$79,043 2.01
15										$81,010 2.06

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Lexington Public Schools 2023-2024 Extra Duty Schedule (B)

Years Exp.(Step)	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat. 6	Cat 7	Cat 8	Cat 9	Cat 10
Level 1	0.14	0.09	0.06	0.05	0.04	0.03	0.02	0.01	0.005	0.0068
1st Year (1,2)	$5,394	$3,467	$2,312	$1,926	$1,541	$1,156	$771	$385	$193	$262
Level 2	0.15	0.10	0.07	0.06	0.05	0.04	0.03	0.02		
3rd Year (3,4)	$5,779	$3,853	$2,697	$2,312	$1,926	$1,541	$1,156	$771		
Level 3	0.16	0.11	0.08	0.07	0.06	0.05				
5th Year (5,6)	$6,164	$4,238	$3,082	$2,697	$2,312	$1,926				
Level 4	0.17	0.12	0.09	0.08	0.07	0.06				
7th Year (7,8)	$6,549	$4,623	$3,467	$3,082	$2,697	$2,312				
Level 5	0.18	0.13	0.10							
9th Year (9,10)	$6,935	$5,008	$3,853							
Level 6	0.19	0.14	0.11			**Base =**	**$38,525**			
11th Year (11,12)	$7,320	$5,394	$4,238							
Level 7	0.20	0.15	0.12							
13th Year (13,14)	$7,705	$5,779	$4,623							

1. All personnel may be frozen at any level based upon evaluation procedures.
2. Each level is based upon two years experience in the Lexington system at that category.
3. A maximum of seven years experience in a similar position may be given to someone new to the Lexington School System.
4. Experience in a category lower than the assigned position, both in the Lexington system and in systems other than in Lexington, will be counted at one-half value. (Example: Eight years as a 9th grade coach both in the Lexington system and in other systems, would count as 4 years experience as a head coach.)

Category 1
High School Head Coaches - Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Boys Track, Girls Track
Majestic Theater Coordinator, Middle School Fine Arts Auditorium Manager

Category 2
High School Head Coaches - Boys Golf, Girls Golf, Cross Country, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Softball
High School Assistant Coaches- Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Track
High School Instrumental Music Director, High School Concessions Manager, Technology Integrationist
High School Head SkillsUSA Sponsor, Head FFA Sponsor, Head FCCLA Sponsor

Category 3
High School Sophomore Coaches - Boys Basketball, Girls Basketball, Volleyball
High School 9th Head Coaches - Football, Volleyball, Boys Basketball, Girls Basketball
High School Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Softball
High School Cheerleader (Fall), High School Cheerleader (Winter)
High School School Weight Room Supervisor, Teammates Coordinator
High School Speech Team Coach, Head Bowling Coach, High School Mock Trial Sponsor
High School Academic Decathalon/Quiz Bowl Sponsor, Assistant SkillsUSA Sponsor, Assistant FCCLA Sponsor
Middle School FFA Sponsor

Category 4
High School 9th Assistant Coaches - Football, Volleyball, Boys Basketball, Girls Basketball
Middle School 7th & 8th Head Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Soccer, Boys Tennis, Girls Tennis
High School Fall Event Manager, High School Winter Event Manager, High School Spring Event Manager (all @ .7 of Cat. 4)
High School Assistant Bowling Coach
Middle School Head Cross Country Coach

Category 5
Middle School 7th & 8th Assistant Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Cross Country, Soccer, Boys Tennis, Girls Tennis
High School Swing Choir Sponsor, High School Assistant Weight Room Supervisor, High School Jazz Band Director, Assistant Teammates Sponsor
High School 2nd Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Soccer, Girls Soccer, Boys Tennis, Girls Tennis, Softball
Unifed Bowling Head Coach

Category 6
High School Assistant Instrumental Music Director, High School Flag Corps Sponsor
High School Head Vocal Music Director, LPS Special Olympics Sponsor, High School Play Production Director, High School Drill Team Sponsor
High School Drama/Musical/Variety Show Directors (Musical Director, Pit Director, Accompanist/Vocal Director)
High School Student Council Director, High School Assistant Speech Coach, High School Yearbook Sponsor

Category 7
Middle School Head Instrumental Music Director, Middle School Yearbook Sponsor, High School Junior Class Sponsor (2)
High School One-Act Assistant Sponsor, High School Assistant Mock Trial Sponsor

Category 8
High School Athletic Letter Club Sponsor, High School Intramural Sponsor (no level movement)
Middle School Assistant Drama Sponsor (no level movement from level 1)
High School National Honor Society Director

Category 9
High School Sponsors - FBLA, FTA, FHA

Category 10
Elementary School Musical Director -- .0068 index with no movement

Extended day teaching assignment
Pro rata daily rate of pay

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Lexington Public Schools 2024-2025 Extra Duty Schedule (B)

Years Exp.(Step)	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat. 6	Cat 7	Cat 8	Cat 9	Cat 10
Level 1	0.14	0.09	0.06	0.05	0.04	0.03	0.02	0.01	0.005	0.0068
1st Year (1,2)	$5,506	$3,539	$2,360	$1,966	$1,573	$1,180	$787	$393	$197	$267
Level 2	0.15	0.10	0.07	0.06	0.05	0.04	0.03	0.02		
3rd Year (3,4)	$5,899	$3,933	$2,753	$2,360	$1,966	$1,573	$1,180	$787		
Level 3	0.16	0.11	0.08	0.07	0.06	0.05				
5th Year (5,6)	$6,292	$4,326	$3,146	$2,753	$2,360	$1,966				
Level 4	0.17	0.12	0.09	0.08	0.07	0.06				
7th Year (7,8)	$6,685	$4,719	$3,539	$3,146	$2,753	$2,360				
Level 5	0.18	0.13	0.10							
9th Year (9,10)	$7,079	$5,112	$3,933							
Level 6	0.19	0.14	0.11			**Base =**	**$39,325**			
11th Year (11,12)	$7,472	$5,506	$4,326							
Level 7	0.20	0.15	0.12							
13th Year (13,14)	$7,865	$5,899	$4,719							

1. All personnel may be frozen at any level based upon evaluation procedures.
2. Each level is based upon two years experience in the Lexington system at that category.
3. A maximum of seven years experience in a similar position may be given to someone new to the Lexington School System.
4. Experience in a category lower than the assigned position, both in the Lexington system and in systems other than in Lexington, will be counted at one-half value. (Example: Eight years as a 9th grade coach both in the Lexington system and in other systems, would count as 4 years experience as a head coach.)

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Majestic Theater Coordinator, Middle School Fine Arts Auditorium Manager

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High School Assistant Coaches- Football, Volleyball, Boys Basketball, Girls Basketball, Boys Wrestling, Girls Wrestling, Track
High School Instrumental Music Director, High School Concessions Manager, Technology Integrationist
High School Head SkillsUSA Sponsor, Head FFA Sponsor, Head FCCLA Sponsor

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High School School Weight Room Supervisor, Teammates Coordinator
High School Speech Team Coach, Head Bowling Coach, High School Mock Trial Sponsor
High School Academic Decathalon/Quiz Bowl Sponsor, Assistant SkillsUSA Sponsor, Assistant FCCLA Sponsor
Middle School FFA Sponsor

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Middle School 7th & 8th Head Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Soccer, Boys Tennis, Girls Tennis
High School Fall Event Manager, High School Winter Event Manager, High School Spring Event Manager (all @ .7 of Cat. 4)
High School Assistant Bowling Coach
Middle School Head Cross Country Coach

Category 5
Middle School 7th & 8th Assistant Coaches - Football, Volleyball, Basketball, Boys Wrestling, Girls Wrestling, Track, Cross Country, Soccer, Boys Tennis, Girls Tennis
High School Swing Choir Sponsor, High School Assistant Weight Room Supervisor, High School Jazz Band Director, Assistant Teammates Sponsor
High School 2nd Assistant Coaches - Boys Golf, Girls Golf, Cross Country, Boys Soccer, Girls Soccer, Boys Tennis, Girls Tennis, Softball
Unifed Bowling Head Coach

Category 6
High School Assistant Instrumental Music Director, High School Flag Corps Sponsor
High School Head Vocal Music Director, LPS Special Olympics Sponsor, High School Play Production Director, High School Drill Team Sponsor
High School Drama/Musical/Variety Show Directors (Musical Director, Pit Director, Accompanist/Vocal Director)
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High School Athletic Letter Club Sponsor, High School Intramural Sponsor (no level movement)
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High School National Honor Society Director

Category 9
High School Sponsors - FBLA, FTA, FHA

Category 10
Elementary School Musical Director -- .0068 index with no movement

Extended day teaching assignment
Pro rata daily rate of pay















Shared with BOE December, 2019

Share with BOE December, 2020

Share with BOE July 2021

Share with BOE July 2023

79-724. Committee on American civics; created; duties; school board, State Board of Education, and superintendent; duties.

It is the responsibility of society to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens to ensure a strong, stable, just, and prosperous America. Such a citizenry necessitates that every member thereof be knowledgeable of our nation's history, government, geography, and economic system. The youth in our state should be committed to the ideals and values of our country's democracy and the constitutional republic established by the people. Schools should help prepare our youth to make informed and reasoned decisions for the public good. Civic competence is necessary to sustain and improve our democratic way of life and must be taught in all public, private, denominational, and parochial schools. A central role of schools is to impart civic knowledge and skills that help our youth to see the relevance of a civic dimension for their lives. Students should be made fully aware of the liberties, opportunities, and advantages we possess and the sacrifices and struggles of those through whose efforts these benefits were gained. Since young people are most susceptible to the acceptance of principles and doctrines that will influence them throughout their lives, it is one of the first duties of our educational system to conduct its activities, choose its textbooks, and arrange its curriculum in such a way that the youth of our state have the opportunity to become competent, responsible, patriotic, and civil American citizens.

(1) The school board of each school district shall, at the beginning of each calendar year, appoint from its members a committee of three, to be known as the committee on American civics, which shall:

(a) Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

(b) Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

(c) Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;

Nebraska State Social Studies Standards were approved by the state board November, 2019. We are working on 6-12 alignment to standards- have asked teachers to map current curriculum to new standards. February 14, during district PD, 6-8 and 9-12 will meet to look at their current courses and determine missing standards, then will meet 6-12 to look at alignment and suggest any necessary changes.

K-5 chose to renew previously used materials for an additional year to allow more time (given school closure in March 2020) to find materials more closely aligned to NE state standards. K-5 S.S. curriculum review committee has met and have begun to narrow options to do a more in depth review of beginning in January.

6-8 is also reviewing new materials. They have identified instructional shifts that need to take place to be inline with standards (ex. 8th has to get to gilded age in US history, etc) Will begin an in depth review in January.

Both K-5 and 6-8 will purchase materials for implementation in fall 2021

9-12 identified econ and geography standards not fully met in the new standards and have considered some course changes for 2021-22 to address those standards.

K-1 Social studies standards will be met through our CKLA materials.

2-5 will be implementing HMH Into Social Studies materials Fall 2021.

6-8 will be implementing TCI materials Fall 2021.

9th grade will be using HMH materials beginning Fall 2021. Beginning in the 2022 school year, Economics and Geography (semester each). An additional 5 semesters of credits will be required for graduation.

All curriculum materials have been reviewed and mapped to ensure that all standards are being covered. Personal Finance/Economics and Geography were taught during th 2022-23 school year and all students graduating this next year will have completed these requirements.

(d) Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

6-12 curriculum will be recorded on common templates and will include a column to show connections to this statute. This curriculum will be shared with this committee when completed.

6-12 are working on the templates using the new materials. They will be shared with the committee when completed.

6-12 have completed all curriculum templates.

(e) Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

See above; curriculum templates will be placed on the district website for public access.

Curriculum templates will be added to the website this summer.

(f) Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;

Once the K-8 materials have been selected, an assessment plan will be developed.

Assessment plans for K-8 will be developed this year.

Assessments have been developed at every grade level and are noted on the curriculum templates and pacing guides.

(g) Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

6-12 Social Studies departments have chosen option 1. All students in Government at the high school took this assessment this semester or will take next semester. All 8th grade students will take this assessment prior to the end of the year. Scores on the test will be recorded in Power School, but will not be counted in a students' grade.

Lex's option: (i) Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student;

All 8th grade and 12th grade students took this assessment this year and scores were recorded in Power School.

(ii) Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

(iii) Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in subdivision (6) of this section or on a topic related to such person or persons or event; and

(h) Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

(2) All social studies courses approved for grade levels as provided by this section shall include and adequately stress contributions of all ethnic groups to (a) the development and growth of America into a great nation, (b)

art, music, education, medicine, literature, science, politics, and government, and (c) the military in all of this nation's wars.

This will be reflected in curriculum templates created for each 6-12 course.

(3) All grades of all public, private, denominational, and parochial schools, below the sixth grade, shall devote at least one hour per week to exercises or teaching periods for the following purpose:

(a) The discussion of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans;

These topics are covered in Wonders materials and writing time for K-5. In addition, K-1 students are scheduled for 90 minutes of social studies time per week, 2-3 students are scheduled 140 minutes per week and 4-5 are scheduled for 150 minutes per week.

(b) The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;

Music teachers will be asked to incorporate a minimum of 10 minutes per week dedicated to patriotic music.

(c) The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and

Pledge of Allegiance and instruction as to proper conduct daily in every building.

(d) Instruction as to proper conduct in the presentation of the American flag.

Pledge of Allegiance and instruction as to proper conduct daily in every building.

(4) In at least two of the three grades from the fifth grade to the eighth grade in all public, private, denominational, and parochial schools, time shall be set aside for the teaching of American history from the social studies

curriculum, which shall be taught in such a manner that all students are given the opportunity to (a) become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska and (b) prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

Currently, 5th grade teachers early American History, 6th grade teaches Geography, 7th grade teaches World Civilizations, and 8th grade teaches American History.

5th grade and 8th grade teach American History.

(5) In at least two courses in every high school, time shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted pursuant to section 79-760.01, during which specific attention shall be given to the following matters:

Currently, the sequence of course at the High School is: 9th American History I, 10th American History 2, 11th World History, 12th Government (one semester). (a)- (c) are covered American History and Government classes.

Beginning with the freshman Class of 2025, the sequence of courses at the High School will be 9th American History, 10th Economics (including personal finance) and Geography (1 semester of each), 11th World History, 12th American Government.

(a) The Declaration of Independence, the United States Constitution, the Constitution of Nebraska, and the structure and function of local government in this state;

(b) The benefits and advantages of representative government, the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism;

As part of our 12th grade government class, we cover the responsibilities of our unicameral, Governor, and state supreme courts as they parallel our US system. We also cover the responsibilities given to county and local government in the concepts of Federalism.

(c) The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and world and the value and practice of civil discourse between opposing interests; and

Citizenship is an area that the social studies department K-12 has asked to become a focus through community service and involvement. We are currently working on a plan of what this will look like.

Social studies teachers have include citizenship in their courses.

(d) The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.

Civics, history, and geography are covered in all social studies classes. Economics standards are partially covered in these classes and will be an area that will be explored as part of the curriculum review process. Personal Finance class is offered through our business department and is taken by many students.

The new sequence of classes at the ghish school will also include economics, financial literacy, and geography.

(6) Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent in every public, private, denominational, and parochial school on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

Veteran’s Day programs are held at the middle school and high school. The other days will be addressed through history classes or homeroom time.

Documentation of activities that meet these requirements are included in this link for each building in the district.

Documentation for activities that meet these requirements are included in this link for each building in the district.

(7) Every school board, the State Board of Education, and the superintendent of each school district in the state shall be held directly responsible in the order named for carrying out this section. Neglect thereof by any employee may be considered a cause for dismissal.

Source: Laws 1949, c. 256, § 19, p. 697; Laws 1969, c. 705, § 1, p. 2705; Laws 1971, LB 292, § 3; R.S.1943, (1994), § 79-213; Laws 1996, LB 900, § 398; Laws 1999, LB 272, § 86; Laws 2011, LB544, § 1; Laws 2019, LB399, § 1.
Effective Date: September 1, 2019

Cross References

Flag display requirements, see section 79-707.

SERVICE AGREEMENT WITH Lexington Regional Health Care

THIS AGREEMENT is entered into by and between **Lexington Public Schools**, legally known as Dawson County School District 24-0001 ("District"), and Lexington Regional Health Center. ("Contractor").

In consideration of mutual covenants, the parties agree as follows:

1. **Scope of the Contract.** Contractor shall provide to District the goods and/or services identified in **Exhibit A** which is attached and incorporated herein by this reference. Contractor affirms that throughout the term of this contract the service provider will hold a valid and appropriate certification, licensure, or authorization from any required entity to provide the services in the State of Nebraska, which certification, licensure, or other documentation shall be provided to the District prior to the provision of any services under this Agreement.

2. **Payment Terms/Payment Schedule.** District shall pay for services rendered on the terms and payment schedule as set forth in **Exhibit B** which is attached hereto and incorporated herein by this reference.

3. **Term.** The Term of this agreement is defined in Exhibit A. This Agreement may be terminated at any time with or without cause and with 30 days prior written notice by either party.

4. **Duty to Report.** Contractor shall report any of the following regarding the service provider to District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:
   A. Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
   B. Any arrest for any reason;
   C. Any criminal conviction;
   D. Any sentence of incarceration;
   E. Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
   F. Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
   G. Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor

vehicle.

The District may terminate this Agreement immediately if the Contractor fails to make a report required by this paragraph.

5. **Governing Law; Designation of Forum.** This Agreement is governed by and construed in accordance with the laws of the State of Nebraska. Any action to enforce this Agreement must be brought in the state or federal courts of the State of Nebraska. Mandatory and exclusive venue for any disputes shall be in Dawson County, Nebraska.

6. **Indemnification.** The work performed under this Agreement will be performed at Contractor's risk as described in 6.A, B, C, D, and E below, and Contractor assumes responsibility for legal liability associated with the performance of this Agreement as described in 6.A, B, C, D, and E below.

   A. Contractor hereby waives and agrees to indemnify and save harmless the District and its officials, agents, employees, and volunteers (hereinafter collectively referred to as "Indemnities"), against claims of injuries, death, damage to property, liabilities, judgments, costs and expenses which may otherwise accrue against Indemnities in consequence of any intentional misconduct or negligent acts or omissions on the part of Contractor.

   B. Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection with any liability described in 6.A. above.

   C. If any judgment shall be rendered against District in any such action as described in 6.A. above, Contractor shall, at his or her own expense, satisfy and discharge the same.

   D. Any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify and save harmless and defend the Indemnities as herein provided.

   E. Contractor's obligation to indemnify and save harmless any Indemnities will survive the expiration or termination of this Agreement by either party for any reason.

7. **Insurance.** Contractor shall secure and keep in force during the term of this Agreement the following insurance coverages from insurance companies or government self-insurance pools authorized to do business in Nebraska: **commercial general liability, employer's liability, and workers compensation (if applicable)**, with minimum liability limits in amounts and form that is satisfactory to District. Contractor shall furnish a certificate of insurance to the undersigned District representative prior to commencement of this Agreement. Failure to provide insurance as required in this agreement is a material breach of contract entitling District to terminate this Agreement immediately.

8. **Public Records.** Contractor acknowledges that the District must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined by law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.

9. **Publicity.** District does not endorse the services of Contractor. Except for listing District as a client during the term of this Agreement, news releases or other publicity concerning this Agreement must not be made by Contractor without the prior written approval of District.

10. **Drug/Alcohol/Tobacco/Weapons Free Workplace.** Contractor and all subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on District premises or at District related functions. Contractor and all subcontractors, if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on District property or at District related functions. Contractor and all subcontractors, if any, also shall adhere to all District's policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on District premises or at District related functions. Failure to comply with this provision may be considered a material breach. District may suspend or terminate Contractor, subcontractor, or both if it violates these laws, regulations, or policies or this provision.

11. **Nondiscrimination.** Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

12. **Confidential Information.** Contractor may have access to certain confidential information while providing services under this Agreement including, but not necessarily limited to, student or employee information. Contractor understands that state and federal law prohibit the disclosure of certain records or information to any unauthorized person without a written release from an individual authorized by law to provide it. Contractor understands that unauthorized access, use, disclosure, or modification of student or employee records or other confidential information will result in the immediate termination of this Agreement and may result in other consequences imposed by law.

13. **Independent Contractor.** Contractor is an independent contractor under this contract and is not a District employee for any purpose. Contractor retains sole and absolute discretion in the manner and means of carrying out Contractor's activities and responsibilities under this Agreement, except to the extent specified in this Agreement. District does not agree to use Contractor exclusively, and the Contractor is free to contract to perform similar services for others while this Agreement is in effect. Contractor shall provide, at its sole expense, continuing education as required for licensure and employees to provide any services under this Agreement. Contractor and its employees are not eligible for any District employee benefits including, but not limited to, insurance, pension plans, paid vacation, sick days, and disability insurance.

14. **Compliance with Laws and Regulations.** Contractor agrees that it shall perform the work called for herein in full compliance with any and all applicable laws, rules and regulations adopted or promulgated by any governmental agency or regulatory body, including the laws of any state or administrative body which may have jurisdiction over Contractor and Contractor's employees and agents. Contractor assumes full responsibility for the payment of all contributions, taxes or assessments, which may be required by any state or nation as to all employees engaged in the performance of work hereunder. Contractor covenants to save the District harmless from any and all liability for state or federal taxes, workers' compensation contributions, and/or any other tax liability or assessment now or subsequently imposed on the District by reason of this Agreement and the services hereunder.

15. **Employment Eligibility Verification.** Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If the Contractor

employs or contracts with any Subcontractor in connection with this Agreement, the Contractor shall include a provision in the contract requiring the Subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

16. **Taxpayer Identification.** Contractor's federal employer identification number is: 45-6029692.

17. **Sales Tax.** District is exempt from sales tax and shall not pay any sales tax under this Agreement. District will provide Contractor with applicable sales tax exemption certificates upon written request.

18. **Student Records.** The parties agree to share data in a manner that safeguards the confidentiality of personally identifiable information in students' education records as defined by the federal Family Education Rights and Privacy Act (FERPA) and any other applicable federal or state laws and regulations. FERPA establishes restrictions on the disclosure and re-disclosure of personally identifiable information in students' education records without the written consent of the parent or eligible student. FERPA permits student information to be used by state educational authorities for the purposes of the evaluation of state or federally supported education programs, and/or conducting research for or on behalf of the state supported schools to improve education.

19. **Notice.** Each party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid.) Notice shall be sent to the following addressees at the following addresses:

District: Lexington Public Schools
Attn: Superintendent
300 South Washington Street
P.O. Box 890
Lexington, NE 68850

With copy to:
Steve Williams, Legal Counsel
KSB School Law, PC, LLO
Cornhusker Plaza
301 South 13th Street, Suite 210
Lincoln, NE 68508

Contractor: Lexington Regional Health Center
Rehabilitation Services Department
Kirsten Faessler, Director of Rehabilitation Services
1201 N Erie St.
Lexington, NE 68950

Notice is effective only if the party giving the Notice has complied with this section.

20. Entire Agreement. The Agreement is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

21. Amendments and Modifications. The parties may amend or modify this Agreement only by a signed, written agreement by both parties that identifies itself as an amendment or modification to this Agreement. No other alternations in the terms of this agreement shall be valid or binding.

22. Waivers.

A. The parties may waive any provision in this Agreement only by a writing executed by the party or parties against whom the waiver is sought to be enforced.

B. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition under this Agreement, shall constitute a waiver or estoppel of any right, remedy or condition.

C. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion or against any other Person.

23. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

24. Counterparts. The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which,

collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

25. **Assignment.** This Agreement binds the parties and their respective successors and assignees. Contractor shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of District.

26. **Subcontractors.** Contractor shall not subcontract services or any part of this Agreement without the prior written consent of District.

27. **Captions.** The descriptive headings of the Articles, Sections and subsections of this Agreement are for convenience only, do not constitute a part of this Agreement, and do not affect this Agreement's construction or interpretation.

28. **Rights and Remedies Cumulative.** Any enumeration of rights and remedies of either party set forth in this Agreement is not exhaustive. Exercise of any right or remedy of either party under this Agreement does not preclude the exercise of any other right or remedy. All rights and remedies are cumulative and are in addition to any other right or remedy set forth in this Agreement, any other agreement between the parties, or which may now or subsequently exist at law or in equity, by statute or otherwise.

29. **Relationship Among Parties.** This Agreement creates no relationship of joint venture, partnership, limited partnership, agency, or employer-employee between the parties, and the parties acknowledge that no other facts or relations exist that would create any such relationship between them. Neither party has any right or authority to assume or to create any obligation or responsibility on behalf of the other party except as may from time to time be provided by written instrument signed by both parties.

30. **Rules of Construction.** The parties hereto have each been represented by counsel, or had the opportunity to be represented, during the negotiation and execution of this Agreement, and therefore

waive application of any law or rule of construction providing that ambiguities in the contract will be construed against the party drafting such contract.

31. Attachments. Attachments to this Agreement include the following:

Exhibit A – Scope of Services to be provided to District
Exhibit B – Payment Terms & Schedule

IN WITNESS WHEREOF the parties have executed this Agreement on the last date written below.

District	**CONTRACTOR**
By:_____	By:_____
(Name/Title)	Leslie Marsh, CEO
Title: _____	Title: CEO
Date: _____	Date: 6.27.23

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED TO District

District hereby agrees to purchase physical therapy services from Lexington Regional Health Center from August 1st, 2023 to July 31st, 2024. Likewise, Lexington Regional Health Center hereby agrees to provide occupational and physical therapy services to Lexington Public Schools from August 1, 2023, to July 31, 2024.

Occupational and physical therapy services will include the following duties:

1. Evaluation and provision of occupational and physical therapy services to students identified by designated District representatives who may require occupational and physical therapy services.

2. Participation in the development of an IEP/IFSP with the school staff, other therapists, contracted services and parents.

3. Documentation of occupational and physical therapy services provided and to be submitted to the Director of Student Programs by the end of each month.

4. Consultation with school staff regarding federal programming and classroom interventions within the scope of practice of occupational and physical therapists.

5. Construction of and/or purchase recommendations for assistive devices and/or classroom interventions which benefit specific special education students as requested by designated school personnel.

6. Provision of in-services, workshops and other staff trainings as requested by designated school representatives.

EXHIBIT "B"

1. Payment Terms/Payment Schedule

A. District will pay for the services identified in **Exhibit A** and provided by Contractor under this Agreement as follows:

District shall pay the Contractor at a rate of $59.00 per hour for travel and the rate of $79.00 per hour for therapy and related time. Hours and days of service shall be based upon student need or professional development requested by the District. A schedule of service shall be determined and mutually agreed upon between the District and the Contractor. Mileage shall be reimbursed at $0.655 per mile, adjustable during the year and not to exceed the state's reimbursable rate per mile. Contractor will invoice District monthly. Invoices must include:

1) Invoice Date
2) Dates of Service
3) Detailed Description of service including initials or student ID of students served, dates and times served of student. <u>For state reporting purposes, it is requested that billing be separated into Birth through Age 2 services, Age 3 through 5 services(PK), and K through age 21 services(School Age).</u>
4) Payment Rate
5) Total Payment Due
6) Remit to Address
7) Contractor Name
8) Contact Information

B. District agrees to pay Contractor for all undisputed amounts within thirty (30) days of receipt of invoice, provided that services have been accepted by the District as hereinafter provided.

C. The procedure for billing and payment for services shall be as specified in this exhibit.

2. <u>Acceptance of Services</u>:

A. Contractor shall perform any services in accordance with the schedule set forth in this Agreement.

B. Unless otherwise agreed to by the parties, Contractor shall provide written notification of performances of services to

District via invoice.

C. District shall have thirty (30) days from the date of receipt of the invoice to provide Contractor with payment or written notification of rejection due to unsatisfactory performance. Unsatisfactory performance shall mean the failure to perform services consistent with the professional skill and care ordinarily provided by physical therapists practicing in the same or similar locality under the same or similar conditions.

D. If District issues a rejection notice, Contractor shall as quickly as is practicable, correct all deficiencies at its expense. District shall not unreasonably withhold or delay its payment or rejection.

Plan for Safe Return
Lexington Public Schools
Reviewed: July 10, 2023

Overview

- This plan has been updated for the start of the 2022-2023 school year, but will be continuously reviewed and revised as necessary. There is currently no declared State of Emergency for Nebraska or Directed Health Measure (DHM) in effect that requires the District to mandate masks or other specific interventions.

- Lexington Public Schools ("District") will continue with the safety protocols described below.

- This plan was written taking into account a broad base of stakeholder input and public comment, including the consultation of local medical providers, parents, and staff.

- It shall be posted to the District's website: www.lexschools.org on June 14, 2022 and reposted, as necessary, thereafter.

- It is accessible in the languages of English, Spanish, and Somali, but can be translated into other languages as requested, or reformatted for persons with disabilities.

- This plan will be reviewed at least every six months and revised as necessary taking into account input from members of the public, local medical providers, public health agencies, and the Centers for Disease Control ("CDC"). Any revisions will be publicly available on the District's website.

- The District shall maintain records of the people involved in writing this plan; and document input received about, changes to, posting locations of, and policies referenced within, this plan.

Plan Contents

i. Masking

Masks shall be optional for students, staff, and visitors. The District shall provide masks to students and staff who wish to wear them, and will make our best effort to work with parents to reinforce their wishes concerning their children's mask-wearing in school. Students, staff, and drivers may be required to wear masks on school buses and in other District vehicles if directed by the Nebraska Department of Education. If masks are required on vehicles, they must cover the nose and mouth.

ii. Physical distancing

Physical distancing will be maximized to the greatest extent feasible while considering the educational needs of students.

iii. Handwashing and respiratory etiquette

Frequent hand-washing and/or use of hand sanitizer will be practiced in all buildings. Students shall be instructed to wash their hands with soap and water for at least 20 seconds. When handwashing is unavailable, hand sanitizer shall be used. Students and staff shall be instructed to cover their mouths and noses while coughing or sneezing with a tissue when masks are not worn; and to immediately wash their hands after blowing their noses.

iv. Cleaning and maintaining healthy facilities, including improving ventilation

The District will increase the frequency of cleaning and disinfecting buildings using EPA-approved detergents and disinfectants. Cleaning staff will be trained on the use of various cleaning agents, the use of PPE, and other relevant safety protocols.

Buildings will be cleaned at least once daily and high touch surfaces more frequently as needed. The District will work collaboratively with its cleaning contractor to ensure cleaning staff are trained and apprised of recommended practices.

When possible, the District will increase the introduction of outdoor air and/or higher SEER filtration to improve ventilation and indoor air quality. Student transportation vehicles will be sanitized at the beginning and end of every shift using EPA-approved disinfectants.

v. Contact tracing in combination with isolation and quarantine, in collaborations with the state, local, territorial, or Tribal health departments

The District will comply with privacy laws and the recommended protocols for quarantine and isolation of the Nebraska Department of Health and Human Services. An internal tracking document has been created to record the dates, medical orders, and isolation requirements for students and staff across the District, accessible only to authorized District personnel. The District will use its website to publish the most current recommendations concerning quarantine and isolation as well as utilize its communications system (email, text, voice) and translation services to inform households.

Students and staff who show symptoms of COVID will be encouraged to stay home. Those symptoms will be communicated to students, their families, and staff in multiple translations using the District's website, social media platforms, and communications system. Available substitute teachers will be identified and principals will assist in developing staffing plans to cover the classrooms of quarantined or isolated staff members.

vi. Diagnostic testing and screening testing

The District shall refer students and staff having COVID symptoms to community diagnostic testing locations. If diagnostic or screening testing is recommended and becomes available in schools, the District will avail its facilities to students and staff who provide informed consent, and provide training to school nurses who may be able to assist in testing. Rate of community transmission will be monitored to determine whether asymptomatic screening is warranted. The District will use its website to publish the most current recommendations concerning quarantine and isolation as well as utilize its website, social media platforms, communications system, and translation services to apprise households.

vii. Efforts to provide vaccinations in school communities

The District will continue to work collaboratively with the Two Rivers Public Health Department, local medical providers, and other community leaders to promote and disseminate information on vaccinations to students, staff, and the community at large. The District will continue to avail its website, social media platforms, communications systems, message translation services, and facilities toward this effort.

viii. Appropriate accommodations for children with disabilities with respect to health and safety policies

The District will accommodate exceptions to COVID protocols as permitted by a student's IEP or 504 team decisions.

ix. Coordination with State and local health officials. Including the needs for support and technical assistance to implement strategies consistent to the greatest extent practicable, with relevant CDC guidance

District personnel will participate in information-sharing sessions as necessary with local health care providers, the Two Rivers Public Health Department, and other community leaders. District administrators will continue to participate in regular state education department and governor briefings.

Continuity of Services

Student Academic Needs. The District has invested in iPads, wireless connectivity, academic and organizational software, and student and staff training to ensure continuity of instruction should in-person learning not be possible. Students will continue to be provided accommodations as stated in their IEP/504 plans during remote learning. Parent input will be sought to develop a plan for the provision of remote IEP services. Student progress will be reviewed by the student's team when in person learning resumes.

Social emotional, mental health, physical health, and food service. The District implemented a social-emotional universal screener for students and staff beginning in the 2021-2022 school year. A social, behavioral and emotional approach using evidence-based curriculum, professional development, and interventions is currently being implemented. Additional staff have been put in place to help support the mental health needs of all staff and students. School counselors and mental health support staff will be available for any students or staff in need of assistance.

LEXINGTON PUBLIC SCHOOLS
COVID-19 EXCLUSION AND RE-ADMITTANCE TO SCHOOL

Reviewed: July 10, 2023

The following screening criteria is based on current research. Because people with COVID-19 report a wide range of symptoms, ranging from mild symptoms to severe illness, the following criteria will assist schools in identifying presumptive positive COVID-19 cases.

COVID-19 EXCLUSION FROM SCHOOL

Students or staff with <u>two</u> of these symptoms:
Fever (measured or subjective), chills, cold/shivering, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, cough.

OR

Students or staff with <u>one</u> of these symptoms:
Fever (measured or subjective), chills, cold/shivering, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, cough, **AND** have been exposed to a known covid-positive person.

OR

Students or staff with <u>one</u> these symptoms:
Shortness of breath, difficulty breathing, loss of taste and smell.

Action

Students or staff with these symptoms should be immediately isolated in the designated area and sent home as soon as possible. Require the symptomatic person to wear a mask while waiting, if tolerable.

COVID-19 RE-ADMITTANCE TO SCHOOL

Symptomatic students/staff testing positive for COVID-19

Exclude person from school. May readmit:

After 5th day of exclusion from time symtoms first appeared, **if** 1) at least 24 hours fever-free without fever-reducing medication, **and** 2) symptoms have improved.

<u>Must wear mask at school & school activities through the 10th day after symptoms first appeared.</u>

If fever persists through 6th day, then exclude person for at least 10 days from time symptoms first appeared.

A negative COVID-19 test is not required for a student/staff member to return to school. A positive COVID-19 person does not need a repeat COVID-19 test or medical provider's note to return to school.

Symptomatic students/staff NOT tested for COVID-19

Exclude person from school. May readmit:

After 5th day of exclusion from time symtoms first appeared, **if** 1) at least 24 hours fever-free without fever-reducing medication, **and** 2) symptoms have improved.

<u>Must wear mask at school & school activities through the 10th day after symptoms first appeared.</u>

If fever persists through 6th day, then exclude person for at least 10 days from time symptoms first appeared.

If a medical provider establishes an alternative diagnosis and provides a note to school permitting sooner return, person may return per note and does not have to wear a mask.

Symptomatic students/staff testing negative for COVID-19

Exclude person from school. May readmit:

If 1) at least 24 hours fever-free without fever-reducing medication, **and** 2) symptoms have improved.

Exclusion Date: _____ Return Date: _____

LEXINGTON PUBLIC SCHOOLS
SELF-MONITORING PROTOCOL UPON POSSIBLE COVID-19 EXPOSURE

The intent of this document is to answer the question, "What should a student or staff member do if exposed to someone who possibly has COVID-19?"

If you have been within 6 feet of a person for more than 15 minutes who has or develops within 48 hours of contact with you:

1. **One or more of the following symptoms:**
   - **sudden onset of shortness of breath**
   - **sudden loss of taste or smell**

OR

2. **Two or more of the following symptoms:**
   - **cough**
   - **a fever of 100.0 or above**
   - **chills**
   - **muscle aches**
   - **headache**
   - **sore throat**
   - **nausea or vomiting**
   - **diarrhea**

3. Or who has tested positive for COVID-19.

Then you will:
Wear a mask and self-monitor for symptoms in #1 and #2 for 10 days from the last day of exposure.

If symptoms develop or if you test positive, follow the District's COVID-19 EXCLUSION AND RE-ADMITTANCE GUIDANCE.

Reviewed: July 10, 2023.

5018
Parent and Guardian Involvement In Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.

   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

      The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

   c. National Assessment of Educational Progress

      As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: August 12, 2013
Reviewed on: July 13, 2015
Reviewed and affirmed on: August 15, 2016
Revised on: August 14, 2017
Affirmed on: July 9, 2018
Affirmed on: July 8, 2019
Affirmed on: July 13, 2020
Revised on: October 12, 2020
Affirmed on: July 12, 2021
Affirmed on: July 11, 2022
Affirmed on: July 10, 2023

5057
District Title I Parent and Family Engagement Policy

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 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.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: August 12, 2013
Revised on: June 8, 2015
Reviewed on: August 15, 2016
Revised on: April 9, 2018
Reviewed and affirmed on: July 11, 2022
Revised on: July 10, 2023

5054
Student Bullying

Definition of Bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform "See It Say It Send It" to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

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.

Policy Review. The school district shall review this policy annually.

Adopted on: August 12, 2013
Reviewed on: July 13, 2015
Revised on: September 12, 2016
Reviewed on: August 14, 2017
Revised and reviewed on: June 11, 2018
Reviewed on: July 8, 2019
Revised on: June 8, 2020
Reviewed on: July 12, 2021
Reviewed on: July 11, 2022
Reviewed on: July 10, 2023

Student Fees Collected 22-23

Account	2022-23 Amount
Laptop Protection Plan	$54,626
Laptop Bags	
USB (Pen) Drives	
Academy Fees	
Planners/Agendas	
Recorders	$3,575
Field Trip	$2,197
Track Shirts	$2,098
Honor Choir	$354
PE Shirts	$3,730
Band Rent/Cleaning	$20,246
Total	**$86,825**

2022-2023 Waivers Issued

Activity	# of Waivers
Athletic Physical	10
Band rental & cleaning fee	
Graduation cap & gown	
PE Shirt	
Powerlifting Entry Fee	
Shoes	17
Shorts	
Socks	
Sofball glove	
Soccer Shin Guards	
Knee Pads	

5045
Student Fees

The Board of Education of Lexington Public Schools adopts the following Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska.

It is the general policy of the District to provide for free instruction in school in accordance with the Nebraska constitution. The general policy of the District is to provide free instruction for courses that are required by the District, state law or regulation, and for which credits or grades apply, and to provide the staff, facilities, equipment, and materials necessary for such instruction, without charge or fee to students.

The District does make available activities, programs and services to students that extend beyond the minimum level of constitutional required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage to the extent permitted by law, such student and parent contributions to enhance the educational programs and experiences provided by the District. Under the Elementary and Secondary Student Fees Authorization Act, the District is required to set forth guidelines and policies for specific categories of student fees. The District does so by setting forth the following:

Fees Authorized: Except as provided otherwise herein, the District may collect fees or other funds from or on behalf of students, or request students to provide fees, supplies, specialized equipment, attire, or specialized materials:

1. For participation in extra-curricular activities.
2. For admission and transportation costs for spectators attending extra-curricular activities, including activity tickets for discounted admission to extra-curricular activities.
3. For post-secondary education costs.
4. For student transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611.
5. For copies of student records or files pursuant to Neb. Rev. Stat. 79-2,104.
6. For reimbursement to the School District for property lost, damaged, or destroyed by student.
7. For before and after school or Pre-Kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.
8. For Summer School or Night School.
9. For Breakfast, Lunch, and Milk programs.
10. For voluntary provision by students of specialized equipment and attire for select performance groups, including musical instruments for participation in extra-curricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

Definitions and Guidelines

Extra-curricular Activities: This means student activities or organizations that are supervised or administered by the District, but do not count toward graduation, credits, or advancement between grades, and in which participation is voluntary and not otherwise required by the School District.

Postsecondary Education Costs: This means tuition and other fees associated in obtaining credit for a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of the approved school curriculum or part of an approved accelerated or differentiated curriculum pursuant to Neb. Rev. Stat. 79-1106, to

79- 1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or other fees associated with obtaining credits from the postsecondary institution.

Extra fee for participation: The District may enact and charge a minimal activity participation fee to students who participate in extra-curricular activities. The fees shall be used to offset the cost of equipment and replacement of necessary attire. Should such a fee be enacted, the District fee waiver policy shall be in effect for qualifying students and parents.

Admissions to athletic events, activities, performances, etc.: Students may be charged an admission fee for attendance at athletic events, performances, dances, and similar functions sponsored by schools that are optional and voluntary and that have no impact on any class or credits.

Copies of student files or records: Students shall be responsible for a reasonable cost, as established by the Superintendent, of copies of a student's transcripts, files, and records. A parent, guardian, or student requesting copies of records shall be responsible for the cost of reproduction or copying in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents or students from their right to inspect and review a student's files or records, and no fee shall be charged to search for or retrieve any student's records. The fee schedule shall permit one copy of requested records or files to be provided without charge to the extent required by federal or state laws or regulations.

Reimbursement for property lost or damaged, or for fines: Students may be charged a fine, or for reimbursement for overdue library or similar materials, for excessive damage to school supplied materials, or for lost books or materials.

While the District will provide students with the use of facilities, equipment, materials, and supplies including books, the students are responsible for the appropriate and careful use of such property. Students and their parents will be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

When students are given school property of a significant value that may easily be damaged, parents will be given advance notice of student responsibility for the item and parents will be afforded an opportunity to ask that the student not be given the property.

Penalties: Students who fail to pay overdue student fees or fines may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, from participation in the prom, withholding of annual, participation in extra-curricular activities, etc. Students shall not be denied a diploma, transcript, or credit for course work for failure to pay overdue student fees or fines.

Before and after school or Pre-Kindergarten services: Students and their parents may be charged and are responsible for fees required for participation in before and after school programs sanctioned by the District if and when such charges are established. The District is not responsible for programs administered by other agencies, and charges for such programs are not subject to fee waivers.

Participation in summer school or night school: Students and their parents may be charged and are responsible for fees for participation in summer school or night school if and when such charges are established. Students are also responsible for correspondence courses, except those approved by the District as adopted curriculum or as approved for high school credit as part of an approved accelerated or differentiated program.

School Stores: School stores are allowed and may be established for purchases of food, beverages,

and personal items. A school store need not have a permanent, physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or another vendor.

Clothing required for specified courses or activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District dress and grooming requirements and guidelines, as well as grooming and attire guidelines established by the school, building, or programs attended by the student or in which students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the program, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course, or activity. (Gym clothing, shoes suitable to the gymnasium etc.)

The District shall provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical related classes which involve exposure to hot molten metals, milling, sawing, turning, shaping, butting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding, or other forms of welding processes, repair or servicing of any vehicle, caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in appropriate classes and locations, that teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Materials required for course projects: Students may be asked to donate or furnish materials required for course projects, where, upon completion, the project becomes the property of the student or which represent materials beyond that provided by the school for completion of requirements. Provision of such materials is not required and the District shall supply adequate and sufficient materials for completion of any project required for credit or a grade. The District is not required to provide a particular grade or standard of materials.

Musical Instruments: Students may be required to provide musical instruments for participation in optional music courses or activities that are not curricular or extra-curricular activities. Students may have the option of using a school district musical instrument. If the student elects to use a school district instrument they will be assessed an instrument cleaning fee. The District is not required to provide a particular type of musical instrument for any student.

Elementary students at appropriate grade levels may be asked to provide or donate, but are not required to donate musical instruments (recorder or beginning band instrument, etc.) and consumable music or lesson books.

iPad Damage Protection Students will be required to purchase school provided damage protection if the student is in a school with a 1:1 iPad initiative and if the student wishes to take the iPad home. If an iPad is damaged the student will be responsible for 15% of the cost of repairing the iPad. No waiver shall apply for iPad damage protection or repair costs.

Specialized Attire and Equipment: The District will generally provide and furnish students with specialized equipment and attire (uniforms, football pads, helmets, etc.) for participation in extra-curricular activities. The District is not required to provide for a particular type of equipment or attire, or for attire or equipment beyond that designated as the standard “home and away” team uniforms. Team members, Boosters, Parents, or others may wish to offer for sale or seek to purchase and provide related attire or gear; however the School District neither sanctions or requires apparel beyond the standard uniform and shall bear no financial responsibility for these optional purchases. Students who

participate in extra- curricular activities and sports are expected to provide for their own appropriate athletic shoes, undergarments, mouthpieces where required, socks, towels, golf clubs, and gloves for golf, and softball. Students are expected to provide evidence of required insurance coverage. Students may be asked to provide for their own meals on out-of-town trips.

Students or parents who qualify under provision of the District waiver policy may apply for a waiver of any participation fees for the aforementioned items expected of students. Special attire, equipment, or uniforms provided by the District may be required to be returned to the District at the conclusion of the season or when the student is no longer participating in the sport or activity.
The District is not required to provide for special attire or equipment beyond the basic standard defined by the District, and shall not be required to provide a particular brand, style, or student preference.

Vocal music and performance groups: Students may be asked to provide or purchase special attire for performance groups, and may then keep the attire. Parents or students who qualify under provisions of the District waiver policy may apply for a waiver of the cost of such attire. Special attire or uniforms provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity. The District is not required to provide specialized attire beyond the one uniform or attire designated as the standard for the activity. Students, Parents, Boosters, or others may wish to provide for or offer for sale additional equipment, gear, or attire, but the District neither sanctions or requires attire beyond the standard and shall bear no financial responsibility for such.

Cheerleaders, Flag Corps, Dance Teams, etc.: Students may be asked to purchase or provide special attire for optional performance groups and then keep the attire. Parents and students who qualify under provisions of the District waiver policy may apply for a waiver of such costs. Special attire provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity.

The District is not required to provide for specialized attire beyond the one uniform or attire designated as standard for that group or activity. Students, parents, and Boosters may wish to provide for or offer for sale additional equipment or attire, but the District neither sanctions or requires attire beyond the standard uniform or attire and shall bear no financial responsibility for such.

Student clubs and organizations: Student clubs and organizations may expect students to pay dues, or to purchase optional shirts, etc. or participate in activities that require payment of admissions or fees. Students and parents who qualify under provisions of the District waiver policy may apply for a waiver from such participation fees, dues, or cost of required activities, shirts, etc. for school sanctioned clubs and organizations.

Drivers Education: Drivers education is an optional program offered by the District for the benefit of students and parents. A fee may be charged to offset the cost of Drivers Education during summer, or after-school night classes. No waiver shall apply to such driver's education costs.

Graduation Expenses: In order to participate in optional graduation or commencement activities or related activities, a cost may be incurred, including rental or purchase of caps and gowns that are required for participation in graduation exercises. Students and parents who qualify may apply for a waiver of the costs of graduation.

Field Trips: Approved Field Trips as per District Policy are considered extensions of classroom instruction. Parents and/or students may be asked to donate toward the cost of the trip, admissions related to the trips, etc., but are not required to do so.

Optional testing: Optional testing may be available or offered to students such as the PSAT, ACT, or similar tests related to college entrance or placement. These tests are optional and fees may be charged. No waiver shall apply to such testing costs.

Optional Events or Activities and Activities by Outside Sponsors: Students who choose to participate in optional events, activities, trips, or performances, that are sponsored by Booster Clubs, Parent groups, agencies, staff acting on their own and outside of school sanction, or people outside of the school system, may result in charges for fees, travel, admissions, meals, and other related expenses. It is the policy of the District that participation in such events or activities is optional and independent of the School District and District expectations or requirements. No school waiver of fees or charges shall apply for activities by outside sponsors. No District responsibility exists for sponsorship, funding, accounting, or liability for such activities.

Fund raising: Student members of groups or activities, parents, and boosters may be asked to participate in fund raising activities to offset the cost of special attire. If students are expected to, and volunteer to, participate in fund raising activities, any student participating shall be expected to participate equally and share equally in whatever funds are raised.

Student Fees Fund: The District shall establish a Student Fee Fund. The Student Fee Fund shall be a separate School District Fund into which all money collect from students and subject to the Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Elementary and Secondary Student Fees Authorization Act consist of money collected from students for: (1) Postsecondary education costs, (2) Summer School or Night School.

Waiver Policy: It is the policy of the Lexington Public Schools to provide fees waivers in accordance with the Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price school lunches under the United States Department of Agriculture Child Nutrition Programs shall upon request be provided a waiver for fees or costs, or be provided with necessary materials, equipment, or attire without charge as prescribed in adopted District policy. Participation in a free or reduced lunch program is not required to qualify for a waiver of fees. Students and their parents must request a fee waiver prior to participation in the activity for which the waiver is sought, and prior to purchase of materials, attire, or equipment.

Distribution of Policy: the Superintendent or designee shall provide access to the district's student fees policy through the district student/parent/activity handbook and on the district's website. The student/parent/activity handbook shall be provided to students electronically or in paper form, as requested by the parent, at no cost.

Annual public hearing and establishment of fees shall be conducted by the Board of Education and any changes or revisions made available as per policy provision.

Lexington Public Schools Student Fees:

Program	General Description of Fee or Materials	Anticipate Cost
Elementary School Supplies. Suggested and requested for parent donation. Not required.	Pencils, erasers, pens, glue, scissors, folders, notebooks, pencil box, markers, ruler, crayons, etc. Requested donations lists available from schools.	ELA - $25 Kindergarten - $25 Grade one - $35 Grade two - $35 Grade three- $45 Grade four - $45 Grade five - $50
Middle School Supplies,	Pencils, pens, erasers, glue, scissors,	Grade six- $60

Suggested and requested for parent donation. Not required	folders, notebooks, calculator, ruler, markers, highlighter, colored pencils, compass, paper, protractor, P.E. Shirt*, student agenda*, Requested donation lists available from school. (*may be purchased at school	Grade seven- $60 Grade eight - $60
3rd Grade	Recorders	$7 - $15
5th – 8th Grade	Band Books PE athletic shoes with rubber soles Flash drive Ear buds	$10 $25 $10 $10
	Admissions fees for school dances including homecoming and prom.	$3-30
High School supplies. Suggested and requested for parent donation. Not required Estimated expenses waiver applies	Pencils, pens, notebooks, calculator (depends on class), P.E. clothing, binders, etc. Requested donation lists available from school.	Grades 9-12 - $150
	Senior Trip	$700
	Athletic Shoes or specialized equipment of garments for each sport or activity	$300
	Special attire for performance groups related to classes	$400
	Graduation and related expenses	$200
	Field Trips	$15
	Clubs, dues, shirts, for each Club	$50
	Reproduction of student records or files	One copy annually – no additional. $.10 per page for black copy, $1.00 per page for color copy
	Overdue library materials	$.05 per day with a $5.00 maximum fee. Overdue reserved materials $.24 per hour after 10:00 AM
	Copies for student use	$.25 per page color copy; $.05 for black and white
	Post-secondary tuition or costs	As established by the school or college to be paid directly to the college, not to exceed $1000.00 per course.
	Summer or night school	$150.00 per course
	Elementary Lunch	$1.70 daily
	Secondary Lunch	$1.90 daily
	Elementary Breakfast	$1.00 daily
	Secondary Breakfast	$1.10 daily
	Reduced Lunch	$.40 daily
	Reduced Breakfast	$.30 daily
	Extra Milk	$.50/carton
	Students may be asked to periodically donate one or two boxes of Kleenex or similar tissues. Not required.	
	iPad damage fee for 1 to 1 initiative	$25
	Insurance co-pay for damaged computers	15% of damage
	Instrument Cleaning Fee	$40
	Replacement of ID cards, lanyards, and/or holders	Maximum charge of $8.00

	Graduation expenses related to Commencement exercises (cap, gown, tassel, etc. Does not include pictures, invitations, announcement, etc.)	$50
	Driver's Education-Lexington Student	$330
	Driver's Education-Non-Lexington Student	$330
Fees That May be Charged	Replacement of lost or damaged books or equipment	Actual cost depreciated proportionate to the anticipated life of the item. Damage due to vandalism or malicious destruction of property at full replacement cost.

Adopted on: August 12, 2013
Revised on: August 11, 2014
Revised on: June 8, 2015
Reviewed and affirmed on: August 14, 2017
Reviewed and affirmed on: July 9, 2018
Reviewed and affirmed on: July 8, 2019
Revised on: November 11, 2019
Revised on: July 12, 2021
Reviewed and affirmed on: July 11, 2022
Reviewed and revised on: July 10, 2023

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must

provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

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

Absences*

1. Students are expected to attend every class, every day.

2. High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. See student handbook for additional information.

3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4. Students in grades preK-12 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise

excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1st-4th absences: The parent/guardian will be contacted.
- 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. *Absences caused by the following circumstances shall not be counted against a student:

a) when a licensed health care provider (including a school nurse) has confirmed in writing, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible. The documentation from the provider must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.

b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;

c) student attendance at a school-sponsored activity;

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

e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.

f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

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

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Re-adopted on: July 12, 2021
Revised on: December 13, 2021
Revised on: June 13, 2022
Reviewed on: July 10, 2023

Disenrollment Packet

Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

Disenrollment of Five-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student

I,_____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the Lexington School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is five years old, and will not reach the age of six years old prior to January 1 of the ____-____ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: _____
Relationship to Student: _____
Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

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

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 201__.

_____
Notary Public

Alternative Educational Arrangements for Six-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is six years old, and will not reach the age of seven years old prior to January 1 of the ____-____ school year. I am not enrolling my child this school year because:

Please check one of the following:

____ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

____ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: _____
Relationship to Student: _____
Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

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

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 201__.

_____
Notary Public

Disenrollment of Child Between 16 and 18 Years of Age

Attendance Affidavit of Parent/Guardian and Student

I, _____ am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the Lexington School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes because illness makes attendance impossible or impracticable, or because financial hardships make it necessary for the child to be employed to support the child's family.

I certify that the child was born on (date) _____, and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: _____
Relationship to Student: _____
Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

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

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 201__.

_____
Notary Public

Disenrollment of Student 18 Years of Age

I, **(print name)** _____, certify that I am at least 18 years of age and no longer wish to attend _____ Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Printed name of student: _____

Signature of student: _____

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 20__.

_____
Notary Public

Superintendent Verification of Exit Interview

I _____, am Superintendent of Lexington Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20__. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

_____

_____, Superintendent

Collaborative Plan Addressing Barriers to Attendance

Student Name: Click here to enter text. Student Grade: Click here to enter text.
Building: Click here to enter text. Classroom/Homeroom Teacher: Click here to enter text.
Date of Meeting: Click here to enter a date. Number of absences at time of meeting: Click here to enter text.
What are the primary reasons the student has been absent: Click here to enter text.
Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: Click here to enter text.

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:
Steps to be taken by school staff: Click here to enter text.
Steps to be taken by student: Click here to enter text.
Steps to be taken by parent/guardian: Click here to enter text.
Steps to be taken by third parties: Click here to enter text.

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Counselor or School Administrator: _____

Other (indicate title): _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b)***.

I have received a copy of this Plan, including the above notice:

Parent/Guardian: _____

Student: _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

DAWSON COUNTY ATTORNEY
ELIZABETH F. WATERMAN

Dawson County Courthouse
700 North Washington, Room F
Lexington, Nebraska 68850
(308) 324-5644
FAX: (308) 324-9843

Matthew d'A. Neher
Chief Deputy County Attorney
R. Garrett Goodwin
Deputy County Attorney
Katherine Kuhn
Deputy County Attorney
Destiny Vinzant
Deputy County Attorney
Edward Lupomech
Deputy County Attorney

Kelly Kopf, Director
Child Support Enforcement

Julie Gilg, Director
Victim/Witness Assistance
(308) 324-5702

July 6, 2023

Dr. John Hakonson
Superintendent of Lexington Public Schools
P.O. Box 890
Lexington, NE 68850

Delivered via electronic mail.

RE: Lexington School District Annual Attendance/Discipline Policy Review

Dr. Hakonson,

I have received the district's attendance and discipline policy for the coming school year. It appears that the district is largely continuing established policies.

I have nothing to add or recommend on the matters and I thank you for providing our office with the updates.

Thank you,

/s/ R. Garrett Goodwin
R. Garrett Goodwin
Deputy County Attorney

Cc: E. Waterman

5049
Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

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

2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

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

5. A handgun carried as a concealed handgun by a nonstudent adult ~~who holds a valid permit issued under the Concealed Handgun Permit Act~~ in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

   Definition of Encased. The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;

2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and

3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

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

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

semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

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

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

Adopted on: September 8, 2014
Revised on: July 10, 2023
Reviewed on: _____
~~Adopted on: _____~~
~~Revised on: _____~~
~~Reviewed on: _____~~



LEXINGTON PUBLIC SCHOOLS

STUDENT/PARENT/ACTIVITIES HANDBOOK

2023-2024

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WELCOME

Dear Students and Parents:

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

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign (if applicable) and return no later than September 1 or one week after receiving the handbook if you enrolled after the start of school.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,



John
Hakonson
Superintendent

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES (Policy 3053)

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Angie Kovarik
Title: Student Services Director
Address: 300 South Washington St., Lexington, NE 68850 Telephone: 308.324.1209
E-mail: angie.kovarik@lexschools.org

For further information on notice of nondiscrimination, visit https://ocrcas.ed.gov/contact-ocr for the address and phone number of the office that serves your area or call 1-800-421-3481.

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

Also see the "Discrimination and Harassment" section below.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance

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

Mandatory Attendance Age

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Absences*

1) Students are expected to attend every class, every day.

2) High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney.

3) Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4) Students in grades preK-12 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5) <u>Interventions to Reduce Absenteeism</u>
   a) 1st-4th absences: The parent/guardian will be contacted.
   b) 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
   c) An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
   d) The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6) *Absences caused by the following circumstances shall not be counted against a student:
   a) when a licensed health care provider, including a school nurse, has confirmed in writing, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible. The documentation from the provider must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.
   b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
   c) student attendance at a school-sponsored activity;
   d) student has been suspended or expelled from school by the school district; and
   e) an absence caused by and required of law enforcement, child protective services or a court of

competent jurisdiction, confirmed in writing to the school district.

f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

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

Band (Policy 5045)

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy (5045) or other applicable policy.

Bills (Policy 3025)

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Lexington Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $10 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Birth Certificates

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lexington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards (Policy 5042)

Bulletin boards are maintained throughout the building to communicate general information, material,

and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying (Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous online "Submit a Tip" platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have

been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Closed Campus (Policy 5032)

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if parents pick up their children and provide written permission submitted to the office.

Communicable Diseases (Policy 3048)

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

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

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Nebraska Health and Human Services recommends the following:

Bedbugs. See Policy 5065.

Chicken Pox. May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.

Diphtheria. Must have doctor's written permit to return to school.

Fifth Disease. Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.

German Measles (Rubella). May return to school in a minimum of 4 days after appearance of rash.

*Head lice. See Policy 5062. The school will contact the parents of students discovered to have live head lice, and ask them to remove the student from school. Students will not be allowed to return to school until they are free of live lice. When lice are detected on one family member, parents should check all other family members for the presence of lice and treat them if necessary. All infested clothing, bed linen, and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry-cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes.

Hepatitis A. Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.

*Impetigo. To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.

Influenza. Exclude for duration of illness.

Measles (Rubeola). May return to school in a minimum of 4 days after appearance of rash.

Meningitis (Bacterial & Viral). Exclude for duration of illness. Return with documented physician approval.

Mumps. May return to school after swelling has subsided.

Pertussis (Whooping Cough). Exclude, may return with documented physician's approval.

*Pink eye. Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Pin worm. Exclude until treated, as documented by a physician.

Pulmonary Tuberculosis. Exclude, physician treatment essential. My return with documented physician approval.

*Ringworm. Upon suspicion of ringworm a student will be referred to the nurse and the site will be covered. A physician referral will be made.

*Scabies. To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

Scarlet Fever, Streptococcal Infection, Scarlatina, Strep Throat. Exclude until no fever and under treatment for 24 hours.

* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

Communicating with Parents (Policy 5019)

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

Complaint and Appeal Process:

1) The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2) The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

   a) Complaints about the operation, decisions, or personnel within a building should be submitted to

the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3) When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

i) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

ii) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

i) All relevant details of the complaint;

ii) All witnesses and documents which the complainant believes support the complaint;

iii) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4) If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint her or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the

complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5) If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6) When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

ii) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for

participating in the complaint procedure in good faith.

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

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

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

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

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences two times per year.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Copyright Compliance (Policy 3020)

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the

unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

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

Dating Violence (Policy 5030)

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

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

Discrimination and Harassment (Policies 4001, 5026)

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination or harassment should contact Student Services Director and Section 504 Coordinator Angie Kovarik by phone at 308.324.1209; by email at angie.kovarik@lexschools.org; by mail at Lexington Public Schools, 300 S. Washington St., Lexington, NE 68850; or in person at the District Administrative Office Building, 300 S. Washington St. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code (Policy 5031)

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance

3. Caps, hats, bandannas, and hoods worn over the head during the school day
4. Bare feet and footwear determined to be inappropriate by the building principal
5. Short-shorts and biker shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from the principal
16. Clothing with tears or holes that expose flesh above the thighs or underclothes
17. Face coverings. District administrators may require the wearing of face coverings to limit the spread of COVID-19.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol, tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances, tobacco, and e-cigarette at all times.

Any student who violates any school policy regarding drug, alcohol, tobacco, and e-cigarette use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Early Dismissal

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Evacuations, Lockdowns, and Reunifications

The school district will hold routine evacuation drills throughout the school year. Whenever the fire

alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Additionally, the district uses a Standard Response Protocol (SRP) for handling school emergencies including the need for student evacuation of the building and reunification with parents. An overview of these procedures can be found in Section 7 at the back of this handbook.

Field Trips (Policy 6027)

Classes occasionally take field trips off school property for educational enrichment. A student's parent or caregiver, as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. Parents/guardians may be asked to assist with these field trips, provided they pass a background check through the central office. Parents will receive prior notification for all field trips.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance Services

The Lexington Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send an excuse from a health care provider to the building office. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, etc.

Health Screening

Students in the Lexington Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

Health Services

A school nurse is employed by the Lexington Public Schools and is available to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

Homeless Children and Youth (Policy 5014)

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Angie Kovarik, who may be contacted at (308) 324-1209.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0 will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence.

Immunizations (Policy 5010)

1) General Rule
   a) Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.

   b) The district is not responsible for the cost of such immunizations.

   c) Any student who does not comply with this policy shall not be permitted to continue attending school.

2) Exceptions
   a) Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment

may be allowed to attend school for sixty days without the necessary immunizations.

b) Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

   i) A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or

   ii) An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

c) Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing (Policy 5028)

The school does not sponsor or condone initiation or hazing of any sort. See Section Three: Student Discipline for disciplinary consequences.

Instruction Provided Outside School (Policy 6016)

The school district may provide a student with instruction in his or her home and under parental supervision, or in another non-school location and under district supervision, if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Instruction outside school shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. The superintendent or his/her designee will determine when homebound instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services (Policy 5022)

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall allow law enforcement officers access to students to conduct an investigation during school hours unless the investigation substantially disrupts the orderly operation of the school.

Leaving the District

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunizations.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

Lockers and Other School Property (Policy 5036)

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

Lost and Found

All lost and found articles are to be taken to office and then placed on the lost and found table. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Further information can be found in the district's Handbook Supplements.

Medication of Students (Policy 5024)

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1) Prescription medication

   a) Parents/guardians must provide written permission for the administration of prescription medication.

   b) Medication must be brought to school in the prescription container and must be properly labeled with the student's name, the medical professional's name, and directions for administering the medication.

2) Non-prescription medication

   a) Parents/guardians must provide written permission for the administration of the medication.

   b) The medication must be brought to the school in the manufacturer's container.

   c) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's medical professional regarding any medication prescribed by such medical

professional.

Memorials (Policy 3038)
Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval. The District encourages family and friends to sponsor scholarships through the Lexington Community Foundation to honor the memories of their loved ones. Scholarships in the deceased person's name will not be sponsored by the school. Scholarships sponsored by outside organizations or individuals will be allowed.

Opting Out of Assessments (Policy 5018)
The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308.324.1201.

Parties
Classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items
The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Pets
Pupils have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher and/or administrator.

Phone Notification System
Lexington Public Schools may contact parent(s), guardian(s), and students periodically by phone to deliver important recorded messages including school closings, emergency information, or important building information.

Physical Education
The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students may be required to wear PE uniforms, and are encouraged to wear tennis shoes for P.E.

Physical and Vision Examination of Students (Policy 5011)
The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

I. Visual Evaluation for Students

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

II. Objection to Examination

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Supervision

The school's playgrounds, equipment and surrounding areas are generally not supervised when school is not in session. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Pregnant or Parenting Students (Policy 5008)

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Protection of Student Rights (Policy 5015)

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's

administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam. Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

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

Reporting Child Abuse and Neglect (Policy 4064)

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Rights of Custodial and Non-Custodial Parents (Policy 5020)

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Library Collections (Policy 6039)

Lexington Public Schools Mission Statement. To develop capable and responsible lifelong learners. With the cooperation of family, school and community, the district will prepare students for the global challenges and the opportunities of the future.

Lexington Public Schools Library Mission Statement. To provide an optimal learning environment that promotes reading for enjoyment and supports the development of information literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

School Library Program Philosophy. Lexington Public Schools aims to provide quality learning experiences designed to equip students with the skills to adapt and thrive in a changing global environment in accordance with the strategic planning goals and curricular needs of the district.

The school library is to be the information center for students and staff members, providing collections that include materials in a variety of formats to meet the curricular, personal, and professional needs for the educational process. The school library will extend and enhance the classroom experience: a place where students, teachers, and librarians can explore, learn, create, and collaborate. School librarians (also known as media specialists), will foster a love of reading and learning in addition to modeling and utilizing current technologies to assist students in becoming proficient and responsible users of information. The school library will allow free access to all materials for staff and students by providing information, access to technology for information retrieval, and facilities for meetings.

District Needs. Lexington Public Schools serves approximately 3,000 students in grades Pre-K-12. These students come from the town of Lexington and the surrounding rural areas. The community is home to Tyson, a major meatpacking employer, which has had a great impact on the increased numbers and diversity of the local school district's student population. This diversity has created language barriers and communication is often a challenge for students and staff, yet provides a rich cultural experience for all students. Therefore, the native culture and languages of students in the district will be respected and considered when making collection selections.

The primary clientele of the school library will be the students located in each of the elementary buildings, the middle school, and the high school, as well as the staff members for each of these facilities.

All curriculum areas will be represented at each of the building levels -- fiction, non-fiction, biographies, and reference materials. Books, periodicals, newspapers, and databases will be available in print and/or digital format.

Selection Objectives. The primary objective of the school's library is to ensure that students and staff are effective users of ideas and information. It is the goal of the school library to provide a wide range of resources and activities that will contribute to lifelong learning.

Selection and Approval of Materials. Both print and non-print materials will be selected for the school libraries that are consistent with the mission and philosophy of Lexington Public Schools. Considerations will be curricular needs, student interests and informational needs, level of difficulty, and appropriateness of the material for its intended educational and recreational use. All accreditation requirements will also be met. School staff, students, and parents may recommend that certain materials

be added to the collection. Requests may be made informally by visiting with school librarians or formally in writing. School librarians will review and recommend materials to be added to the collection subject to the approval of the building principal.

Weeding and Deselection. To maintain a collection that is relevant and has educational value, school librarians regularly review materials and may recommend removing materials for, but not limited to, the following reasons:

- Out-of-date
- Contains inaccurate information
- Lacking in educational value
- No longer of interest
- Unneeded duplicate
- Superseded edition
- Worn out, defaced, or dirty, etc.
- Obsolete
- Missing pages
- Not circulated within the past five years (exceptions might include past award winners, autographed copies, classics, etc.)
- No longer contribute to the total collection

School librarians will conduct an end-of-year inventory of materials. School librarians will recommend removal of materials subject to the approval of the building principal. Removed materials may be offered to teachers and students for educational purposes, or discarded subject to approval of the building principal and district policy on the disposal of school property.

Controversial Materials. Patrons finding certain materials objectionable to the school community may choose to have an informal conversation with the school librarian or request that they be formally reconsidered using following procedure:

1. The patron shall submit the completed "Request for Reconsideration of Library Material" form regarding the material in question to the building principal.
2. Until a final decision is made, the material in question will be moved to a back shelf and will be available for circulation with written parent/guardian consent only.
3. The building principal and the school librarian will work together to appoint a review committee whose purposes shall include, but not be limited to, the following:
    - Read, view, or listen to the material in its entirety.
    - Check general acceptance of the material by reading reviews and consulting recommended lists.
    - Determine the extent to which the material supports the curriculum.
    - Make a recommendation to the building principal as to whether to retain or remove the material in question.
4. The review committee shall inform the building principal of its recommendation.
5. The building principal will meet with the patron to review the patron's objections and the committee's recommendation.
6. The final decision concerning the material will be made by the building principal. The building principal will mail a letter notifying the patron of the final decision to remove the material from the library collection or retain the material in circulation.

<u>School Meal Program and Meal Charges (Policy 3012)</u>

The school district provides a food service program that is designed to provide adequate nutrition and

an educational experience for students. Prices for meals can be viewed on the district website.

Breakfast

The school will serve breakfast daily from 7:15 a.m. until 7:45 a.m., or as otherwise authorized by the building principal. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

The district prohibits student lunch accounts from carrying negative balances, and it is the responsibility of parents/guardians to ensure sufficient funds are deposited in their children's accounts. When balances are drawn down to $5.00, the district will send a low-balance notification to the parent/guardian. Students are encouraged to pay for meals several weeks in advance. Payment should be made to the lunch bookkeeper in the building.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD- 3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

School Wellness Policy

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

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

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

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

i. USDA National School Lunch and School Breakfast nutrition standards

ii. USDA Smart Snacks in School nutrition standards.

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

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

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

6. Food and Beverage Marketing

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

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time,

any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

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

Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

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

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

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

(4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

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

Secret Organizations (Policy 5046)

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

Self Management of Diabetes or Asthma/Anaphylaxis (Policy 5053)

Subject to school policy, the school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

Smoking, Tobacco, and "E-cigarettes" (Policy 3016)

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dog

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school

parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.

4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to Students and Staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Solicitation

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Board, shall be permitted.

Standardized Testing

The Measure of Academic Progress (MAP) is administered annually in grades 2-10 to determine the students' achievement probability for individual success. Results are sent home.

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees (Policy 5045)

The Board of Education of Lexington Public Schools adopts the following Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska.

It is the general policy of the District to provide for free instruction in school in accordance with the Nebraska constitution. The general policy of the District is to provide free instruction for courses that are required by the District, state law or regulation, and for which credits or grades apply, and to provide the staff, facilities, equipment, and materials necessary for such instruction, without charge or fee to students.

The District does make available activities, programs and services to students that extend beyond the minimum level of constitutional required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage to the extent permitted by law, such student and parent contributions to enhance the educational programs and experiences provided by the District. Under the Elementary and Secondary Student Fees Authorization Act, the District is required to set forth guidelines and policies for specific categories of student fees. The District does so by setting forth the following:

Fees Authorized: Except as provided otherwise herein, the District may collect fees or other funds from or on behalf of students, or request students to provide fees, supplies, specialized equipment, attire, or specialized materials:

1. For participation in extra-curricular activities.
2. For admission and transportation costs for spectators attending extra-curricular activities, including activity tickets for discounted admission to extra-curricular activities.
3. For post-secondary education costs.
4. For student transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611.
5. For copies of student records or files pursuant to Neb. Rev. Stat. 79-2,104.
6. For reimbursement to the School District for property lost, damaged, or destroyed by student.
7. For before and after school or Pre-Kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.
8. For Summer School or Night School.
9. For Breakfast, Lunch, and Milk programs.
10. For voluntary provision by students of specialized equipment and attire for select performance groups, including musical instruments for participation in extra-curricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

Definitions and Guidelines

Extra-curricular Activities: This means student activities or organizations that are supervised or administered by the District, but do not count toward graduation, credits, or advancement between grades, and in which participation is voluntary and not otherwise required by the School District.

Postsecondary Education Costs: This means tuition and other fees associated in obtaining credit for a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of the approved school curriculum or part of an approved accelerated or differentiated curriculum pursuant to Neb. Rev. Stat. 79-1106, to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or other fees associated with obtaining credits from the postsecondary institution.

Extra fee for participation: The District may enact and charge a minimal activity participation fee to

students who participate in extra-curricular activities. The fees shall be used to offset the cost of equipment and replacement of necessary attire. Should such a fee be enacted, the District fee waiver policy shall be in effect for qualifying students and parents.

Admissions to athletic events, activities, performances, etc.: Students may be charged an admission fee for attendance at athletic events, performances, dances, and similar functions sponsored by schools that are optional and voluntary and that have no impact on any class or credits.

Copies of student files or records: Students shall be responsible for a reasonable cost, as established by the Superintendent, of copies of a student's transcripts, files, and records. A parent, guardian, or student requesting copies of records shall be responsible for the cost of reproduction or copying in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents or students from their right to inspect and review a student's files or records, and no fee shall be charged to search for or retrieve any student's records. The fee schedule shall permit one copy of requested records or files to be provided without charge to the extent required by federal or state laws or regulations.

Reimbursement for property lost or damaged, or for fines: Students may be charged a fine, or for reimbursement for overdue library or similar materials, for excessive damage to school supplied materials, or for lost books or materials.

While the District will provide students with the use of facilities, equipment, materials, and supplies including books, the students are responsible for the appropriate and careful use of such property. Students and their parents will be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

When students are given school property of a significant value that may easily be damaged, parents will be given advance notice of student responsibility for the item and parents will be afforded an opportunity to ask that the student not be given the property.

Penalties: Students who fail to pay overdue student fees or fines may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, from participation in the prom, withholding of annual, participation in extra-curricular activities, etc. Students shall not be denied a diploma, transcript, or credit for course work for failure to pay overdue student fees or fines.

Before and after school or Pre-Kindergarten services: Students and their parents may be charged and are responsible for fees required for participation in before and after school programs sanctioned by the District if and when such charges are established. The District is not responsible for programs administered by other agencies, and charges for such programs are not subject to fee waivers.

Participation in summer school or night school: Students and their parents may be charged and are responsible for fees for participation in summer school or night school if and when such charges are established. Students are also responsible for correspondence courses, except those approved by the District as adopted curriculum or as approved for high school credit as part of an approved accelerated or differentiated program.

School Stores: School stores are allowed and may be established for purchases of food, beverages, and personal items. A school store need not have a permanent, physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or another vendor.

Clothing required for specified courses or activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District dress and grooming requirements and guidelines, as well as grooming and attire guidelines established by the school, building, or programs attended by the student or in which students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the program, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course, or activity. (Gym clothing, shoes suitable to the gymnasium etc.)

The District shall provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical related classes which involve exposure to hot molten metals, milling, sawing, turning, shaping, butting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding, or other forms of welding processes, repair or servicing of any vehicle, caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in appropriate classes and locations, that teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Materials required for course projects: Students may be asked to donate or furnish materials required for course projects, where, upon completion, the project becomes the property of the student or which represent materials beyond that provided by the school for completion of requirements. Provision of such materials is not required and the District shall supply adequate and sufficient materials for completion of any project required for credit or a grade. The District is not required to provide a particular grade or standard of materials.

Musical Instruments: Students may be required to provide musical instruments for participation in optional music courses or activities that are not curricular or extra-curricular activities. Students may have the option of using a school district musical instrument. If the student elects to use a school district instrument they will be assessed an instrument cleaning fee. The District is not required to provide a particular type of musical instrument for any student.

Elementary students at appropriate grade levels may be asked to provide or donate, but are not required to donate musical instruments (recorder or beginning band instrument, etc.) and consumable music or lesson books.

iPad Damage Protection Students will be required to purchase school provided damage protection if the student is in a school with a 1:1 iPad initiative and if the student wishes to take the iPad home. If an iPad is damaged the student will be responsible for 15% of the cost of repairing the iPad. No waiver shall apply for iPad damage protection or repair costs.

Specialized Attire and Equipment: The District will generally provide and furnish students with specialized equipment and attire (uniforms, football pads, helmets, etc.) for participation in extra-curricular activities. The District is not required to provide for a particular type of equipment or attire, or for attire or equipment beyond that designated as the standard "home and away" team uniforms. Team members, Boosters, Parents, or others may wish to offer for sale or seek to purchase and provide related attire or gear; however the School District neither sanctions or requires apparel beyond the standard uniform and shall bear no financial responsibility for these optional purchases. Students who participate in extra- curricular activities and sports are expected to provide for their own appropriate athletic shoes,

undergarments, mouthpieces where required, socks, towels, golf clubs, and gloves for golf, and softball. Students are expected to provide evidence of required insurance coverage. Students may be asked to provide for their own meals on out-of-town trips.

Students or parents who qualify under provision of the District waiver policy may apply for a waiver of any participation fees for the aforementioned items expected of students. Special attire, equipment, or uniforms provided by the District may be required to be returned to the District at the conclusion of the season or when the student is no longer participating in the sport or activity.
The District is not required to provide for special attire or equipment beyond the basic standard defined by the District, and shall not be required to provide a particular brand, style, or student preference.

Vocal music and performance groups: Students may be asked to provide or purchase special attire for performance groups, and may then keep the attire. Parents or students who qualify under provisions of the District waiver policy may apply for a waiver of the cost of such attire. Special attire or uniforms provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity. The District is not required to provide specialized attire beyond the one uniform or attire designated as the standard for the activity. Students, Parents, Boosters, or others may wish to provide for or offer for sale additional equipment, gear, or attire, but the District neither sanctions or requires attire beyond the standard and shall bear no financial responsibility for such.

Cheerleaders, Flag Corps, Dance Teams, etc.: Students may be asked to purchase or provide special attire for optional performance groups and then keep the attire. Parents and students who qualify under provisions of the District waiver policy may apply for a waiver of such costs. Special attire provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity.

The District is not required to provide for specialized attire beyond the one uniform or attire designated as standard for that group or activity. Students, parents, and Boosters may wish to provide for or offer for sale additional equipment or attire, but the District neither sanctions or requires attire beyond the standard uniform or attire and shall bear no financial responsibility for such.

Student clubs and organizations: Student clubs and organizations may expect students to pay dues, or to purchase optional shirts, etc. or participate in activities that require payment of admissions or fees. Students and parents who qualify under provisions of the District waiver policy may apply for a waiver from such participation fees, dues, or cost of required activities, shirts, etc. for school sanctioned clubs and organizations.

Drivers Education: Drivers education is an optional program offered by the District for the benefit of students and parents. A fee may be charged to offset the cost of Drivers Education during summer, or after-school night classes. No waiver shall apply to such driver's education costs.

Graduation Expenses: In order to participate in optional graduation or commencement activities or related activities, a cost may be incurred, including rental or purchase of caps and gowns that are required for participation in graduation exercises. Students and parents who qualify may apply for a waiver of the costs of graduation.

Field Trips: Approved Field Trips as per District Policy are considered extensions of classroom instruction. Parents and/or students may be asked to donate toward the cost of the trip, admissions related to the trips, etc., but are not required to do so.

Optional testing: Optional testing may be available or offered to students such as the PSAT, ACT, or similar tests related to college entrance or placement. These tests are optional and fees may be charged. No waiver shall apply to such testing costs.

Optional Events or Activities and Activities by Outside Sponsors: Students who choose to participate in optional events, activities, trips, or performances, that are sponsored by Booster Clubs, Parent groups, agencies, staff acting on their own and outside of school sanction, or people outside of the school system, may result in charges for fees, travel, admissions, meals, and other related expenses. It is the policy of the District that participation in such events or activities is optional and independent of the School District and District expectations or requirements. No school waiver of fees or charges shall apply for activities by outside sponsors. No District responsibility exists for sponsorship, funding, accounting, or liability for such activities.

Fund raising: Student members of groups or activities, parents, and boosters may be asked to participate in fund raising activities to offset the cost of special attire. If students are expected to, and volunteer to, participate in fund raising activities, any student participating shall be expected to participate equally and share equally in whatever funds are raised.

Student Fees Fund: The District shall establish a Student Fee Fund. The Student Fee Fund shall be a separate School District Fund into which all money collect from students and subject to the Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Elementary and Secondary Student Fees Authorization Act consist of money collected from students for: (1) Postsecondary education costs, (2) Summer School or Night School.

Waiver Policy: It is the policy of the Lexington Public Schools to provide fees waivers in accordance with the Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price school lunches under the United States Department of Agriculture Child Nutrition Programs shall upon request be provided a waiver for fees or costs, or be provided with necessary materials, equipment, or attire without charge as prescribed in adopted District policy. Participation in a free or reduced lunch program is not required to qualify for a waiver of fees. Students and their parents must request a fee waiver prior to participation in the activity for which the waiver is sought, and prior to purchase of materials, attire, or equipment.

Distribution of Policy: The Superintendent or designee shall provide access to the district's student fees policy through the district student/parent/activity handbook and on the district's website. The student/parent/activity handbook shall be provided to students electronically or in paper form, as requested by the parent, at no cost.

Annual public hearing and establishment of fees shall be conducted by the Board of Education and any changes or revisions made available as per policy provision.

Lexington Public Schools Student Fees:

Program	General Description of Fee or Materials	Anticipated Cost
Elementary School Supplies. Suggested and requested for parent donation. Not required.	Pencils, erasers, pens, glue, scissors, folders, notebooks, pencil box, markers, ruler, crayons, etc. Requested donations lists available from schools.	ELA - $25 Kindergarten - $25 Grade one - $35 Grade two - $35 Grade three- $45 Grade four - $45 Grade five - $50
Middle School Supplies, Suggested and requested for parent donation. Not required	Pencils, pens, erasers, glue, scissors, folders, notebooks, calculator, ruler, markers, highlighter, colored pencils, compass, paper, protractor, P.E. Shirt*, student agenda*, Requested donation lists available from school. (*may be purchased at school	Grade six- $60 Grade seven- $60 Grade eight - $60
3rd Grade	Recorders	$7 - $15
5th – 8th Grade	Band Books PE athletic shoes with rubber soles Flash drive Ear buds	$10 $25 $10 $10
	Admissions fees for school dances including homecoming and prom.	$3-30
High School supplies. Suggested and requested for parent donation. Not required Estimated expenses waiver applies	Pencils, pens, notebooks, calculator (depends on class), P.E. clothing, binders, etc. Requested donation lists available from school.	Grades 9-12 - $150
	Senior Trip	$700
	Athletic Shoes or specialized equipment of garments for each sport or activity	$300
	Special attire for performance groups related to classes	$400
	Graduation and related expenses	$200
	Field Trips	$15
	Clubs, dues, shirts, for each Club	$50
	Overdue library materials	$.05 per day with a $5.00 maximum fee. Overdue reserved materials $.24 per hour after 10:00 AM
	Copies for student use	$.25 per page color copy; $.05 for black and white

	Post-secondary tuition or costs	As established by the school or college to be paid directly to the college, not normally to exceed $1000.00 per course.
	Summer or night school	$150.00 per course
	Elementary Lunch	$1.70 daily
	Secondary Lunch	$1.90 daily
	Elementary Breakfast	$1.00 daily
	Secondary Breakfast	$1.10 daily
	Reduced Lunch	$.40 daily
	Reduced Breakfast	$.30 daily
	Extra Milk	$.50/carton
	Students may be asked to periodically donate one or two boxes of Kleenex or similar tissues. Not required	
	iPad damage fee for 1 to 1 initiative	$25
	Insurance co-pay for damaged computers	15% of damage
	Instrument Cleaning Fee	$40
	Replacement of ID cards, lanyards, and/or holders	Maximum charge of $8.00
	Graduation expenses related to Commencement exercises (cap, gown, tassel, etc. Does not include pictures, invitations, announcement, etc.)	$50
	Driver's Education-Lexington Student	$330
	Driver's Education-Non-Lexington Student	$330
Fees That May be Charged	Replacement of lost or damaged books or equipment	Actual cost depreciated proportionate to the anticipated life of the item. Damage due to vandalism or malicious destruction of property at full replacement cost.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Insurance (Policy 5025)

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Student Internet and Computer Access (Policy 5037)

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
7. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
8. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
9. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
10. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
11. Students shall not forge electronic mail messages or web pages.

II. Enforcement

Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

III. Consequences for Violation of this Policy

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

1. Loss of computer privileges;
2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.
5. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Children's Online Privacy Protection Act (COPPA)
The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Student Records (Policy 5016)
The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information (Policy 5017)
FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- E-mail address
- Date of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Name of parent and/or guardian
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Certain class work which may be published onto the Internet
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user. Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who object to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than one week after receiving the handbook.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

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

Complaints

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

Family Policy Compliance Office

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

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. The student and parents may be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

Threat Assessment and Response (Policy 3037)

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

1) Definitions
   a) A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
      i) The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
      ii) A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
      iii) A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
   b) A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
      i) The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
      ii) The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.
2) Obligation to Report Threatening Statements or Behaviors.
   a) All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3) Threat Assessment Team
   a) The threat assessment team (team) shall consist of the superintendent, the building principal, guidance counselor, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.
   b) The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4) Threat Assessment Investigation and Response
   a) When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.
   b) If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:
      i) Review of the threatening behavior and/or communication;
      ii) Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
      iii) Review of school and other records for any prior history or interventions with the students involved;
      iv) Any other investigatory methods that the team determines to be reasonable and useful.
   c) At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5) Communication with the Public about Reported Threats
   a) The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6) Coordination with the Crisis Team After Resolution of Threat
   a) The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Title I Parent and Family Engagement (Policy 5057)

Lexington Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Title I School Compact

The Lexington Public School District and the parents of students participating in activities, services, and

programs funded by Title I have jointly developed this Compact which outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

School Responsibilities:
The faculty and staff of the District will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

Parent Responsibilities:
The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.
- Under the Every Student Succeeds Act, parents of students attending a Title 1 school may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's teachers and paraprofessionals.

Student Responsibilities:
The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

Title IX Policy and Grievance Procedures

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a

complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**.

5.1. **General Requirements**.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not

rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether

remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping**.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent

that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Tornado Warning

It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Lexington is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent or designee will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside

of the vehicle if the vehicle were involved in an accident

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

Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities (Policy 6029)

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent. In the event a student misses the bus, alternative transportation arrangements must be approved by the building principal.

Video Surveillance, Recordings, and Photographs (Policy 5063)

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

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during

the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

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

Weather-Related School Closing (Policy 3013)

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be ordinarily announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website and Twitter/Facebook accounts, and through automated phone calls. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled, unless authorized by the administration and activity participation is voluntary.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Please see handbook supplement for further academic information specific to your school.

Parent Access to Student Information System

Parents and students may log on to the Student Information System (SIS) to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information.

Parents may use computers at the school to access their child's information. Parents may call by phone to receive current homework information in either English or Spanish.

Promotion and Retention

Judgments about promotion from grade level to grade level, completion of a class or course of study, accelerated placement, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. The parents or guardians of pupils who are to be retained shall be notified, and if requested by the parents or guardians, conferences will be held with the parents or guardians indicating the reasons for retention.

Decisions about promotion or retention of students shall be based on consideration of the academic achievement and/or attendance of the student and be directed toward the welfare and development of the student. Pupil progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Retention of pupils for more than one additional year for a given grade is not recommended.

Any student or the parent or guardian of any student shall have the right to review any decisions made about promotion or retention; rights of review are governed by policies of the Board relative to complaints.

Report Cards

Report cards are sent home no later than the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE: STUDENT DISCIPLINE (Policy 5035)

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Rules and regulations relating to extracurricular activities including athletics, cheerleading, band, chorus, and club activities can be found in Sections Four and Five of this Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences addressed in this section.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

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

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

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

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

Short-Term Suspension

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

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

2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

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

Emergency Exclusion

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

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

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

Expulsion

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

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. Alternative School or Pre-expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school

employee or by his or her designee, or at a school-sponsored activity or athletic event:

1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7) Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8) Engaging in bullying as defined in section 79-2,137 and in these policies;
9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11) A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    b) Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c) Violating school bus rules as set by the school district or district staff;
    d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or

imitation, or electronic cigarettes, vapor pens, etc.;

e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

f) Possession of pornography;

g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

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

i) Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

j) Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k) Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

l) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

m) Using any object to simulate possession of a weapon;

n) Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

o) Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

<u>Reporting Requirement to Law Enforcement</u>

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

1) The violation includes possession of a firearm;
2) The violation results in child abuse;
3) It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4) It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

5) It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

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

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing

examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

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

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

<u>Reporting Requirement to Law Enforcement</u>

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

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

SECTION FOUR: ACTIVITY PROGRAMS AND EVENTS

Students in "good standing" at Lexington Public Schools are invited to participate in activities. Whether students are active in leadership, clubs, arts activities, athletics, or academic endeavors, they are playing an important role in building school spirit and representing our school and state in a positive manner. LPS activities and events include, but are not limited to attendance and participation in [1] athletic events, [2] cheerleading and dance team, [3] band, chorus, speech, and drama performances, [4] all clubs and organizations, [5] dances, [6] homecoming festivities, [7] and prom. A complete list of LPS clubs, organizations, and activities can be found on the district website.

The Senior Trip to Washington D.C. is considered a non-school activity with its own rules and requirements.

Absence from School (Policy 6014)

All students are expected to be in regular attendance throughout the school year. When school is in session, the student must be in attendance at least ½ of the school day (four class periods on a regular school day or adjusted for abbreviated schedules) in order to be eligible to practice, rehearse, or perform on that same day. Any student who participates in an activity when not in attendance at for at least ½ the school day will not be allowed to participate in the next school activity that is of a similar nature. (Note: If the aforementioned violation involves a practice, the student cannot take part in the next practice. If the violation involves a contest, the athlete will not be allowed to participate in the next contest). The activities director or principal may waive this requirement for funerals, medical appointments, and other extenuating circumstances.

Accountability Lists

See LMS and LHS Handbook Supplements.

Activities on Wednesday Nights and Sundays (Policy 3015)

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent. Practices on Wednesdays shall not go later than 6:30 PM.

Adding or Dropping Organizations

New organizations may be formed during the school year providing: (1) there is sufficient interest among the students; (2) a certificated staff member is available to sponsor the organization; (3) the purpose and objectives of the organization are part of the overall philosophy of the school. Organizations may also be deleted from the co-curriculum based upon the preceding three requirements. All additions/deletions for the co-curriculum activity must be approved by the school administration. New activities requiring the expenditure of district funds must also be approved by the Board of Education.

Appearance

Participants in the activities program will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Attendance at Activities

Students attending a school activity may not leave and reenter the activity. This includes school dances and all athletic events except when athletic contests are being held in multiple sites on the same date.

Concussion Information and Medical Release

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

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

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
   - Heads UP Concussions in Youth Sports
   - Concussion in Sports—What You Need to Know
   - Sports Safety International
   - ConcussionWise
   - ACTive™Athletic Concussion Training for Coaches; and

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
   - The signs and symptoms of a concussion;
   - The risks posed by sustaining a concussion; and
   - The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

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

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

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

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

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care

professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Please see Parent/Athlete Concussion Information form below concerning concussions:

LEXINGTON HIGH SCHOOL 2015-2016 SCHOOL YEAR

PARENT/ATHLETE CONCUSSION INFORMATION FORM

What is a Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It causes a disruption of normal brain function due to either a direct or indirect blow to the head, face, neck or other body part that causes the brain to move back and forth rapidly. This rapid movement causes damage to the brain at a microscopic level.

Concussion Signs & Symptoms

SIGNS OBSERVED BY PARENTS OR COACHES	SYMPTOMS REPORTED BY ATHLETES
Appears Dazed or Stunned	Headache
Confused about what to do or forgets instructions/plays	Nausea or vomiting
Is unsure of game, score, or opponent	Dizziness/Balance Problems
Answers questions slowly	Blurred/Double Vision
Shows mood, behavior or personality changes	Difficulty Concentrating/Memory Problems
Can't recall events prior to or after the hit	Sensitivity to Light &/or Noise

Concussion Danger Signs

Be alert for symptoms that worsen over time. This can be in a matter of hours or in a matter days. Your athlete should receive immediate medical attention if he or she has:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse or does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Increasing confusion, restlessness or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Why Should An Athlete Report Their Symptoms?

An athlete's brain needs time to heal following a concussion. While the athlete's brain is still healing, the athlete is much more likely to have another concussion. Repeat concussions can increase the amount of time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling known as "Second Impact Syndrome" which can even be fatal or cause permanent damage to the brain.

What Should You Do If You Think Your Athlete Has a Concussion?

If you suspect your athlete has a concussion, he or she should be removed immediately from play. The athlete should report any symptoms to their coaches and/or athletic trainer immediately. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. The athlete should not be allowed to return to activity until a health care professional, experienced in evaluating for concussions has evaluated the athlete for a concussion.

What Can YOU Do to Help Recover from a Concussion?

Rest is key to helping an athlete recover from a concussion. There are no medications that can speed up the recovery from a concussion. Exercise and activities that require a lot of concentration appear to cause concussion symptoms to worsen and/or last longer. Examples of activities to refrain from while recovering from a concussion include: exposure to loud noises, bright lights, computers, playing video games, television & phones (including text messaging). Resting as much as possible in the days following a concussion is the best treatment. Returning to sports following a concussion must be carefully managed by a health care professional.

Interesting Facts About Concussions

- An athlete does not have to lose consciousness to suffer a concussion
- Concussion symptoms may last a few days to several months
- Concussion symptoms can interfere with school, work & social life
- Athletes who have had a previous concussion are at increased risk for another concussion
- Teens are more likely to get a concussion and take longer to recover than adults

Cutting Athletic Squads

We try to carry as large as possible athletic squads in order to give everyone a chance to play. Times a squad might be cut are: NSAA regulations, insufficient facility space and equipment, insufficient transportation, insufficient number of coaches or sponsors, misconduct by a player, and the unlikelihood of playing time.

Dances (LHS)

1. Generally, there will be a limit of 1 dance per semester.
2. Music shall be in good taste, with school-appropriate lyrics.
3. Attire is less restrictive than for the academic climate, but must be in good taste. Attire that is see-through or too revealing isn't permitted.
4. Breathalyzers may be administered to attendees.
5. No one below 9th grade and no one over age 20 is permitted to attend LHS dances.
6. All non-LHS guests must be registered in the office by 3:30 p.m. on the date of the dance.
7. All non-LHS guests must arrive and leave with their LHS date.
8. Student must register in advance their outside dates and have them approved by the principal.

Electronic Communication

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

Eligibility--NSAA Rules

Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at https://nsaahome.org/constitution-bylaws/.

Eligibility for College

The following link provides information about NCAA college eligibility rules:
http://www.ncaa.org/student-athletes/future/eligibility-center.

Equipment

The school tries to furnish the student with as much of the equipment needed for activities as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The student will be responsible for this equipment and shall be responsible for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What item costs when purchased for replacement may be double the original cost in many cases because of ordering a single item.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should he/she quit a sport. If a student fails to check in his/her equipment at the designated time should he/she quit an activity, he/she will be expected to pay for the cost of replacement.

Intramural Activities

Intramural activities will be organized providing, (1) there is an acceptable sponsor available; (2) there is sufficient student interest; and (3) facilities are available. A student may not participate in the intramural program if he/she is participating in NSAA interscholastic athletics in the same season.

Lettering Guidelines

Students of Lexington High School may earn the right to be letter winners in certain extra-curricular activities. The activities that offer lettering and their specific lettering requirements may be found on the

district website: https://www.lexschools.org/activities/lettering-requirements/

General lettering requirements include the following:

1. LHS student managers/assistants are eligible to be awarded letters.
2. All students must finish the season in good standing in order to receive a letter.
3. Letters will be awarded by the school, not an outside organization.
4. Each time an individual letters, he or she will be awarded a letter certificate by the coach/sponsor of that activity. The first time, and only the first time, that an individual letters in any activity, he/she will be awarded the standard chenille letter by the coach/sponsor representative of that activity.

Level of Competition for Team Sports (Football, Volleyball, and Basketball)

The decision as to whether a freshman will be "moved up" to sophomore, reserve and/or varsity competition will be made by the respective coaching staff with the consent of the parents/guardians. All moves may be subject to change during the season. Athletes will be placed according to their athletic abilities/attitude at that given time.

Locker Rooms

All students will be under the direct supervision of the coach/sponsor in charge while dressing. A student must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge. Students are to always respect all equipment and supplies in the locker room. Coach's/sponsor's offices and equipment rooms are off-limits to all students unless expressly permitted by the coach or sponsor (e.g. for a conference).

Meals

If requested by the activity coach/sponsor, the district shall provide a student meal allowance for events when the travel time from Lexington exceeds 8 hours.

Medical Treatment

Plum Creek Medical Group and Lexington Regional Health Center will provide a volunteer health care provider to come and assess athletes that have been injured at the request of Lexington Public School Athletic Trainers. The health care provider will come on Wednesdays between 4:00 to 5:00 P.M.

The treatment will include history of the injury, focused exam of the injured athlete, discussion for the need for further assessment and plan of care. No monetary charge for this visit at Lexington High School. If there is further need for more testing (example: x-rays, MRI, CT scans or orthopedic consults) the provider will recommend this. The athlete will be given the option to see whomever they wish for their healthcare at this point. If further workup is needed and are seen at another facility the athlete's parents will be billed at that time.

All billing will initially go through their private insurance. Parents will be notified prior to the assessment so that they may have the opportunity to come to the healthcare provider's exam. If the parent(s) cannot be present the health care provider will send the notes from visit home with athlete.

Parents have the choice to take their athlete to their primary care provider for further evaluation if they so choose.

By signing this handbook, the parent gives permission for their son/daughter to be examined at Lexington High School by a voluntary health care provider for the current school year.

Open Gym and Other Off-Season Conditioning Programs

Open Gyms and other like conditioning programs for athletes that are not involved in in-season athletic programs are encouraged for all student-athletes, grades 9-12.

Overnight Stays

If the distance to an event requires a departure time earlier than 6 a.m., student groups shall be allowed to stay overnight at the event location. Exceptions to this rule may be made for state competitions or weather- related contingencies.

Parent Communication With Coaches/Activity Sponsors

Note: This is the model that parents are instructed to follow. This is a binding agreement between the school (and its coaches/sponsors) and parent(s).

When there is a need to contact a coach/sponsor of a sport/activity during the school year, LPS has established the following protocol:

Level 1. Each Head Coach/Sponsor will have a parent meeting during the preseason to establish guidelines and expectations for their student-athletes. Parents are invited to ask questions at this time.

Level 2. During the season, please contact your son/daughter's head coach/sponsor if you have questions or concerns. Please wait 24 hours AFTER a contest to contact your son/daughter's coach/sponsor. Teachable Moment: Have your son/daughter have an initial visit with their head coach. We are preparing student-athletes for adulthood and learning to advocate for themselves is a part of their education.

If the issue is still not resolved to your satisfaction, the decision may be appealed to the Activities Director and up the chain-of-command as described in the district's Complaint Procedure.

Participation Conflicts

In the event a student participates in more than one activity and there is a scheduling conflict between programs, students are encouraged to follow these priorities: 1. State events; 2. District events; 3. Conference events; 4. Regular Season events. When there is a conflict between two activity events having the same priority status, the student shall be allowed to choose which one to attend.

Pep Rallies

In order to support participants in school activities, as well as promote school spirit, pep rallies are occasionally held. Pep rallies must be scheduled through and approved by the building principal.

Practice Regulations

Please visit the NSAA website for the most up-to-date practice/conditioning guidelines.

Pre-Practice/Meeting Requirements

All students who participate in an activity must return the following to the Activities Office before they start practice:

1. Completed and signed physical card
2. Parental/Guardian permission – signature of approvals and agreements

3. Student signature of approvals and agreements

When completed, these are to be turned in to the Activities Office. Only one form per year per participant needs to be completed. This form must be on file in the Activities Office for student participation in all school activities. Upon completion of the before mentioned pre-practice requirements, the office will issue clearance of the student to the coach/sponsor in charge.

Senior "Giant" Photo Requirements

Requirements of inclusion in the "Giant Senior Letter Winner" photo - In order to be included in "Giant" senior photo, athletes must:

a) Be able to fulfill all requirements for graduation upon completion of the present school year and be a letter winner.
b) Have been active in a sport during their junior year (unless prohibited by serious injury documented by a medical doctor)

Sportsmanship

LPS abides by the sportsmanship guidelines of the NSAA which can be found at http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf.

Training Room Rules and Procedures

For training room rules and procedures, see guidelines at http://lexstrength.weebly.com/.

Traveling to Practice Field, Courts or Buildings

In some school activities including, but not limited to, soccer, softball, and golf, parents may be asked to arrange for transportation of their child to the practice/game location.

Travel To and From Activity Events (Policies 5044, 6029)

To promote team unity, LPS staff members and activity groups shall normally travel together to and from all contests/events by school bus or school vehicle. Travel by private vehicle is discouraged, but when necessary, must comply with Board Policy 6029 concerning activity travel. All members of an activity group will ordinarily return from a contest/event by the same means of transportation provided in taking them to the contest/event. The following exceptions may be granted:

1. A participant may continue on a trip with his/her parents or remain at the site when their parents are visiting friends, relatives, etc.
2. If returning to Lexington causes a hardship upon the family, such as if the participant lives between the site and Lexington.
3. If a participant must return home early because of another obligation or emergency situation.

Students shall follow all transportation rules described in Board Policy 5044 and this Handbook.

The policy of the school district is for activity buses to return from any regular season, conference, or district contest on the same day of the contest, or the last day the LHS team or other activity group competes if the contest spans more than one day, e.g. a tournament. (Length of stay for state competitions will be made on a case-by-case basis.) The activities director may make exceptions to this rule given extraordinary circumstances that threaten the safety of the driver or passengers including, but not limited to, treacherous road conditions, poor visibility, and bus breakdowns. Parents and students are advised that in some cases, buses will arrive home late at night. Students are expected to be on time to school the day following activities regardless of bus arrival times. (Parents have the prerogative to keep students home, but missed school time will still count toward total absences.)

Use of Facilities including Weight Room

No student will work out or use school facilities unless he or she is under the supervision of a coach or sponsor. For further information, visit http://lexstrength.weebly.com/.

SECTION FIVE: ACTIVITIES CODE OF CONDUCT

Purpose

School activities are considered an extension of, but separate from, the regular curricular program. Participating in the extracurricular programs is a privilege, not a right, and carries certain expectations beyond those of the regular curricular program. Goals of the LPS Activities Program are to give students: [1] direction in developing healthful living habits, [2] discipline, [3] leadership, [4] teamwork, [5] respect for rules and regulations, [6] personal responsibility, and [7] provide positive opportunities for students as an incentive and alternative to destructive activities or action.

Lexington Middle and High School students involved in extra-curricular activities shall abide by the rules and expectations of the Activities Code of Conduct.

Period of Enforcement

These rules and regulations shall be enforced from August 1 through June 1 of each school year. Additionally, rules shall be enforced any time school-sponsored activity events (e.g. practices, camps, clinics, performances) are conducted including during summer break.

Prohibited Conduct

- Receipt of a criminal citation by law enforcement for any reason.
- Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
- Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
- Any conduct that substantially interferes with the educational process or disrupts the activity or event.
- Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc.

*Presence at wedding receptions, graduation parties, quinceañeras, family reunions, and other gatherings or events potentially having these substances are not included as long as the purpose of the gathering is not to consume alcohol or use tobacco, illicit drugs, or controlled substances.

**The term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes. This includes the use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look- alike product.

- Engaging in hazing as defined by state law and district policy. See Section III of this handbook.
- Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no

further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

- Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
- Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
- Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
- Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
- Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.
- Submission of a false statement or accusation by any student that results in an activities code investigation may result in disciplinary action if such reports are determined to be malicious in intent.

Discipline Procedures

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

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

2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and activities director regarding the incident and any resulting disciplinary action.

3. The activities director shall make a decision regarding disciplinary action after steps 1 and 2 have been followed.

4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activities director.

Consequences for Violations

Consequences are subject to the discretion of the activities director in consultation with coaches/sponsors. When determining appropriate discipline, the activities director may consider such factors as any prior or additional misconduct; whether the student self-reported the offense; the nature and seriousness of the offense; the motivation for the offense; the amount of violence involved, if applicable; the student's demeanor and attitude regarding the violation; the actual, threatened, or potential risk to the student and others due to the student's behavior; whether the student has compensated or will compensate the victim in the event of property damage or personal injury; whether

the circumstances of the violation are likely to recur; the student's willingness to participate in evaluations, counseling, or other programs; any mitigating factors; and any other relevant factors. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school

sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-294, Board Policy, or the Student Handbook.

Consequences for substance violations (possession, use, distribution, proximity): First Violation:
Alcohol/controlled substances/illicit drugs: Suspension from 20%* of competition days

Tobacco/e-cigarettes/electronic nicotine delivery system/tobacco imitation substance or packaging: Suspension from 10%* of competition days

Second Violation:
Alcohol/controlled substances/illicit drugs: Suspension from 40%* of competition days and required drug/alcohol counseling as assigned by the Activities Director
Tobacco/e-cigarettes/ electronic nicotine delivery system/tobacco imitation substance or packaging: Suspension from 20%* of competition days (includes succeeding violations)

Third and Succeeding Violations:
Alcohol/controlled substances/illicit drugs: Suspension from all competition days for one calendar year and required drug/alcohol counseling as assigned by the Activities Director

*Students who self-report in a timely manner may have suspension reduced by half.

- A "competition day" is defined as a day when the student is scheduled to participate in a game, contest, or other performance. Tournaments with more than one game held on the same day are counted as one competition day. Students participating concurrently in more than one school activity (e.g. a sport and one-acts) shall face suspension in both activities.
- The student will be suspended from all activities currently in season, or the next extra-curricular activity if the student is not involved in an activity when the violation occurs. Any suspension can carry over to the following school year in the event a student does not participate in any other extra- curricular activity in the year the suspension was assigned.
- When/if the student goes out for a sport/activity, the suspension will begin at the start of that season. However, if a student quits, is suspended, or is "cut" from participation for any reason during the aforementioned season, s/he will be required to face the same suspension in the next sport/activity in which s/he chooses to participate.
- If a student quits or is suspended from one sport/activity, s/he will not be allowed to participate in another activity during the same season.
- For middle school students, violations are cumulative over the course of a student's middle school career; for high school students, over his/her high school career.
- If suspended, the student must continue to participate in practices, rehearsals and/or conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice/rehearsal/conditioning requirement will make the student ineligible for reinstatement to the activity.
- Non-activity related school consequences supercede the Activities Code of Conduct when the violation carries a stiffer penalty. Students assigned out-of-school suspensions are prohibited from participating in or attending school activities including rehearsals/practices until the school suspension has been served.

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

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

Assistance

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

NSAA requirements and by-laws are subject to change.

Please visit www.nsaahome.org for the most current information, or visit your Activities Director if you have questions.

SECTION SIX: DISTRICT CALENDAR

2023 - 2024 School Calendar

Revised 5/8/2023

Parent Version

LEXINGTON PUBLIC SCHOOLS
...to develop capable and responsible lifelong learners

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

AUGUST						
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27	28	29	30	31		

SEPTEMBER						
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OCTOBER						
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22	~~23~~	24	25	26	27	28
29	30	31				

NOVEMBER						
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19	20	21	22*	~~23~~	~~24~~	25
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31						

JANUARY						
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FEBRUARY						
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MARCH						
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31						

APRIL						
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28	29	30				

MAY						
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JUNE						
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23	24	25	26	27	~~28~~	29
30						

LEGEND

- Q — End of Quarter
- * — 1:30 PM Dismissal
- PT — Parent-Teacher Conferences
- ~~ — No school for students
- K-8 Summer School

^ May 5, 2024 Graduation @ 2:00 PM

First Days of School:
August 9: Grades PK, 1, 3, 5, 7, 8, 9, 12 only
August 10: Grades PK, K, 2, 4, 6, 10, 11 only
August 11: Grades K-12

Parent-Teacher Conferences:
1st semester: October 18 (4:00 - 8:00 PM) & 19 (9:00 AM - 1:00 PM)
2nd Semester: February 14 (4:00 - 8:00 PM) & 15 (9:00 AM - 1:00 PM)

For the most up-to-date information on LHS & LMS ACTIVITIES, scan the QR Code

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

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

Lexington Public Schools
300 S. Washington St.
PO Box 890
Lexington, NE 68850
(308) 324-4681
http://www.lexschools.org

Quarter	1	2	3	4	Total
Student Days	46	43	44	46	179*

* Three extra days are built into the calendar for unanticipated cancellations. The calendar will be shortened by three days if there are no cancelled days, two days if there is one cancelled day, and by one day if there are two cancelled days.

SECTION SEVEN: STANDARD RESPONSE PROTOCOL FOR EMERGENCIES

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE!
Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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STANDARD™ REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "*The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.* "

PARENT/GUARDIAN EXPECTATIONS

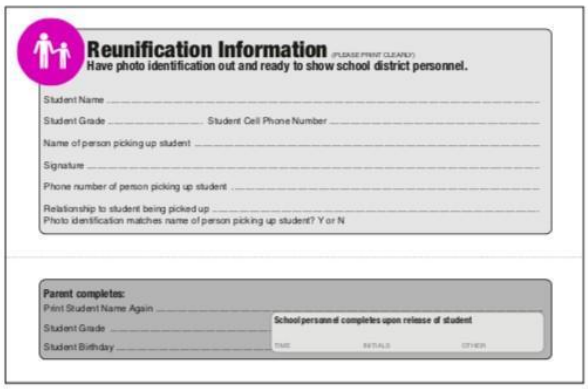
If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.



HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

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SRM Handout for Students and Parents | Version 2,1 | 10/28/2011 | Revised: 12/09/2016 | http://iloveuguys.org

SECTION EIGHT: DISENROLLMENT AND ATTENDANCE FORMS

This section contains forms referenced under the Attendance section of this Handbook.

Collaborative Plan. This document used to address barriers to attendance in a student attendance hearing.

Disenrollment forms. These documents are used to disenroll a student from school based on age and other criteria. Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

Collaborative Plan Addressing Barriers to Attendance

Student Name: Click here to enter text. Student Grade: Click here to enter text.
Building: Click here to enter text. Classroom/Homeroom Teacher: Click here to enter text.
Date of Meeting: Click here to enter a date. Number of absences at time of meeting: Click here to enter text.
What are the primary reasons the student has been absent: Click here to enter text.
Based on that information, meeting participants considered the following issues (check all that apply):
☐ Illness related to physical or behavioral health of the child
☐ Educational Counseling
☐ Referral to community agencies for economic services
☐ Family or individual counseling
☐ Assisting the family in working with other community services
☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
☐ Other: Click here to enter text.

Attendance Plan

Based on the above considerations, this attendance plan will be put into place: Steps to be taken by school staff: Click here to enter text.
Steps to be taken by student: Click here to enter text.
Steps to be taken by parent/guardian: Click here to enter text. Steps to be taken by third parties: Click here to enter text.

Signatures of Meeting Attendees:

Parent/Guardian

Student

Attendance Officer: _____

Counselor or School Administrator _____

Other (indicate title): _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).

I have received a copy of this Plan, including the above notice:

Parent/Guardian:

Student:

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Disenrollment of Five-Year-Old Child Attendance Affidavit of Parent/Guardian and Student

I,_____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the Lexington Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is five years old, and will not reach the age of six years old prior to January 1 of the ____-____ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: _____
Relationship to Student:_____
Address: _____ Phone Number: (___) _____

Signature of parent or guardian: _____

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

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this _____ day of , 201__.

_____ Notary Public

Alternative Educational Arrangements for Six-Year-Old Child Attendance Affidavit of Parent/Guardian and Student

I, _____ am the parent or legal guardian of , and have legal authority to make education decisions regarding the student. My child resides in the Lexington Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) , is six years old, and will not reach the age of seven years old prior to January 1 of the ____-____ school year. I am not enrolling my child this school year because:

Please check one of the following:

____ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

____ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: _____
Relationship to Student: _____
Address: _____ Phone Number: (___) _____

Signature of parent or guardian: _____

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

COUNTY OF)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this _ day of , 201__.

_____ Notary Public

Disenrollment of Child Between 16 and 18 Years of Age Attendance Affidavit of Parent/Guardian and Student

I, _____ am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes because illness makes attendance impossible or impracticable, or because financial hardships make it necessary for the child to be employed to support the child's family.

I certify that the child was born on (date) _ , and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: _____
Relationship to Student: _____
Address: _____ Phone Number: (___) _____

Signature of parent or guardian: _____

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

COUNTY OF)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of , 201__.

_____ Notary Public

Disenrollment of Student 18 Years of Age

I, (print name) , certify that I am at least 18 years of age and no longer wish to attend Lexington Public Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Printed Name of student: _____

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

COUNTY OF)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this _ day of , 201__.

_____ Notary Public

Superintendent Verification of Exit Interview

I, _____, am Superintendent of Lexington Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20__. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

_____

Superintendent

SECTION NINE: REQUIRED DISTRICT FORMS

This section contains forms which students and their parents must complete and return to the school office no later than September 1 or one week from the time you received the handbook.

HANDBOOK RECEIPT

This Student/Parent/Activities Handbook is distributed in accordance with Nebraska State Law, Section 79- 262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…". This Handbook and building-specific Handbook Supplements can be accessed on the district's website at http://www.lexschools.org/district-information/policies.

Parents/Guardians and students are required to sign and return the receipt form below before September 1 or no later than one week after receiving this handbook.

Parent/Student Agreement

I acknowledge I have either been provided a copy of or have been provided access on the district's website (http://www.lexschools.org/district-information/policies) to the Student/Parent/Activities Handbook and all relevant Handbook Supplement(s) including those for the Early Learning Academy (pre-K), Elementary (K-5), Middle School (6-8), and/or High School (9-12). I have read said Handbook and relevant Handbook Supplements that describe the Lexington Public School District's discipline, attendance, and activities policies; regulations; rules; and expectations to be followed by students enrolled in the Lexington Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION. Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques. I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Recognition of Potential Amendments or Supplements

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature	Date	Parent/Guardian's Signature	Date
Student's Printed Name	Date	Parent/Guardian's Printed Name	Date

Emergency Information Form

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

Parental Authorization and Release Form

Administration of Non-Prescription Drugs to Students

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____. (name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

_____ Parent/Guardian

Parental Authorization and Release Form Administration of Prescription Drugs to Students

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____. (name of the student)

It is necessary that the student receive (name of drug) ,
a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____ (date).

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

_____ Parent/Guardian

Physician's Request for Administration of Prescription Medications by School Personnel

DATE

CHILD'S FULL NAME _____ is under my care and must take medication which

I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

_____

Dosage and time _____

Date administration of drug is to begin

Possible adverse reactions to be reported to physician

_____

Special instructions for the administration and storage of the drug

---

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

_____ Print or Type

_____ Primary Phone Number

_____ Secondary Phone Number

_____ Signature of Physician

Record of Self-Administrated Medicine

Parent's Phone_____

Student Name_____ Grade

Date to Begin _____ Date to End

Name of Medication _____

Dosage of Medication _____ Time

Doctor _____ Phone #1 _____ Phone #2 _____

Possible Adverse Reaction

_____ gives permission for our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____day of _____. 20 ___.

Students who are able to self administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administrating the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

_____ Medical Provider's Signature

Permission for Participation in Field Trips/Health Form

Student Name: _____

Class: _____

DOB: _____

PLEASE COMPLETE ALL THE FOLLOWING HEALTH RELATED INFORMATION:

Name of Parents/Guardians: _____ _

Home Address: _____

Home Phone: _____ Father's cellphone #: _____

Mother's cellphone#: _____

Father's Business Name & Telephone: _____

Mother's Business Name & Telephone

In the event of an emergency injury or illness, I wish the following persons to be notified in case the parent cannot be contacted:

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Family Physician Name: _____ Phone#: _____

Health Ins. Co.__ _____ Policy #: _____

My child has the following medical/health concerns:_____

Is this student allergic to any drugs? Yes___ No___

Please list if Yes

Does this student have a history of diabetes or epilepsy? Yes___ No____ Please list if

Yes_____

Does this student wear contact lens? Yes____ No_____

List any medications and dosage that the student needs to take and time of dosage.

_____

ILLNESSES

I _____ give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel who serve the student (for example: doctors, nurses, teachers, coaches, or, staff member administering medication.)

Transportation for activities may be provided by: district vehicle, walking, **private vehicle/staff or volunteers, or other means.

** I understand that if my child is being transported via private vehicle that the vehicle's owner's insurance is primary and that the district's liability, if any, would only be in excess of the limits carried by the owner of the vehicle.

** By my signature below, as parent or legal guardian, I authorize the school to obtain a qualified physician to examine the above named student in the event or injury, and to administer emergency care and to arrange for consultation by a specialist, if deemed necessary, to insure proper care of any injury, in the course of such activities or such travel or during the normal school day. Every effort will be made to contact the parent or guardian to explain the nature of the problem prior to any such treatment.

++ I understand that if my child is to be taking medications, that additional forms need to be filled out prior to a school activity, trip, or for any medication to be administered by the school. I understand that I must provide a correctly labeled pharmaceutical container for any medication.

++ I understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of risks inherent in participation in the type of proposed activities, including physical injury, or other consequences which might arise. If I have questions, I understand that I can call the school.

++Having read all of the above, I hereby give permission for the above named student to participate in "Field Trips" that are approved field trips of the school throughout the school year. I understand that any "over-night or out-of-state field trips" the school will provide a separate form for my permission for this student to participate.

Parent(s) Signature _____

Date _____

Lexington Public Schools
Staff Handbook

2023-2024

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

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

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES (Policy 3053)

Lexington Public Schools does not discriminate on the basis of race, color, national origin, sex, The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Angie Kovarik
Title: Student Services Director
Address: 300 South Washington St., Lexington, NE 68850 Telephone: 308.324.1209
E-mail: angie.kovarik@lexschools.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481.

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

DRUG-FREE WORKPLACE REQUIREMENTS (Policy 4002)

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries (Policy 4063)

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the central office. The accident form must be returned to the central office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the business office. No student or sponsor may make any purchase without a signed purchase order from the activities director or finance director. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express permission of the superintendent.

New student activities requiring the expenditure of district funds must be approved by the Board of Education.

Activity Tickets

The provision of activity passes is addressed in the collective bargaining agreement. This provision applies to both certified and classified employees.

Agents, Salesmen and Other Business Representatives (Policy 4008)

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time, school equipment, or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars (Policy 3028)

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives (Policy 1004)

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the central administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student-Parent Handbook, respective Student-Parent Handbook Supplement(s), and Staff Handbook,

respectively. Each of these handbooks are available on the district's website and in the main administrative office. By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.

Chaperoning

Upon approval by the administrator in charge, a staff member may be allowed to accompany and assist in supervising a student group on a school field trip. In such cases, the district shall pay the employee his/her daily rate of pay if the field trip occurs during contract time or normal work hours. If the approved employee is ordinarily compensated on an hourly rate basis, the district shall pay for time not to exceed the employee's normal work hours; time spent chaperoning beyond this time shall be considered voluntary. Employees shall not be compensated for field trips occurring over the weekend or during other off contract or off work times.

Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

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

Complaint and Appeal Process:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operation, decisions, or personnel relating to secondary activities programs should be submitted to the Activities Director.

c) Complaints about the operation, decisions, or personnel relating to district curriculum, assessment, or instructional matters should be submitted to the Curriculum, Assessment, and Instruction Director.

d) Complaints about the operation, decisions, or personnel relating to district technology

matters should be submitted to the Technology Director.

e) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.

f) Complaints about the operation, decisions, or personnel relating to special education or other student services should be submitted to the Student Services Director.

g) Complaints about the operation, decisions, or personnel relating to buildings and grounds upkeep and maintenance or transportation matters should be submitted to the Buildings, Grounds, and Transportation Director.

h) Complaints about the operation, decisions, or personnel relating to food service matters should be submitted to the Food Service Director.

i) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

j) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

k) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the director's, administrator's or Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

      2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

   b) Strongly encourage the complainant to reduce his or her concerns to writing.

   c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

   d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

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

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

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

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

Copyright and Fair Use (Policy 4020)

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Conflict of Interest (Policy 4062)

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Corporal Punishment (Policy 4018)

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Credit Card Use (Policy 3040)

Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. Authorized users may check out district credit cards for approved travel expenses requiring an overnight stay. Ordinarily, the district will not issue credit cards when staff depart and return on the same day of the event.

Crisis Team Duties (Policy 3039)

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in board policies and the Crisis Team Handbook. The Crisis Response Team serves a vital

role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances which may affect the staff member's ability to perform the tasks required by board policy.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination should contact the Student Services Director Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org, or in person at the District Administration Building. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Disability Leave

Disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Disability leave will run concurrently with FMLA leave.

Driving (School or Personal Vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code (Policy 4041)

The attire worn by staff members projects an important image to students and the general public. Certified staff, paraeducators and office staff should generally dress in business casual attire.
Classroom staff may not wear the following types of clothing during the traditional school day from 7:45 a.m. to 3:45 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- T-shirts or sweatshirts, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Shorts, except when teaching physical education class or at athletic or other activity practices. People may not wear leggings without a cover garment or miniskirts but may wear capris.

- Blue jeans, except on Fridays which is considered a dress casual day. Other denim colors are acceptable Monday through Friday.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation, and nursing staff should dress in attire appropriate to the work they are performing and as approved by their supervisors.

Face coverings: Administration may require staff to wear face coverings based on health recommendations and local considerations. Face coverings will be provided for staff members who do not supply their own.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to

read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Emergency Response to Life Threatening Asthma or Anaphylaxis (Policy 5048)

School employees will comply with the requirements of "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" exhibited below. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

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

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

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

LIFE-THREATENING ASTHMA SYMPTOMS:

Any of these symptoms may occur:

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

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:

Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

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

EMERGENCY PROTOCOL:

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

Employee-Related Sexual Harassment (Policies 3053, 4014)

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

Expenses (Policy 3004)

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement

claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA) (Policy 4011)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

Family Military Leave (Policy 4011.1)

Qualified employees will be provided leave under the Nebraska Family Military Leave Act as provided in board policy. Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes daily.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her email account at least once a day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Mass emails and District auto-calling system: Mass emails shall only be used for school/educational purposes. The District's auto-calling system shall be utilized only for relaying messages of an urgent nature (school closings, emergencies or crises, etc.). Requests to send mass emails or utilize the district's auto-calling system shall be submitted to the superintendent for approval.

Intellectual Property (Policy 4008)

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury Duty – Service as Witness in Court (Policy 4016)

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her

witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours. Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision (Policy 4062)

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Requests

Staff members should communicate with their supervisor or principal about maintenance or cleaning requests.

Meal Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches from the school cafeteria at the district's established adult meal prices. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Milk Expression (Policy 4045)

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the building principal for distribution to the media and/or postings to the District's social media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters (if applicable)

The building principal will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that report recent classroom activities and that

emphasize positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment (Policy 4008)

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Political Activities (Policy 4044)

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elected office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students (Policy 5008)

The school district encourages students who are pregnant or parenting to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

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

Problem Resolution (Policies 3034, 4005, 4054)

Disputes or disagreements that are not otherwise governed by the grievance procedure contained in the Negotiated Agreement shall be subject to the complaint procedure contained in school district policy.

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must

follow the chain of command before communicating about employment-related issues.

Professional Boundaries Between Staff and Students (Policy 4043)

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Instagram, and Twitter, along with communications and interactions of any kind between staff and students.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Further guidance and examples of prohibited behaviors can be found in board policy.

Professional Growth (Policy 4032)

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing (Policy 3004)

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the district's website. Orders should not be placed until the district office has issued a purchase order number. Once an order has been received, the staff member placing the order shall verify its accuracy and submit the packing slip to the business office so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal.

Records and Reports (Policies 4007, 4022)

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Reporting Child Abuse or Neglect (Policy 4064)

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Generally, the employee and principal together shall report the suspected abuse and neglect to local law enforcement and/or to the Department of Health and Human Services. In the event that (a) the principal does not believe that there is reasonable cause to believe that a child has been abused or neglected but the employee does or (b) there are exigent circumstances requiring the immediate report of child abuse and neglect and the principal or other administrator is not available for consultation, the employee shall personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services and inform the principal of the report.

When the principal makes a report of suspected child abuse or neglect at the request of or based upon information provided by an employee without the employee present, he/she shall inform the employee(s) who made the initial report.

Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal or activities director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the appropriate administrator.

School Property (Policy 3014)

School property is not to be lent to individuals.

Staff or groups who wish to use school facilities should make requests to the building principal or activities director as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night. Staff shall also keep their classroom doors locked and closed while students are in session. They may keep their doors open during their planning periods or at other times students are not present.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty

supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking, Tobacco Use, E-cigarette Use on School Premises or at School Activities (Policy 3016)

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.

2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.

3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.

4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.

5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.

6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.

7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the

matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.

8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.

9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to Students and Staff:

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.

2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.

3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Use (Policy 4051)

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

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Minuteman Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school- related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. <u>Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use</u>

A. General Use and Conditions

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

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

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible

content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

A. Acceptable Use

1. Staff may use social media for instructional purposes.

2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.

3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

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

3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

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

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

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-

related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

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

1. Is obscene, lewd, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains threatening, harassing, or discriminatory words or phrases;

4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

5. Contains any other threat to the safety of students and staff.

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

Solicitation and Distribution of Merchandise (Policy 4008)

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. **Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate

educational purpose and that is consistent with district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. **Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.

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

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property

and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Staff Work Room

The staff work room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Standard Response Protocol (SRP)

In the event of the need for a lockdown, lockout, evacuation, or sheltering, please refer to the Standard Response Protocol guidance at the back of this handbook. In the event of an evacuation, please also see guidance on the reunification procedure with parents at the back of this handbook.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual

seeking to speak to or interview a student to an administrator.

Suicide Prevention Training (Policy 4059)

School nurses, teachers, counselors, school psychologists, administrators, social workers, community coaches, paraeducators, bus drivers, kitchen staff, and secretarial and clerical staff must complete the on-line training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Telephones (including cell phones)

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time or other assigned duty times.

Threat Assessment and Response (Policy 3037)

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

Definitions

A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A transient threat is an expression of anger or frustration that can be quickly or easily resolved.

A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

Obligation to Report Threatening Statements or Behaviors

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principal, guidance counselor, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior.

The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;

- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking, Officiating, and Other Activities Duties

All staff are required to work at one extra-curricular event each year. Staff may either be compensated for the work or receive an activity pass as described in the collective bargaining agreement between the Lexington Education Association and school board.

Title IX Policy and Grievance Procedures

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX

Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party,

including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**.

5.1. **General Requirements**.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial

interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping**.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured

by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Transportation Request Forms (Policy 6027)

Staff members must complete transportation request forms as soon as they know they need school-

provided transportation to allow adequate time to schedule drivers and vehicles. All out-of-state and overnight requests must be approved by the school board and require submission to the A.D. or respective principal on the proper district form at least 40 days prior to the date of departure or as soon as the sponsor anticipates the need for travel.

Visitors and Access to Students (Policies 3018, 5064)

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office and receive an identification badge before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours.

Custodial and non-custodial parents' access to their student will not be restricted unless the district has been provided a copy of a court order that limits those rights or as otherwise provided in policy.

Individuals other than parents, parent's designees, and law enforcement officers shall not be given access to students unless the person: (1) provides appropriate identification, (2) provides a clearly valid and proper reason for contacting the student, and (3) receives permission from the administrator. Third parties shall not be allowed to remove a student from school during school hours or during a supervised school activity without the permission of the student's parent or guardian except in the case of an emergency or as otherwise required by law.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district requires direct deposit of paychecks to designated financial institutions. Staff members who wish to activate or modify their direct deposits must contact the business office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to the business office.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the

school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings (Policy 3013, 5001)

If school is called off because of bad weather or for any other reason, it will be announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website (www.lexschools.org) and Twitter/Facebook accounts, and through automated phone calls.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not be dismissed from school during severe weather on the basis of a telephone request. The building principal shall evaluate whether inclement weather made student attendance impossible or impracticable when determining whether the absence counts toward compulsory attendance. (See policy 5001.)

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences & Leaves

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Lexington Education Association. This handbook sets forth the process for using that leave.

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal or designee before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Per the negotiated agreement, in the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as "absent" when the 5% is calculated. Other terms are described in the negotiated agreement.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave/travel request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

Professional leave requests shall be submitted to the respective building principal and approved by both the principal and respective central office director. Staff shall be paid at their daily rates of pay for approved professional leaves that occur during contract time. If the district requests that a staff member attends professional development activities offered off contract time and the staff member is agreeable to attending, the district shall compensate the attendee at the established professional development rate of pay. The district shall not ordinarily compensate staff members for professional development activities that are off contract time and are either not requested by the district or are required as a part of a teacher's instructional improvement plan; however, the district may pay conference fees at the discretion of the respective central office administrator. If hotel accommodations are necessary for attending an approved request, the district may require the attending staff members to share rooms based on budget, number of attendees, or other relevant factors.

One day of professional leave will be granted for staff to attend their own graduation ceremony or to complete course requirements in fulfillment of degree program.

4. Substitute Folders

Each teacher must prepare an up-to-date substitute folder and keep the completed folder in his/her

desk. The folder must contain:

a) the current seating chart for each class;
b) the daily routine followed by each class;
c) all schedules (fire drill procedures, lunch schedule, etc.);
d) a copy of this handbook; and
e) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plans.)

Certified staff members may not make arrangements for their own substitute unless authorized by the principal. The district utilizes an automated calling program for securing substitute teachers.

Assemblies and School Functions

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the business office with the following information:

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the central office of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Classroom Management and Student Discipline (Policy 5035)

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent employee.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and middle/high school students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student’s teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Communicable Diseases (Policy 3048)

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student’s

parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the activities director or designee. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Lexington Public Schools, unless otherwise instructed. Certified staff must submit a monetary records form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Use (Policies 4012, 5037)

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use district computers during lunch and after school.

Corporal Punishment (Policy 4018)

The use of corporal punishment is unlawful and is prohibited by the school district. The Nebraska Supreme Court has defined corporal punishment as the infliction of physical pain for the purpose of punishing misconduct. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Curriculum and Instruction (Policy 6004)

All professional staff members are responsible for implementing the district's curriculum and instructional models.

Display of Classroom Work in the School and the Community (Policy 5017)

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows

them many of the things the students do.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

a. Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b. Attending such education conferences as are required by law or administrative directives.
c. Attending school assemblies unless excused by the principal.
d. Instructing pupils in the proper use of equipment and instructional supplies.
e. Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f. Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g. Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff work room.
h. Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i. Refraining from joining clubs, memberships, mailing lists or other private affiliations using the school name.
j. Turning in all monies collected to the main office by the end of the school day.
k. Clearing all class meetings or trips through the principal's office.
l. Participating in Student Assistance/Response to Intervention (RTI) Teams pursuant to board policy.
m. Assisting with the administration of standardized testing as assigned by the administration.
n. Provide homebound instruction as assigned by the administration.
o. Performing additional duties as assigned by the administration.

Eligibility for Extra-curricular Activities in Grades 6-12

Teachers are expected to contact parents of students who have failing grades on a bi-weekly basis until the grade is passing. Parents are welcome to ask for weekly communication if needed.

Teachers should apprise themselves and be sure to follow extra-curricular eligibility rules. See student/parent/activity handbook for further information.

Teachers should inform parents any time they feel a student is not working up to his/her ability. Teachers should always document this contact.

Extracurricular Activities (Policies 3015, 6026, 6028)

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Staff should finish practices, rehearsals, etc. by 6:30 PM on Wednesday evenings in order to give students sufficient time away from school for family-related activities. Inter-scholastic

activities and performances shall not be scheduled on Wednesdays or Sundays unless approved by the Superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity. Fund raising activities must be approved by the superintendent.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities and for interpreting and enforcing activity-related policies. Further information may be found in the district's student/parent/activities handbook.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Evacuation protocols can be found in the District's crisis team manual and building safety and security plans.

Evaluations (Policies 4030, 4031)

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Examinations

Semester examinations will be given in all classes except physical education, journalism, yearbook, and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to create tests or grade any major tests.

Faculty Meetings

Administrators and directors will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administrator or director.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the principal at least ten calendar days prior to the date of the requested activity.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address students. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy (Policy 6017)

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.

Lesson plans for the upcoming week must be submitted by 8:00 a.m. on Monday.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry

out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication (Policy 5019)

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by mail, electronic communication, telephone calls, personal contact or other appropriate methods. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Each building shall designate parking for staff, students, and visitors.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time is not ordinarily to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. Use of planning time for a personal reason needs to be approved by the principal.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact Kim Taylor.

Private Tutoring for Pay (Policy 4008)

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.

b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.

c) Each classroom teacher is responsible for distribution of report cards on time.

d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies or applicable statutes.

School Day

All certified K-12 staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent or his/her designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the Student Handbook. Purchasing of supplies must be approved by the activities director or finance director.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are never to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show the classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student/Parent/Activities Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness (Policy 5023)

In the event of student illness or injury at school, classroom teachers should notify the building principal. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication (Policy 5024)

Student medications should not be dispensed by staff members unless they follow the following procedures.

No untrained staff members may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications.

Trained staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period, and will be compensated per the terms of the negotiated agreement.

Teaching Controversial Issues (Policy 6013)

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment (Policies 4038, 4039)

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime (Policy 4050)

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week or per the terms of their employment contract without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime, pursuant to board policy.

Hourly employees who accept extra-duty assignments in addition to their primary position shall be required to clock out before the extra-duty assignment begins each day, since the employee is compensated through the extra-duty schedule.

Paid Leaves, Holidays, and Other Benefits (Policy 4040)

The amount and types of paid leave, paid holidays, and other benefits are specified in board policy and/or the employee employment agreement. In the event an employee has exhausted available and applicable paid leaves as described in Policy 4040, s/he may request unpaid leave for special circumstances that require the absence of the employee. Unpaid leave requests must be submitted to and approved by the employee's immediate supervisor and will be considered on a case-by-case basis.

Reporting When School is Closed (Policy 4010)

Unless otherwise requested by the superintendent or you are a member of the maintenance department needed for snow removal, staff will not be required to attend work on days school has been canceled for weather-related reason.

Sick Leave (Policy 4040)

Classified employees will receive sick leave as specified in board policy or their employment agreement. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE!
Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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PARENT REUNIFICATION

STANDARD™ REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "*The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.* "

PARENT/GUARDIAN EXPECTATIONS

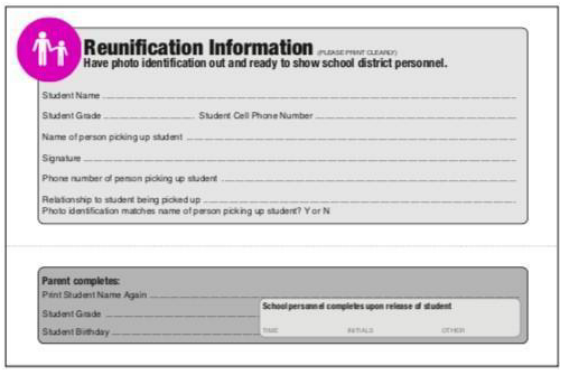
If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.



Reunification Information (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name .....
Student Grade ..... Student Cell Phone Number .....
Name of person picking up student .....
Signature .....
Phone number of person picking up student .....
Relationship to student being picked up .....
Photo identification matches name of person picking up student? Y or N

Parent completes:
Print Student Name Again .....
Student Grade .....
Student Birthday .....

School personnel completes upon release of student
TIME INITIALS OTHER

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

i love u guys FOUNDATION

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SRM Handout for Students and Parents | Version 2,1 | 10/28/2011 | Revised: 12/09/2016 | http://iloveuguys.org

TEACHER EVALUATION SCHEDULE

TENURED TEACHERS
YEARS ONE and TWO will include a minimum of:

1) One Formal Observation Per Year (full-period or the equivalent of 40 minutes)

2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation

3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation

4) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator

5) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

YEAR THREE will include a minimum of:

1) One Formal Observation (full-period or the equivalent of 40 minutes)

2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Formal Observation

3) One Written Post-Observation Document to be Filled Out By the Teacher After Formal Observation

4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator

6) One Written Summative Evaluation (address strengths, weaknesses, goals, etc.) *****

NON-TENURED TEACHERS
YEARS ONE, TWO and THREE will include a minimum of:

1) One Formal Observation Per Semester (full-period or the equivalent of 40 minutes)

2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation

3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation

4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator

6) One Written Summative Evaluation Per Semester (address strengths, weaknesses, goals, etc.) *****

** Administrators may conduct additional formal and informal walk-throughs, observations, and/or evaluations as they determine appropriate*

LPS Teacher Performance Evaluation

Teacher: _____ Date : _____

Subject: _____ Administrator (Observer): _____

☐ **Probationary Teacher (Non-Tenured)** ☐ **Permanent Teacher (Tenured)**

LPS TEACHER EVALUATION ASSESSMENT: ☐ **Acceptable** ☐ **Needs Improvement**

This evaluation document will address the following standards:
(1) Instructional Performance, (2) Classroom Organization & Management, (3) Personal & Professional Conduct, and (4) Other.

Evaluation Codes: A – Acceptable **N** – Needs Improvement

A - INSTRUCTIONAL PERFORMANCE	☐ **Comments:**
A☐ N☐ 1. Communicates clearly and accurately with students.	
A☐ N☐ 2. Utilizes a variety of effective instructional techniques.	
A☐ N☐ 3. Effectively uses a variety of questioning skills.	
A☐ N☐ 4. Differentiates instruction.	
A☐ N☐ 5. Sets high expectations for student achievement.	
A☐ N☐ 6. Evaluates and provides timely feedback on student performance.	
A☐ N☐ 7. Encourages student interest and displays enthusiasm.	
A☐ N☐ 8. Uses appropriate curricula (including state and national standards) to develop lesson plans.	
B - CLASSROOM ORGANIZATION AND MANAGEMENT	
A☐ N☐ 1. Creates a positive learning environment through classroom expectations.	
A☐ N☐ 2. Demonstrates evidence of planning and organization.	
A☐ N☐ 3. Manages student behavior in whole group, small group, and individual settings.	
A☐ N☐ 4. Maximizes student time on task.	
A☐ N☐ 5. The appearance of the classroom is conducive to student learning.	

C – PERSONAL AND PROFESSIONAL CONDUCT	
A☐ N☐ 1. Interacts in a professional manner with staff, parents, and students.	
A☐ N☐ 2. Seeks out and participates in relevant professional growth opportunities.	
A☐ N☐ 3. Follows district policies and procedures.	
A☐ N☐ 4. Is supportive of the total school program.	
D – OTHER	

Signature of Staff Member _____ Date _____

Signature of Evaluating Administrator _____ Date _____

Note: The signature of the staff member indicates that he/she has seen the evaluation report and has been given a copy. It does not necessarily imply agreement with the contents thereof. The staff member may, if so desired, submit a rebuttal or written comments to this evaluation to be filed along with the evaluation in the employee's personnel file.

TEACHER PRE-OBSERVATION FORM

LEXINGTON PUBLIC SCHOOLS PRE-OBSERVATION FORM

Teacher: TYPE NAME HERE	**Observer:** TYPE NAME HERE

Grade Level(s): Type Grade(s)	**Subjects:** Type Subject(s)	**Today's Date:** Type Date

DIRECTIONS TO THE TEACHER: Please answer these questions concerning the lesson to be observed. Return this form to your principal prior to the observation. *A pre&observation conference can be requested by either party.*

1. What specific Standard/Benchmark will be focused on in today's lesson?
Highlight this gray area and begin typing….

2. What is the objective of the lesson?
Highlight this gray area and begin typing….

3. Is this a new, review, or extension lesson?
Highlight this gray area and begin typing….

4. How will you determine if the objective was achieved?
Highlight this gray area and begin typing….

5. What methods/activities will you use to achieve the objective?
Highlight this gray area and begin typing….

6. What assessment will be used to demonstrate objective achievement?
Highlight this gray area and begin typing….

7. Are there special circumstances I should be aware of? Are there specific teaching behaviors you would like me to observe?
Highlight this gray area and begin typing….

8. Are there modifications/accommodations for special learning styles/needs that will be made for the lesson?
Highlight this gray area and begin typing….

9. Is there anything I can do during this observation to make you feel as comfortable as possible?
Highlight this gray area and begin typing….

10. Other comments?
Highlight this gray area and begin typing….

TEACHER POST-OBSERVATION FORM

LEXINGTON PUBLIC SCHOOLS POST-OBSERVATION FORM

Teacher: TYPE NAME HERE Observer: TYPE NAME HERE

Grade Level(s): Type Grade(s) Subjects: Type Subject(s) Today's Date: Type Date

DIRECTIONS TO THE TEACHER: Please set up a time to meet with your administrative observer within one week of the formal observation. Prior to the meeting with your administrator, make sure to answer the following questions concerning the lesson that was observed. Plan to include any/all relevant artifacts (i.e., any handouts, assignments, or assessments related to the lesson).

1. In general, how successful was the lesson? Did the students appear to learn what you intended them to learn?

Highlight this gray area and begin typing….

2. To what extent were your goals and objectives appropriate for your students?

Highlight this gray area and begin typing….

3. To what extent were your assessment strategies effective? Would you make any changes in your approach to assessment? If so, what changes would you make and why?

Highlight this gray area and begin typing….

4. Please comment on your classroom procedures, your use of physical space, and the students' conduct. To what extent did the classroom environment contribute to student learning?

Highlight this gray area and begin typing….

5. Were modifications made to the plan during the lesson? If so, what were they? What motivated the changes?

Highlight this gray area and begin typing….

6. How did you provide appropriate feedback for your students?

Highlight this gray area and begin typing….

7. Please describe an instance in which your feedback positively impacted a student's learning.

Highlight this gray area and begin typing….

Signatures:

Teacher: **Principal:**

Date:_____ *Copies to: Teacher and Principal*

TEACHER GOAL SETTING FORM

LEXINGTON PUBLIC SCHOOLS TEACHER GOAL-SETTING FORM

Teacher: TYPE NAME HERE **Observer:** TYPE NAME HERE

Grade Level(s): Type Grade(s) **Subjects:** Type Subject(s)

Mentor (if you are a first year teacher): Type Mentor's Name **Today's Date:** Type Date

This form is intended to be developed by the teacher and should be shared with the principal. Teachers are expected to set goals; the number of goals is determined by the teacher with principal input. One goal per teacher is suggested unless directed by administration.

3

Highlight this gray area and begin typing….

This goal address components in:

- ☐ Standard 1: instructional Performance
- ☐ Standard 2: Classroom Organization & Management
- ☐ Standard 3: Personal & Professional Conduct

To be completed by the Teacher and Agreed to (signed) by the Principal:

1. Activities and/or Steps to be Taken:

Highlight this gray area and begin typing….

2. Resources Needed:

Highlight this gray area and begin typing….

3. Artifacts/Documentation to Demonstrate Goal Achievement:

Highlight this gray area and begin typing….

4. Time/Deadline:

Highlight this gray area and begin typing….

DETAILED EXPLANATION OF YOUR GROWTH

Highlight this gray area and begin typing….

Date:

Teacher _____ Principal

Grades PreK-5 WALK-THROUGH EVALUATION FORM

(As applicable based on training and experience with EI Model)

Explicit Instruction Targeted Fidelity Form

Teacher: _____ Observer: _____ Date: _____

Items		Rating
	Comments and Tallies	0 = Never 1 = Inconsistent 2 = Consistent NO = No opportunity to observe
District adopted materials are used for core		
Classroom is organized for instruction		
Lesson progress (5 lessons in 6 days core)		
Following schedule		
Item: Unison Response		
Teacher states the task and provides **think time** appropriate for the group or individual (2-5 seconds)		
Teacher **provides a clear signal** (such as a hand drop, tap, snap, touching under the sound or word students are expected to read)		
* Teacher **monitors responses and catches all errors related to responding on signal** (includes delayed response, jumping the signal).		
* Teacher **responds to non-responder "response errors"** by saying: "I didn't have everyone responding/following the text. I need everyone" and presenting task again (continue to do that 5 times before moving on) Includes not tracking, reading the text, looking at chart, or responding.		
Item: Error Correction Procedures		
Teacher provides immediate error correction procedure for **all errors with *Model, Lead, Practice, Test*-** "My turn, Your turn" corrections with signaling for group or individual responses		
Teacher remembers to **back up** (beginning of row of skills, back two skills, sentence, or text) and continues instruction **repeating the item missed**		
Teacher uses **group error correction** procedure during whole group or individual turns		
Item: High quality partner responses		
Teachers has **students work with partners systematically** (i.e., 2s share with 1s…– NOT share with your partner; provide opportunities for each partner to share and listen)		
Teacher uses **partner responses for appropriate type of task** (e.g., when responses are long and different; students are close to mastery; personal experience; brainstorming)		
Teacher **monitors** partner responses (i.e., walks around listening, responding, & providing feedback, clarification, and/or scaffolding)		
Teacher **identifies 2-4 good examples of partner responses** to share with whole group (teacher may share some responses heard or have selected partners/individuals share their response)		
Item: High quality individual responses		
Teacher **gives appropriate number of individual turns after every group activity** (e.g., 3-4 students; not too many or too few)		
Teacher **presents the question/task/item BEFORE calling on a student**		
Teacher calls on students **randomly** (the tasks may be presented in random order as well)		
Teacher gives an individual turn on any **question/task/item that was difficult** for the students		

Group/partner	Individual				
		:30	1:00	1:30	2:00
		2:30	3:00	3:30	4:00

LPS Walk-Through Evaluation Form

* Required Answers

Teacher: * ☐ _____ **Administrator:** * ☐ _____

Period: * ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Observation Time Frame: * ☐ First 10 Minutes ☐ Middle of Period ☐ Last 10 Minutes

Subject: *

☐ LA
☐ Math
☐ Social Sciences
☐ Science
☐ Physical Education
☐ Music
☐ Art
☐ Health
☐ Foreign Language
☐ SPED
☐ Other:

Class Objective: * ☐ Observed ☐ Not Observed **Class Agenda:** * ☐ Observed ☐ Not Observed

The Teacher-Parent Communication Log: * * ☐ Observed ☐ Not Observed

"10 & 10" (Teaching Bell to Bell):

☐ Students WERE ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
☐ Students WERE NOT ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
☐ Students WERE ACTIVELY ENGAGED in an activity until the bell rang (the last ten minutes) to end the period
☐ Students WERE NOT ACTIVELY ENGAGED in an activity the until the bell rang (the last ten minutes) to end the period
☐ NO "10 & 10" Observed
☐ Other: _____

Sponge Activity

☐ Observed (Students were engaged and on task)
☐ Observed (Students were NOT engaged in activity)
☐ No Sponge Activity Observed
☐ Other: _____

Teacher Was: *

☐ Lecturing Only - No Student Interaction
☐ Lecturing - Minimal Student Interaction
☐ Lecturing - High Degree of Student Interaction
☐ Sitting Behind the Desk
☐ Reading to Students
☐ Helping Individual Students
☐ Facilitating Group(s): Small and/or Large
☐ Questioning: Knowledge or Higher Level
☐ Demonstrating Cultural Sensitivity
☐ Providing Motivation/Praise
☐ Other:

Teacher Methodology: *

☐ Well-Designed Materials/Lesson
☐ Non-Lecture Learning Activities (small group, student-led)
☐ Invited Class Discussion
☐ Independent Study
☐ Teacher-Led Activity
☐ Study Period No Apparent Methodology
☐ Used Higher Order Questioning
☐ Utilized Direct Instruction
☐ Utilized Technological Instruction
☐ Modeled Tasks/Behaviors for Students
☐ Student to Student Learning Activity
☐ Other: _____

Type of Student Activity: *

☐ Note Taking
☐ Worksheet
☐ Project
☐ Daily Assignment/In-Class Assignment
☐ Paper
☐ Presentation
☐ Silent Reading
☐ Reading Aloud
☐ Listening (Teacher-Led Reading)
☐ Guided Writing
☐ Prompt Writing
☐ Working at Computer - Assignment Driven
☐ Working at Computer - Free Time
☐ Other: _____

Teacher-Student Interaction: *

PERFORMANCE EVALUATION FOR CLASSIFIED STAFF

PERFORMANCE EVALUATION
Classified Employees
Lexington Public Schools

Employee - Position	Date of Last Evaluation	Date of Evaluation

E: **EXCELLENT** – Exceeds expectations
G: **GOOD** – Meets expectations
NI: **NEEDS IMPROVEMENT** – Does not meet expectations; improvement is necessary to meet expectations
U: **UNSATISFACTORY** – Considerably below expectations; requires immediate attention

I. JOB PERFORMANCE

Quality of Work	
Follows through on details and exhibits general ability to handle assigned tasks	☐E ☐G ☐NI ☐U
Comments:	
Quantity of Work	
Consistently performs assigned work in time allotted	☐E ☐G ☐NI ☐U
Comments:	
Knowledge of Job	
Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements	☐E ☐G ☐NI ☐U
Comments:	
Job Skills	
Possesses skills required to complete tasks	☐E ☐G ☐NI ☐U
Comments:	
Work Habits	
Organizes work	☐E ☐G ☐NI ☐U
Takes good care of equipment	☐E ☐G ☐NI ☐U
Promotes economy with district funds and other resources	☐E ☐G ☐NI ☐U
Follows safety regulations/rules	☐E ☐G ☐NI ☐U
Comments:	
Dependability	
Follows established work methods	☐E ☐G ☐NI ☐U
Exhibits ability to do job without close supervision	☐E ☐G ☐NI ☐U
Comments:	

II. PERSONAL

Cooperation	
Exhibits willingness to adjust to schedule changes	☐E ☐G ☐NI ☐U
Helps others	☐E ☐G ☐NI ☐U
Comments:	
Attitude	
Exhibits enthusiasm for work	☐E ☐G ☐NI ☐U

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have either received a paper copy of or have website access to the Lexington School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

_____

Employee Name (Printed)

_____ _____

Employee Signature Date

LHS STUDENT HANDBOOK (Abbreviated*)

***For a more thorough listing of District wide policies and procedures, please see the District Student, Parent, & Activities Handbook**

"One of America's greatest strengths is its diversity. People come here from all over the world, bringing new energy and new dreams. Each person has a story to tell, and every story enriches and invigorates us."

– Mission of Lexington Public Schools –

At LPS, our mission is to develop capable and responsible lifelong learners…with the cooperation of family, school, and community, students will be prepared for the global challenges of the future. In order to develop capable, responsible, lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community — law enforcement, social services, medical services and private business — need to cooperate fully.

Academics (Evaluating and Communicating Student Progress)

Students will be evaluated weekly in all classes and their progress recorded. Parents are welcome to meet with teachers to review student progress at any time. This includes students who may be having difficulty with their schoolwork, as well as those who have shown to be doing excellent work in relationship to their ability. Parents of students who are in need of extra help should make appointments to meet with their child's teachers. Parent/Teacher Conferences will be held at least twice per school year. At this time, parents will be given a chance to visit with their son or daughter's teachers to discuss their academic progress. However, parents are urged to meet with their child's teachers anytime the need arises. Parents are welcome to ask for weekly communication if needed.

Academic Distinction

Recognition for academic distinction requires a student to successfully complete all requirements for graduation, attain a minimum 3.70 grade point average at the end of seven (7) semesters of coursework, and earn the following credits. Students who receive an "F" in any class are ineligible for academic distinction.

- **English:** 40 (must include intensive reading and writing experiences)
- **Mathematics:** 40 (must include Algebra I and II, Geometry and an Algebra-based course)
- **Science:** 40 (must include 20 credits selected from Biology, Chemistry, Physics and Physical Sciences)
- **Social Studies:** 30 (must include 5 hours of Am. Gov't)
- **Foreign Language:** 20 (in one language)

Accountability List

1. An "Accountability List" will be published every Friday, before 1:30 p.m. Teachers are required to update all grades before 8:00 a.m. Friday.
2. "Failing" are those whose present SEMESTER grade average is below 70%.
3. A student failing two or more subjects for two or more consecutive weeks is considered ineligible.
4. Starting Monday after the list is published, a student is ineligible until failing less than two classes.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra curricular activities under the jurisdiction of Lexington High School.
8. Failure to make up assignments because of a school event shall result in the teacher calling the parent to inform them that their student shall be in after school to make up the work. Make-up time can be served the next day. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.
9. As soon as the student is no longer failing two classes, he/she will immediately become eligible.
10. Teachers should inform parents when they feel a student is either not working up to his/her ability, as well as when the student is exhibiting academic, activity, social, and behavioral progress. This action should always be documented in the teacher's Parent-Teacher Communication Log.

Attendance Policy (Policy 5001 – Compulsory Attendance and Excessive Absenteeism)

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

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

Absences*

1. Students are expected to attend every class, every day.
2. High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney.
3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer

school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4. Students in grades preK-12 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1st-4th absences: The parent/guardian will be contacted.
- 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. *Absences caused by the following circumstances shall not be counted against a student:

a) a) when a licensed health care provider, including a school nurse, has confirmed in writing, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible. The documentation from the provider must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.

b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;

c) student attendance at a school-sponsored activity;

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

e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.

f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

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

Bell Schedule – 3 Lunches

Period 0	7:10 - 7:56am
Period 1	8:00 - 8:45am
"Grab & Go" Breakfast	8:45 – 8:51 am
Period 2 (FOL/FOCUS)	**8:52- 9:39 am**
Period 3	9:43 - 10:28 am
Period 4	10:32 - 11:17 am

Period 5 (Lunch A Group)	**11:21 - 11:51am (Lunch) 11:55-12:58 (Class)**
Period 5 (Lunch B Group)	**11:21am–11:51am (Class) / 11:55-12:25pm (Lunch) 12:29-12:5 (Class)**
Period 5 (Lunch C Group)	**11:21-12:24 (Class) – 12:28 – 12:58 pm (Lunch)**
Period 6	1:02 – 1:47 pm
Period 7	1:51 - 2:36 pm
Period 8	2:40 - 3:25pm
COURSE CREDITS –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.	
STAFF DUTY DAILY EXPECTATIONS – "Regular Schedule" Teachers are on duty from 7:45am - 3:45pm (no chang from last year). CTE "0 Period BLOCK" Teachers (Skills Armory) will be on duty from 7:00am - 3:45pm (this include duty-free 2nd Period - Focus Period). All other "0 PERIOD" Teachers in the high school building will be on duty fror 7:00am - 3:00pm.	

Bullying (Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behaviors(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying, Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect and may result in sanctions up to and including suspension or expulsion, Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous online "Submit a Tip" platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will instigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.

2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners.
4. There will be no throwing of food or other items.
5. Students should treat lunch personnel with respect.
6. No electronic devices (iPads, gaming devices, etc.) should be used at tables while eating/drinking during lunch.
7. Students who violate the above rules will be disciplined.
8. Only 6 chairs to the round tables and 4 chairs to the high top tables. Chairs need to be pushed in.

Payment for Meals - Students are encouraged to pay for meals several weeks in advance.

Campus School Building Climate

The Lexington High School community includes students, staff, parents, and the greater community outside our building. It is an inviting place, founded on the following building blocks:

Security:	Everyone feels safe.
Respect:	People value themselves and each other.
Belonging:	Everyone is accepted and feels connected to the school and its mission.
Mission:	Everyone has goals and believes they are achievable.
Success:	Everyone is successful every day.
Responsibility:	Everyone is expected to learn and to support others in learning.

Note: Students, staff, parents, and citizens will develop the climate of our school community. As part of this climate, community members and parents are encouraged to observe and to participate in our school programs. The following tools are important to creating a school climate that is open and inviting:

1. Open Communication is encouraged between staff and parents in a spirit of cooperation and partnership. This includes home visits, letters, telephone calls and/or other forms of contact with the parents and/or guardians by the Focus Period and Foundations of Leadership (FOL) teachers. This communication will also include home/school dialogue about attendance, academic performance and school planning.
2. Focus and FOL classes are guided by teachers who advocate for and assist students in assuming responsibility for their educational goals, including transcripts, college applications and career interests.

Cell Phone and Other Electronic Device Policy (Policy 6025)

No electronic devices, text watches (any device capable of texting), earbuds, headphones, cell phones, MP3, laser lights, personal computers, etc. are allowed for student use during the school day. Such devices may be used if they are necessary for a class assignment and should only be used in the classroom in these rare, special cases. LHS is not responsible for lost/stolen personal electronic devices brought onto school property. Students are prohibited from using cellular phones or other electronic devices while at school, except as defined in this policy. An “electronic device” includes cell phones, smart watches, earbuds, headphones,laser lights, personal computers, iPods, and any other device capable of texting and/or storing and communicating data by electronic means. Students may use cell phones and/or other electronic devices on the school sidewalks and in the school common areas before and after school as long they do not create a distraction or a disruption. By bringing cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when determined that such a search is reasonable or necessary. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. Students may use specific electronic devices in classrooms with the express permission of a school administrator. Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature or anything else that is prohibited by the student handbook in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as noted in the student handbook. Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle. Students may listen to

iPods and other mp-3 players with the permission of the driver or other adult sponsor. Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. Students who violate this policy will have their cells or electronic devices confiscated immediately. The administration will return confiscated devices to the parent/guardian of the offending student after meeting with the parent/guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. Students will turn off their cell phones before 8:00 a.m. and adhere to the "no use" policy until the end of the school day. Students whose cell phones are seen or heard by teachers, support staff, or principals during school time (8:00am–3:25pm) will be in violation of the LHS Cell Phone Policy. Students whose cell phones are confiscated may lose their right to privacy. When a cell phone infraction has occurred, the teacher will complete an online LHS Cell Phone Violation Form and forward to Administration after the 3rd offense. Phones will also be forwarded to Administration after the 3rd Offense. Cell Phone Accountability:

- ✓ 1st - 3rd Offenses – Detention with Teacher (Teacher confiscates phone – phone returned after detention has been served). Teachers should also log each offense on the "Cell Phone Violation" Google Sheet
- ✓ 4th and Succeeding Offenses - Detention in the Administration Office (Phone will be turned over to the PARENT after the detention has been served)
- ✓ Additional information about cell phones is provided in board policy

Change of Status (Residence, Telephone Number, Withdrawal, or Drop Out)

Students who change their address or telephone number should report this fact to the office immediately. Those who choose to move to another city or transfer to another school must obtain a withdrawal form from the office. The form must be signed by each of the student's teachers, counselor, librarian and an office designee. All textbooks, computer and other materials belonging to the school must be checked in before a student will be given a transfer slip for admission to the new school. Student records will be sent to the student's new school upon request of the principal at the school the student will be attending. If a student leaves the school without officially dropping, it will be more difficult to reenter either Lexington High School or another school, as requests for transcripts from other schools may be denied until the student has officially dropped.

Class Rank

Class rank will be determined by the order of academic grade point averages for students in each class. The "percentage grades" received in courses will be averaged by points each semester to determine the cumulative grade point average of each student. The cumulative grade point averages in each class will be ranked, and the student with the highest grade point average will be ranked number one. Grade Point Average (GPA) is determined by four years of high school academic work. All courses will be included in the grade point average. Students who transfer into the school district will have their grades evaluated on the district's grading system.

Closed Campus (Policy 5032)

Once students have entered school grounds they must remain on school grounds. Our lunch break is closed. Students are not allowed to leave the school building during the school day unless permission is granted through the office. Exceptions to the rule: special classroom assignments and use of the front (west) patio and yard (grass area) immediately west of the front entry to the building for recreation and leisure during lunch period. The patio area is defined as the concrete area directly in front of, and north, of the west doors). Students may not go around the corner out of view of the high school office – this includes the parking lot. **If a student wishes to leave campus for lunch, he/she must be personally checked out of school by a parent/guardian at the main office.** The parking lot (including any/all cars parked therein, as well as all cars parked in the off-street parking areas are off limits to all students. The "permit to leave the building or the aforementioned campus" can be obtained at the main office.

College Credit and High School GPA Calculations

Books and materials will be paid for by the Lexington School District for Dual Credit classes offered regularly through Lexington High School. Tuition and fees for these classes are the responsibility of the high school student. The grades for these dual credit classes appear on the student's high school transcript and are calculated into the student's GPA.

Students may also enroll in college courses outside of the dual credit classes offered through LHS. The student is responsible for the tuition, fees, materials, and books for these classes. Because colleges vary in their grading scales and instructor teaching credentials, these non-dual college classes will not appear on the student's transcript and their grade will not be calculated in their GPA. Administration approval is needed if a class is needed for graduation purposes.

College Visits

The counseling office will schedule formal group college visitations for various grade levels and classes. Students are allowed two (2) excused individual college visits (see attendance policy). Students are also encouraged to take advantage of college visitations during the summer.

Counseling and Guidance

The school employs personnel who have been specially trained to work with students as they make academic and personal decisions. Counselors will devote time to students who ask for help. Space is provided for private and confidential discussion about any subject the student wishes to address. Before making an appointment with a counselor during class time, it is the responsibility of the student to receive permission (in writing) from both the counselor and the classroom teacher at least 24 hours prior to the appointment in order to make a plan for making up missed assignments. It is recommended that Focus Period be used whenever possible in these cases. Emergencies will take precedence over other regulations.

Curricular and Co-Curricular Activities

The teacher, coach, or advisor will publish a list of students who will miss school for school-sponsored activities. The list will be distributed to teachers, administrators and the school secretary at least two (2) school days in advance of the activity. The administration office will communicate with activities' coaches and sponsors by posting daily absences in the teachers' e-mail or PowerSchool program. Coaches will be expected to enforce the policy regarding practice and performance. If a teacher requests, students will be responsible for securing the teacher's approval for the absence. A student not following this procedure will be regarded as truant.

Dating Violence

Please see **District Student, Parent, and Activities Handbook**.

Detentions

Teachers are required by law to maintain a suitable learning environment and students are responsible to respect the rights of their fellow classmates. Positive discipline will be used to correct inappropriate behavior in school and during school activities. Violation of school rules (i.e. disruptive behavior, failure to cooperate with school personnel, etc.) could result in detention time — either before (7:15-7:45am) or after school (3:30-4:00pm). Detentions issued by classroom teachers should not exceed 30 minutes; however, 30 minutes will be added each time a student goes 24 hours without serving the assigned detention. Faculty members who assign a student detention are responsible for supervising the detention. If the student accumulates two hours of detention time, the student will be referred to the office. In-school suspension (ISS), out-of-school suspension (OSS), and expulsion are also options for repeated rule violations.

Discrimination and Harassment (Policies 4001, 5026)

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely

affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination or harassment should contact Student Services Director and Section 504 Coordinator Angie Kovarik by phone at 308.324.1209; by email at angie.kovarik@lexschools.org; by mail at Lexington Public Schools, 300 S. Washington St., Lexington, NE 68850; or in person at the District Administrative Office Building, 300 S. Washington St. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. Please see the **District Student, Parent, & Activities Handbook** for the District's Title IX policy and grievance procedures.

Dress Code (Policy 5031)

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, bandannas, and hoods worn over the head during the school day
4. Bare feet and footwear determined to be inappropriate by the building principal
5. Short-shorts and biker shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from the principal
16. Clothing with tears or holes that expose flesh above the thighs or underclothes
17. Face coverings. District administrators may require the wearing of face coverings to limit the spread of COVID-19.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change with parent permission. A detention or suspension may be given to make up the time away from class/school. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles (Policy 5033)

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.

2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Excessive Absences and Grading - The following will be the procedure on how to give grades to students who have missed more than 10 days:

1. Any student who has a failing percentage and has exceeded the number of absences will receive an F for the class.
2. Any student who has exceeded the number of absences for the semester but has remained in the class and has a passing grade at the end of the semester will receive NC (No Credit).
3. Any student removed from a class for excessive absences will receive a failing grade (F).

Fire Drills

Throughout the school year we will have several fire drills. Students will receive instructions from their respective teachers as to where he/she should proceed in the event of a fire drill. After alarm has sounded, the following general regulations apply:

1. Windows should be secured before leaving room.
2. Teacher should turn off lights/close door.
3. Everyone should move toward the nearest exit in silence and continue moving to designated areas outside the building.

Flagrant Violation of Respect and Responsibility

Limits shall be set on activities that are flagrant violations of respect and responsibility toward people and property that we expect of the members in our school community. The flagrant violations outlined below, as well as any other acts that jeopardize the health, safety, and educational progress of any/all Lexington High School students and/or staff while:

(1) on school property, (2) being transported in vehicles dispatched by the school district, or (3) while attending any school-sponsored or school-related activities (on or off school property), will be cause for the consequences outlined below. In such cases, a student may be removed from class, expelled, moved to our Alternative Education Program (AE), etc.

(1) Students selling, giving, or exchanging alcohol, tobacco, controlled substances, or “look-alikes.”
(2) Possession or use of a weapon or possession of fireworks: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
(3) Physical Violence and Intimidation: Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. Causing or attempting to cause physical injury to a school employee or to any student. (Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision). Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student. Sexual assault as defined in section 79-4, 180. In accordance with Nebraska School Law 79-4, 204, Section 42, all fights and physical assaults that occur at LHS will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights.
(4) Damaging or Stealing Property: Willfully causing or attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value. Students should be responsible for their actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District. Tampering with report cards, passes, or any other school records is considered a severe offense.
(5) Harassment based on gender, ethnicity, group membership, race, religion, or ability will not be tolerated.

(6) Public Indecency: As defined in section 28-806, except that this sub-division shall apply only to students at least twelve years of age but less than nineteen years of age.
(7) Engagements in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; a repeated violation of any rules and standards validly established pursuant to section 79-4.176 if such violations constitute a substantial interference with school purposes. (Laws 1976; 1983; 1988.)

Focus Period (Destination: Graduation Homeroom)
Each day, students will have a homeroom with a diverse group of students and a teacher-advisor. Under most circumstances, students will keep the same homeroom during their years at Lexington High School. This structure is provided to promote personal support, guidance and communication with individual students and their families. Discussions and activities in homeroom will focus on the building blocks of the invitational foundation of our school.

Fundraising Activities
Students will be permitted to solicit funds for and to contribute to school-approved projects that are consistent with educational programs offered by the school or within the community. The Activities Director has the authority to approve any/all drives or campaigns for funds. There shall be no solicitation of funds from students on school premises except when the solicitation is an approved activity. There shall be no solicitation of students on school premises by sales persons or agents while school is in session.

Gang Wear
Display of anything that suggests, implies, or is associated with gangs will not be tolerated. This includes hand signs, words, graphics, headgear, tattoos, clothing, graffiti notebooks, lockers, books, or any other item suggestive of gangs, including the “gang,” and names/symbols of specific gangs.

General Building Care
Each student will pay for any unnecessary and/or deliberate or defacing damage to school equipment or property caused by the student. Tables and desktops are not chairs. No one is to sit or stand on the desks or tables. Violators will be subject to disciplinary action and/or compensation for damages.

Gifts
Due to disruptions of office procedure, educational process and equity, gifts shall not be delivered to the office for students. This includes - but is not limited to - flowers, balloons, cakes and candy.

Grades
The following letter grades and numerical calculations will be used at Lexington High School.

Letter Grade	Percentage Grade	Computer Grade	Honors Grade
A+	98-100	4.33	5.33
A	93-97	4.0	5.0
B+	90-92	3.33	4.33
B	85-89	3.0	4.0
C+	82-84	2.33	2.33
C	77-81	2.0	2.0
D+	74-76	1.33	1.33
D	70-73	1.0	1.0
F	Below 70	0	0

Grading Procedures - Grades for classes will be maintained on Power Grade. Prior principal approval must be obtained for “Incompletes” and "NC" (no credit) grades. No student can “fail” a class without prior parental contact by the teacher of that class, informing the parent of the student’s status. Students who miss school for any reason will be required to make-up tests, quizzes, assignments or activities for the classes they miss. Students who miss class for school-related activities will not be required to make up “missed time” unless the

missed time is an integral part of the assignment. They will, however, be required to make up course work prior to the date of the school activity. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.

Incomplete and Failing Grades - ALL INCOMPLETE grades must be completed within two weeks of the end of each quarter unless circumstances necessitate a longer period of time. The teachers and the individual student, with approval of the principal, will arrange this extended time. If the incomplete is not made up by the specified time, the teacher will finalize the student's grades.

Graduation - Commencement Ceremony and Early Graduation (Policy 6006)

Commencement Ceremony
The district shall conduct a commencement ceremony for students who have met all graduation requirements at the end of the school year, including students graduating as juniors or mid-term seniors. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct. Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) by 3:25 PM on the last school day for seniors will be allowed to participate in the commencement ceremony. Students are additionally required to adhere to the district attendance policy their final semester. Students who are dropped from membership due to poor attendance in any class enrolled their final semester or alter the graduation cap or gown worn at graduation will not participate in the commencement ceremony; only school-issued accessories will be allowed to be worn with the cap and gown.

Early Graduation
Students are generally required to attend four years of high school (eight semesters of coursework) to be eligible to receive a diploma from the school district. The following sections address rare and extraordinary circumstances that may necessitate a student graduating early.

Early Graduation - Junior Year (after six semesters of coursework)
To be considered for "Early Graduation" from high school at the conclusion of the junior year, the student and his/her parents or guardian are required to complete and submit to the principal a "Request to Graduate Early" form by December 1 of the junior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following rare and extraordinary circumstances:

1. A serious illness or medical condition exists that makes attending school the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. The student will "age out" meaning he or she will turn age 22 before his/her senior year. Verification of the student's age via birth certificate or other valid identification is required.
3. Other extraordinary circumstances, as approved by the principal, that make attending the senior year impossible or impracticable. These situations are expected to be rare and extraordinary. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstance to the principal.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

Early Graduation – Mid-Term Senior Year (after seven semesters of coursework)
To be considered for "Early Graduation" from high school after the first semester of the senior year (mid-term; minimum of 7 semesters completed), the student and his/her parents or guardian are required to complete

and submit to the principal a "Request to Graduate Early" form by December 1 of the senior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following circumstances:

1. A serious illness or medical condition exists that makes attending school the second semester of the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. Other extraordinary circumstances, as approved by the principal, that make attending the second semester of the senior year impossible or impracticable. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstances to the principal.
3. If a mid-term senior has not met either of the prior two criteria but has satisfied all graduation course requirements, he or she may graduate early by showing evidence of reading and writing competency via the successful completion of a senior-level English course or other evidence of literary mastery (including, but not limited to college readiness standards through ACT, MAP, or other approved assessments). Mid-term seniors who do not meet this standard will be required to enroll in at least one English, Reading, Speech, or other literacy competency course in their final (8th) semester of coursework. Mid-term seniors who have completed the course requirements for graduation, but have not met the literacy competency standard may choose to complete an approved school-to-community work-study course in conjunction with their required literacy coursework until either the *Lexington High School Literacy Standard* has been met or the student's 8th semester has been successfully completed.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

"Early Graduation" Activity/Event Inclusions - All students who meet the aforementioned "Early Graduation" eligibility requirements will be allowed to participate in the current year's spring commencement exercises and apply for scholarships for which they are eligible.

"Early Graduation" Activity/Event Exclusions - "Early Graduates" are not eligible to compete in senior class rankings, be considered for academic distinction, graduate with honors, speak at commencement, take part in the Senior Walk, be eligible for the Destination: Graduation Academic Team senior laptop competition, or participate in any other activity or honor considered exclusive to seniors. Only seniors who are in their 4th year of coursework (have completed at least seven semesters of coursework) may attend the Senior Tribute and Senior Honors Night events.

Graduation Requirements (Policy 6005)

Graduation Requirements - Class of 2023 – 220 Total Credits Required
English - 40 credits
Mathematics - 30 credits
Science - 30 credits
Social Studies - 30 including 5 American Government credits
Health/ Physical Education - 10 credits
Foundations of Leadership* - 10 credits
Electives - 70 credits**

* Foundations of Leadership is required for freshmen. Students who transfer to LHS after 9th Grade are not required to take FOL. ** The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL course.

Graduation Requirements - Beginning with the Class of 2024 – 225 Total Credits Required

English - 40 credits
Mathematics - 30 credits
Science - 30 credits
Social Studies - 35 credits including 5 American Government and 5 Economics/Financial Literacy credits
Health/ Physical Education - 10 credits
Foundations of Leadership* - 10 credits
Electives - 70 credits**
* Foundations of Leadership is required for 9th graders. Students who transfer to LHS after 9th Grade are not required to take FOL. ** The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL course.

Homeless Children and Youth
Please see **District Student, Parent, and Activities Handbook**.

Honors Course Content
Students will be placed using the previous years teacher recommendation and MAP scores. The course content of Honors courses will be broader in scope, greater in depth and more intellectually rigorous than that typically found in other classes. Honors courses will stress analytical skills and higher order thinking in addition to the mastery of basic skills, and will typically take five hours in out-of-class preparation per week. It is recommended that students maintain an 85 (B) percent average or above. Students with a grade of 84% (C) or below will not receive honors points and may be reassigned to another class.

Honors Placement
Students may enroll in any Honors Class for which they've met the prerequisites and in which there is space. Students must also meet two of the following requirements for acceptance in an Honors Class:
1. Previous year teacher recommendation
2. MAP Assessment

Honor Roll Requirements
1. Minimum semester 3.5 GPA
2. A's and B's only
3. Must be in regular education classes, regardless of the level or cohort
4. Students must have been enrolled at LHS a full semester
5. Students can be enrolled in Co-taught classes and Pre-Algebra and Applied Science
6. Students in these classes will not be included:
    - Life Skills classes
    - Students enrolled in one or more DLP classes
    - Students enrolled in ELL and ECT classes

Inappropriate Display of Affection
At LHS we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. We are preparing to enter the world of higher education and work. The following parameters should guide us in our behavior at school, on school grounds (including parking lots and outside areas) and at school activities:
1. Kissing, groping, molesting, lap sitting, or touching private parts is inappropriate.
2. Touching (excluding private parts)—for example, a pat on the back, linked hands (with both hands visible), nonromantic hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
3. Dances are social events. Partners can hold each other in romantic, non-provocative embraces.
4. Visible, open handholding is permissible.
5. No act should take away any portion of a person's dignity, but rather add to it.

Interfering With the Education of Others

Interfering with the education of others is defined as students who engage in disruptive, disrespectful, or insubordinate behavior. Any school employee may send or bring a student to the principal's office in order to maintain effective discipline in the classroom, halls, at a school activity, or on school grounds.

Insubordination (Repeated Refusal To Follow Class Rules)

A teacher may send a student to the office that has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with other students in the class. No later than the third class day after the day in which the student is removed from the class, the principal shall attempt to schedule a conference that includes the principal or the principal's designee, a parent/guardian of the student, the teacher and the student. Following the conference, the principal shall exercise - but not be limited to - any of the following actions:

1. Suspension (via in-school or out-of-school suspension) of the student for a period consistent with local policy, not to exceed five school days;
2. Place the student in an out-of-class program, (alternative education);
3. Place the student back in class with restrictions and/or consequences.

Note: Non-compliance by student or parent to attend the meeting – after attempts have been made to require student and parent attendance at the aforementioned meeting, failure of a student/parent to attend the meeting will force the school to make a decision without a formal meeting.

Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

Please see **District Student, Parent, and Activities Handbook**.

Lockers and Hall Traffic

No students will be allowed in the hallways during class time. Under special circumstances, students in the halls during class time must have a pass that shows their destination and the classroom from which they came. Students must use only the lockers assigned to them. Lockers are subject to inspection at anytime by school administrators. Students will be held accountable for all contents in their assigned lockers at all times.

Lunch

A hot school lunch is provided for each student. Free/reduced-price lunches are available by applying through the office. Menus are posted both daily and monthly on the school's website. Some students may wish to bring a lunch instead of buying one. No students will be allowed to bring food or drink on the school grounds unless the food or drink is for their school lunch and is brought in by 2nd period. Students will not be allowed to order fast food by delivery during the lunch break. All lunches are to be served and eaten in the cafeteria. Parents who bring food for their students must bring the food to the office to be distributed to students by office personnel. After a student has eaten his/her meal, the grass area west of Door #15 may be used for relaxation/recreation. During the lunch period, bells will ring that indicate the start of each lunch period. A bell will not sound to indicate the end of each lunch shift. Students are responsible for returning on time to their 5th hour class from lunch. The State School Food Service Staff program regulation forbids any competitive food or beverage service to be in operation ½ hour before and after school hours. Therefore, the vending machines are inoperable during this time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are to remain in the assigned areas during their scheduled lunch period. The library is not a place for students to go who choose not to eat lunch.

Masks

Mask requirement: Students may be directed by administration to wear cloth or multi-layer disposable face masks, or another approved face covering to help prevent the spread of COVID-19 in school. Students are expected to bring and wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin tightly. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by administration. Failure to wear a face

mask will result in disciplinary consequences as follows: **1st offense: warning and directive to wear the mask at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.**

Medication
When a student must take medication during school hours, the medicine should be brought to and left in the nurse's office. Students must give the medication to the school nurse in the morning upon arrival to school. A signed and dated permission form that includes information regarding the medication date, time, and amount must be provided for the school nurse before medication can be given. Purpose and dosage directions of the medicine (in the original container from the pharmacy with the directions intact) must be provided. The permission form is available in the nurse's office.

Notifying the School
If a student must be absent, the school urges parents to contact the school on the morning of an absence for an illness and before a planned absence (i.e. funeral, doctor's appointment, etc.). This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain make-up work. If a phone call is impossible, students are asked to bring a note upon returning to school, signed by a parent or guardian that states the time, date and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he/she will only be allowed to do so through the office and with the consent of his/her parent(s), via note or phone call. **The number the caller is calling from must match the number currently listed in PowerSchool or the student will not be allowed to leave.** If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office. **All notes (i.e. parent, doctor, etc.) should be forwarded to the administration office within seven (7) days after returning from the absence.**

Nurse
A school nurse is employed by the Lexington High School and is "on duty" daily at the high school to assist with illnesses, school injuries and health education. A health record card is on file for each student in the nurse's office. Students are requested to keep this card up to date by reporting to the nurse any booster shots or other pertinent health information. All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Lexington public schools are not liable for injuries to pupils and will not pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.

Posters and Signs
Areas are provided in which students can display signs that are positive in supporting individuals, educational goals and school climate. Thumbtacks may be used to fasten posters to bulletin boards. An LHS administrator must approve any/all posters and signs before they can be displayed in the school building.

Pregnant or Parenting Students
Please see **District Student, Parent, and Activities Handbook**.

Reporting Child Abuse and Neglect
Please see **District Student, Parent, and Activities Handbook**.

Schedule Changes
Should a schedule or a class not meet a student's needs, he/she may be allowed to arrange for a change of schedule during the designated days set up by the counseling department each semester. To initiate this process, the student should begin by discussing his/her problems or concerns with his/her homeroom advisor

who may refer the student to the guidance office. Each of the following criteria must be satisfied before a schedule change is implemented:

1. The requested change is consistent with the student's four-year educational plan.
2. The change is recommended/approved by the homeroom teacher.
3. Changes made in the schedule at the end of the semester may be made with the permission of the principal, the parent, and the counselor.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. Supervision by LPS personnel is not guaranteed either before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

School Library Collections

Please see **District Student, Parent, and Activities Handbook**.

School Meal Program Charges

Please see **District Student, Parent, and Activities Handbook**.

School Wellness Policy

Please see **District Student, Parent, and Activities Handbook**.

School-Issued Lanyards

In order to maintain the safety and security of all students and staff, LHS has established a mandatory "Student I.D. Card and Lanyard Policy." All students are required to wear their I.D. card on a school-approved lanyard at ALL times while in the school building and on all school property. Lanyards will be scanned upon entry to the building. It is the student's responsibility to ensure that they have their I.D. cards visible at all times. Students who forget or lose their lanyards will be required to purchase a replacement (**Temporary Sticker $1.00 - ID Card - $5.00 - Lanyard String $1.00 - Sleeve - $2.00**). Attendance and an I.D./lanyard check WILL take place at the BEGINNING of 1st period each day. Students who do not have their I.D. cards/lanyards will face the following consequences:

Consequences –

- ✓ 1st and 2ndOffenses – Warning
- ✓ 3rd Offense – 30-minute after-school detention
- ✓ 4th Offense – 60-minute after-school detention
- ✓ 5th Offense – 1 day of ISS (parent notification)
- ✓ 6th Offense – 2 days of ISS
- ✓ 7th Offense – Parent meeting (ISS until Parent Meeting) (Note: Sticker from the office; Monday–RED, Tuesday–PINK, Wednesday–GREEN, Thursday–YELLOW, Friday–ORANGE)

School Library

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that has accumulated on a book checked out to him/her. If a book is lost and not found by the end of the semester, the student must pay for the replacement cost of the book plus processing fees. Students must also pay for any damage they cause to library books.

Security of Student Property

Students participating in physical education and/or athletics may deposit their valuables with the coaches for safekeeping. The school and its staff will not be responsible for lost, stolen, or any student's property, which has not been entrusted to a school personnel.

Snacks
No open containers of drinks are to be brought into the classrooms and hallways after 8 AM other than water. Consumption of pop, candy, or snacks in classes will be at the discretion of the principal, only after receiving special permission on special occasions. No food or drink may be consumed in the hallways at any time. These items are restricted to the cafeteria before school begins each day.

Sniffer Dogs
Please see **District Student, Parent, and Activities Handbook**.

Student Conduct (Alcohol, Tobacco, and Drug Violations)
Lexington High School intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco and other drug use is illegal and interferes with both effective learning and a healthy development of the student, Lexington Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Because of the extensive use and abuse of alcohol, tobacco, and other drugs and their continuous promotion in society, the Lexington Public Schools shall provide drug education units that are age-appropriate at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use and the physiological, psychological and sociological aspects of drug use, misuse and abuse. Illegal drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, dispensing of look-alike drugs, controlled substances, tobacco, or alcoholic liquor. If the administration has reason to believe that a student has consumed alcohol at a school activity, or on school premises, or at a time previous to entering school premises or activity, such that there would be ascertainable blood alcohol content - and upon request from school personnel - that student shall submit to a breathalyzer exam. Refusal of a student to submit to the Breathalyzer exam could be considered "Failure to Cooperate with School Personnel," which could lead to suspension. Any school employee who believes a student at school has a controlled substance without a prescription for it; tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, the administrator shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property, and person. Any item discovered in the search that is unlawful or constitutes a violation of a school rule will be confiscated. Those items that are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

Student Fees
Please see **District Student, Parent, and Activities Handbook**.

Student Government (Policy 5041)
Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of student government will be administered by the superintendent or designee.

Student Internet and Computer Access
Please see **District Student, Parent, and Activities Handbook**.

Student Records

Please see **District Student, Parent, and Activities Handbook**.

Tardiness

1. First Period Tardy – Everything before 8:10am is a "tardy"; anything after 8:10 am will be considered an "absence" and will not be admitted to their 1st period class. (Exception: special circumstances deemed "unavoidable" by the administration). Students who are tardy 1st period should go directly to class after signing in at the office. Students tardy to 1st period will be assigned an office detention that same day. After 8:00 am, students must get a pass from the office to be admitted to class.
   - ✓ 1st Offense – Verbal Warning
   - ✓ 2nd Offense - 30-Minute Office Detention After School That Same Day (or 7am the next morning)
   - ✓ 3rd - 5th Offenses – Admin Referral to Administration (office assigns detention & contacts parent)
   - ✓ 6th And Succeeding Offenses – Admin referral – student will not be admitted to class without a parental/guardian presence at the school – parent/guardian must bring student to the office and meet with an administrator/or designee before the student will be admitted class. If the parent/guardian does not show up at the time of the tardy, an administrator/or designee will schedule a meeting with the parent/guardian. The student will not be admitted to 1st Period the following day and will be assigned to ISS until the meeting takes place.
2. Periods 2-8 – Teachers will assign/supervise detentions for students who are tardy to their classes.
   - ✓ 1st Offense – Verbal Warning By The Teacher
   - ✓ 2nd Offense – 30-Minute Detention With Teacher
   - ✓ 3rd - 5th Offenses – 30-Min. Detention With Teacher -- teacher will also contact the student's counselor who will make contact with both the student and parent the same day of the infraction.
   - ✓ 6th and Succeeding Offenses – Admin Referral (AP will meet with parent)

Telephone Calls

Students will not be called to the telephone during class time except in the case of an emergency. Messages will be taken and delivered to students. All phone calls will be limited to three minutes. The school telephone is primarily for school business and should not be used for personal calls. No long distance calls, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. Use of the free local telephone by students during class periods will be approved for emergency situations. The building principal - or his designee - will either grant/deny permission before a call is placed. No students will place or receive phone calls from classrooms unless there is an emergency. Students should be directed to the nurse's office for non-emergency type medical issues. Students should not answer phone calls to classrooms – the classroom teacher should handle this.

Threat Assessment and Response

Please see **District Student, Parent, and Activities Handbook**.

Title IX Policy and Grievance Procedures

Please see **District Student, Parent, and Activities Handbook**.

Tornado Drills

Tornado drills will be held periodically during the year. The alarm for a tornado drill will be given by an announcement over the intercom. Students will go directly to the designated area, get down on their knees, bend down and put their hands over their heads.

Transfer Students

Students transferring from other school districts must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at

this school district. Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Grade Placement and Academic Credits of Transfer Students (Policy 6009) **-** Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement. The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public or private school experience and transcript
- Standardized achievement test data
    - Criterion-referenced test data
    - Final examination test data
    - Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district. Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

Transportation

Transportation to and from school is the responsibility of the individual student. High School students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation.
2. The driveway in front (west) of the school is one way.
3. Maximum speed limit on school property is ten miles per hour. Careless or reckless driving can result in suspension and/or law enforcement intervention.
4. A parking area for student vehicles is located on the east side of the football stadium. The parking lots north of the building and east of the crosswalk include "permit parking" for LHS staff members. Other restricted areas include the islands in the student parking lot and the driveway on the south side of the building. Those who park in restricted areas will be subject to disciplinary consequences.
5. Do not loiter in the parking lot before or after school.
6. A bicycle rack is located directly in front of the building or on the south patio.
7. Everyone is reminded that a zone painted yellow means NO PARKING.

Visitors We welcome and urge visitation by parents. In order to ensure the safety and well being of our school community, all visitors must check into the high school office upon arrival in the building. A valid driver's license must be presented in order to gain access to the interior of the building (anywhere beyond the administration offices).

Weapons Possession

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun, the student must immediately turn the weapon in to

the nearest teacher, counselor, school resource officer, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face consequences for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion as defined in the Student Code of Conduct. In addition to the regulations outlined in the Student Code of Conduct, District Student/Parent Handbook, please also see the "Consequences For Disruptive Acts" chart included in this handbook.

Notice To All Students

The items below are used as tools in some of your classes:

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and ***any other tool*** *that may be used in a class.*

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



CONSEQUENCES FOR DISRUPTIVE ACTS

Examples of some, but not all, knives are shown below:



STOP!

Leave Them In Class! Don't Bring Them!

CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS or LMS administration. In some situations, the Extracurricular Policy may also be in force.

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Academic Misconduct (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.)	Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact	Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact	N/A
Alcohol* (use and/or possession) [+ Extracurricular Policy Consequence]	Minimum 5 days OSS or ***See below	***See below	***See below
Arson* **	***See below		
Assault			
▪ **Against a student***	Minimum of 5 days OSS and see below (*)	Long-term suspension or expulsion	Expulsion
▪ **Against school staff***	Expulsion	Expulsion	Expulsion
▪ **Mutual consent/equal participation***	Minimum 5 days OSS	Long-term suspension or expulsion	Expulsion
• **Bullying, Threats, Harassment***	ISS or OSS	***See below	***See below
Bomb Incident* (includes threat)	***See below	***See below	N/A
Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Suspension from bus service; Parent Contact
Class Disturbance	Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.		
Dress Code Violations	Warning and Change Attire	Detention or ISS; Change Attire; Parent Contact	Detention, ISS or S-OSS; Change Attire; Parent Contact
Disrespect/Insubordination	ISS, OSS and/or reassignment	Min. 5-Day OSS and/or reassignment	***See below
Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]			
• Possession/Use	Min. 5 days OSS /***See below	***See below	***See below
•Sale/Distribution	***See below	***See below	***See below
Fire Alarms/Fire Extinguishers*	5 days OSS and **See below		
Fire Paraphernalia [Lighters, matches, etc.]			
Possession	Confiscate; ISS	Confiscate and OSS 3-5 Days	Confiscate & ***See below
Unauthorized Use	OSS	OSS and Restitution	***See below

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Academic Misconduct (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Fireworks*			
Possession	Minimum 5 days OSS	Confiscate and OSS 3-5 days	Confiscate & ***See below
Use	5 days OSS or ***See below	OSS and Restitution	***See below
Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)	OSS for balance of the day; Minimum 5 days OSS 1-5 days OSS	Long-Term Suspension	Expulsion
Larceny/Theft**			
Less than $50	1-5 Days OSS	***See below	***See below
Greater than $50	5 Days OSS or ***See below	***See below	***See below
Littering on School Premises	Warning	Detention; Parent Contact	ISS; Parent Contact
Parking Violations	Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense.		
Public Display of Affection (P.D.A.)	Warning	Detention and Parent Contact	ISS and Parent Contact
Sex Offenses* (includes possession and/or distribution of sexually-related material (including via electronic devices "sexting," etc.)	***See below		
Tardiness, Truancy, and Unexcused Absences	*See "Attendance" section of LHS/ LMS Student Handbook		
Tobacco* (use and/or possession) – includes E-cigarettes	* Confiscate and 3 day OSS	* Confiscate and 4day OSS	* Confiscate and 5 day OSS
Trespassing* (non-students)	Warning and/or *Police notification	*Police notification; Charges requested	*Police notification; Charges requested
Vandalism (Includes property loss/damage, graffiti, abuse of school property, etc.)**			
Less than $50	1-5 days OSS and restitution	***See below	***See below
Greater than $50	5 days OSS and ***See below	***See below	***See below
Weapons/Firearms*			

Possession and/or Use	*See "Weapons/Firearms" section of Nebraska Student Discipline Act
Any Other Felony Violations	OSS and/or ***See below

CLARIFICATIONS:

1. Students under recommendation for expulsion will be suspended pending the expulsion decision.
2. A parent conference may be necessary prior to a suspended student's return to school.
3. Students suspended from school will be allowed to complete missed assignments, homework, and tests.
4. Students suspended from school (OSS) are not allowed on any LPS property until the suspension is completed.
5. Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)

DEFINITIONS:

- ISS **= In-School Suspension [Short term = 1 day; Long term = 3 days]**
- OSS **= Out-of-School Suspension** [S-OSS > Short term=1-5 days; L-OSS > Long term=6-19 days]
- Expulsion **= Suspension for more than 19 days to the end of the semester or up to one year.**

INDICATORS:

* LAW ENFORCEMENT NOTIFICATION
** LAW ENFORCEMENT NOTIFICATION AND RESTITUTION
*** LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -
- In accordance with state statutes
- Could also include law enforcement notification and/or restitution

WAYS TO GET INVOLVED AT LHS

Fall Activities & Sports
- Cheerleading
- Cross Country
- Football
- Girl's Golf
- Softball
- Boy's Tennis
- Unified Bowling
- Volleyball

Winter Activities & Sports
- Cheerleading
- Basketball
- Bowling
- Liberty Belles
- Wrestling
- Powerlifting

Spring Activities & Sports
- Boy's Golf
- Girl's Tennis
- Soccer
- Track & Field

Year Round Activities
- Academic Decathlon
- Band
- Pops Choir
- Choir
- Circle of Friend E-Sports
- FCCLA
- Flag Corps
- FFA Game Club
- Interact
- Jazz Band
- L Club
- Majestic Volunteering
- Math Club
- Mock Trial
- Musical
- National Honor Society
- One Act
- Quill & Scroll
- Speech
- Skills U.S.A.
- Student Council
- Teammates
- Yearbook

Middle School Handbook Supplement

This Handbook provides information unique to Lexington Middle School and is supplemental to the District Student/Parent/Activities Handbook.

Absences and Homework

Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork:

(a) students who are pre-excused from school should have all of their schoolwork completed and turned in to the teacher before leaving school unless special arrangements have been made by the teacher and/or administrator;

(b) students who miss school due to an illness or other unforeseen circumstance will be allowed two (2) days for each day absent – up to five days total – to turn in missed homework given during the absence; additional days may be allowed by the teacher and/or administrator for special circumstances;

(c) suspended students must have all homework completed upon returning to school and shall be assigned in-school suspension if otherwise.

Eligibility List

1. An "Eligibility List" will be published every Monday morning by roughly 8:30 AM.
2. "Failing" are those whose present QUARTER grade average is below 70%.
3. A student on the failing list for two or more consecutive weeks in one or more subjects is considered ineligible.
4. A student is ineligible - starting Monday after the list is published - until the following Monday. If the student is passing the subject(s) that caused the ineligibility, s/he shall be eligible that following Monday.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra-curricular activities under the jurisdiction of the school.

Behavioral Expectations

Please see chart contained in this document for typical disciplinary responses to various rule infractions.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, not thrown away.
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school. For a student to eat at home, parents must provide written authorization and transportation.

6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Cell Phones and Other Electronic Devices (Policy 6025)

Students may not use cellular (cell) phones or other electronic devices (e.g. beepers, ear buds, cellular telephones, MP3/CD players, radio headphones, laser lights, personal computers, etc.) while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices outside the building before and after school. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

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

Additional information about cell phones is provided in board policy.

Coats and Boots

Middle School students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Middle School students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Face Coverings

Students may be directed by the administration to wear cloth or multi-layer disposable face masks, or another approved face covering, to help prevent the spread of COVID-19

in school. Students are expected to wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal. Failure to wear a face mask will result in disciplinary consequences as follows: 1st offense: warning and directive to wear the masks at all times-- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.

Grades

Students will receive letter grades for their academic classes.

The middle school grading system is as follows:

Letter Grade	Percentage Grade	Computer Grade
A+	98-100	4.33
A	93-97	4.0
B+	90-92	3.33
B	85-89	3.0
C+	82-84	2.33
C	77-81	2.0
D+	74-76	1.33
D	70-73	1.0
F	Below 70	0.0

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language and computer science. Students who earn a quarter or semester academic average of 3.5 or higher will qualify for the honor roll.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.

2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Promotion and Retention

Judgments about promotion from grade level to grade level, completion of a class or course of study, accelerated placement, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. The parents or guardians of pupils who are to be retained shall be notified, and if requested by the parents or guardians, conferences will be held with the parents or guardians indicating the reasons for retention.

Decisions about promotion or retention of students shall be based on consideration of the academic achievement and/or attendance of the student and be directed toward the welfare and development of the student. Pupil progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Retention of pupils for more than one additional year for a given grade is not recommended.

Middle School students who are not on individualized education plans (IEPs) who fail to pass at least seven semesters of their ten core content classes (two semesters of language arts, math, science, social studies, and reading) shall be recommended for retention, be required to attend summer school and pass the core content classes they failed, or take other additional remedial measures as assigned by the middle school principal.

Any student or the parent or guardian of any student shall have the right to review any decisions made about promotion or retention; rights of review are governed by policies of the Board relative to complaints.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on

school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

Student Government (Policy 5041)

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Visitors (Policy 5064)

We welcome and urge visitation by parents. However, in order to ensure the safety and well-being of our school community, all visitors must check into the office upon arrival in the building.

Weapons

In addition to the regulations outlined in the District Student/Parent Handbook, please comply with the terms contained in the following notice.

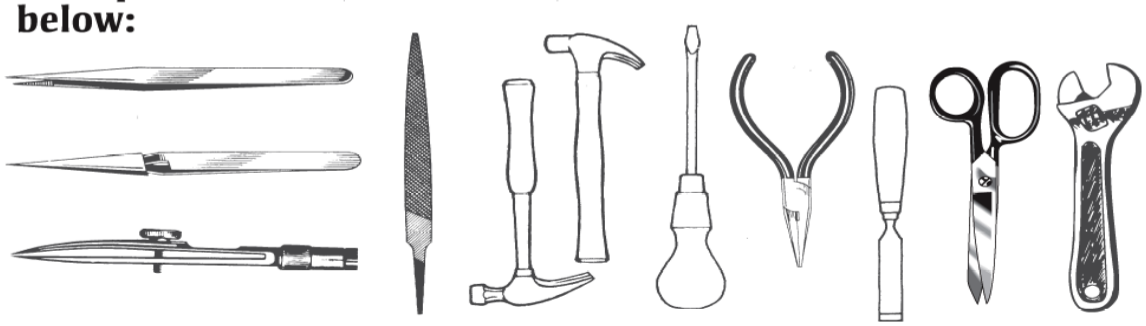
Notice To All Students

The items below are used as tools in some of your classes:

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and ***any other tool*** *that may be used in a class.*

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



STOP!

Leave Them In Class! Don't Bring Them!

CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences may be utilized at the discretion of the LMS administration. In some situations, the Extracurricular Policy may also be in force.

DISRUPTIVE ACT	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Academic Misconduct (cheating, plagiarism, etc.)	Detention, "0" credit for assignment (student may redo for 69% max), parent contact	ISS, "0" credit for assignment (student may redo for 69% max), parent contact	OSS, "0" credit for assignment (student may redo for 69% max), parent contact
***Alcohol use and/or possession (Extracurricular Policy consequence as well)**	Minimum 5 days OSS or ***(see below) depending on circumstances	***(see below)	***(see below)
***Arson**	***(see below)	***(see below)	***(see below)
Assault:			
***Against a student**	Minimum 5 days OSS and *(see below)	***(see below)	***(see below)
***Against school staff**	Expulsion		
***Mutual Consent**	Minimum 5 days OSS and *(see below)	***(see below)	Expulsion
***Bullying, Harassment**	ISS or OSS	Minimum 5 days OSS and *(see below)	***(see below)
***Bomb Incident (including threats)**	***(see below)	***(see below)	***(see below)
Bus/School Vehicle Insubordination	Warning, ISS, OSS, and/or suspension from bus route; parent contact	Warning, ISS, OSS, and/or suspension from bus route; parent contact	Suspension from bus services; parent contact
Dress Code Violations	Warning and change attire	ISS, change attire, and parent contact	ISS or OSS, change attire, and parent contact
Disrespect/Insubordination	Warning or ISS or OSS or reassignment (depending on circumstances)	Minimum 5 days OSS and/or reassignment	***(see below)
***Drug Offenses (includes actual and imitations of controlled substances and paraphernalia)**			
-Possession/Use	Minimum 5 days OSS or ***(see below)	***(see below)	***(see below)
-Sale/Distribution	***(see below)	***(see below)	***(see below)
***Fire Alarms/Extinguishers**	5 days OSS and *(see below)	5 days OSS and *(see below)	5 days OSS and *(see below)
***Fire Paraphernalia (lighters, matches, fireworks, etc.)**			
-Possession	Confiscate and ISS	Confiscate and 3-5 days OSS	Confiscate and ***(see below)
-Unauthorized Use	OSS and possible restitution	OSS and possible restitution	***(see below)
***Gang-Related (graffiti, notes, symbols, hand signs, colors, speech, etc.)**	1-5 OSS	Minimum 5 days OSS	***(see below)
***Theft.**			
-Less than $50	1-5 days OSS and restitution	***(see below)	***(see below)
Greater than $50	5 days OSS or ***(see below), restitution	***(see below)	***(see below)
Parking Violations	Vehicles parked illegally will be ticketed, and/or towed at owner's expense.		
Public Displays of Affection (PDA)	Warning to both students	Parent contact	ISS and parent contact
***"Sexting"/Explicit Photo or Video Offenses (includes possession and/or distribution of sex-related material via electronic devices)**	ISS or OSS or Reassignment	ISS or OSS or Reassignment	ISS or OSS or Reassignment
***Tobacco Possession and/or Use (including vape/electronic devices)**	Confiscate and 3 days OSS	Confiscate and 4 days OSS	Confiscate and 5 days OSS

DISRUPTIVE ACT	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
*Trespassing (includes non-students)	Warning and/or police notification	Police notification, charges requested	Police notification, charges requested
**Vandalism (includes property loss or damage, abuse of property, graffiti, etc.) -Less than $50	1-5 days OSS and restitution	***(see below)	***(see below)
-Greater than $50	5 days OSS or ***(see below) and restitution	5 days OSS or ***(see below) and restitution	5 days OSS or ***(see below) and restitution
*Weapons (possession and/or use)	See "Weapons/Firearms" section of Nebraska Student Discipline Act		
Any Other Felony Violation	OSS and or ***(see below)		

CLARIFICATIONS:

-Students recommended for expulsion will be OSS pending the expulsion decision.
-A parent conference may be necessary prior to a suspended student's return to school.
-Students suspended OSS will be allowed to complete missed assignments and tests.
-Administration will deal with each infraction individually, and determine the best, most appropriate action (may deviate from stated policy in special situations).

DEFINITIONS:

"**ISS**"- In-School Suspension
"**OSS**"- Out-of-School Suspension (**Short term**=1 to 5 days, **Long term**=6-19 days)
"**Expulsion**"- OSS for more than 19 days (either through the end of the semester or up to one year)

INDICATORS:

* **LAW ENFORCEMENT NOTIFICATION**
*** **LONG TERM SUSPENSION or MANDATORY REASSIGNMENT or EXPULSION**
-In accordance with state statutes
-Could also include law enforcement notification and/or restitution

Elementary Handbook Supplement

This Handbook provides information unique to the Lexington elementary schools and is supplemental to the District Student/Parent/Activities Handbook.

Bicycles

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Cell Phones and Other Electronic Devices (Policy 6025)

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook and board policy.

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian. We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on

a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

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

Additional information about cell phones is provided in board policy.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots and coats worn to school must be marked with the student's name.

Face Coverings

Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

Grades

Kindergarten. Kindergarten students will be evaluated using a checklist that incorporates standardized test score data, basic numeration and phonemic skill levels, and behavioral and attendance information.

Grades 1-5. Students will be evaluated using the following categories for their academic core classes.

Advanced	95 – 100%
Proficient	80 – 94%
Progressing	70 – 79%
Beginning	0 – 69%

Skills and Behaviors that Support Learning: These are effort grades that demonstrate behaviors the student can do in the classroom.

The student:
Listens attentively, follows directions, uses time appropriately, completes work on time, demonstrates consistent effort, produces neat and legible work, works independently, works cooperatively with others, participates in large group activities, follows rules, shows self-control, accepts responsibility, respects self and others, and respects authority.

4 = Consistently shows effort
3 = Usually shows effort
2 = Sometimes shows effort
1 = Rarely shows effort

Physical Education: The following categories are utilized for evaluation of performance in Physical Education: Advanced, Proficient, Progressing, or Beginning.

Musical Performances

Each class has one required musical performance per school year. Each student is expected to participate in all rehearsals up to the performance date and learn all the music, musical terms, and choreography the performance requires. Students who cannot perform due to religious beliefs are expected to fulfill all rehearsals up to the performance date even though they cannot actually perform on stage in front of an audience. Those students will need to fill out a worksheet showing they understand all the musical terms, lyrics and the music itself contained in the selected performance. Depending on their age, students may also be required to write a five-sentence paragraph (constructed to the best of their ability) about what they learned during the program preparation time. Any students who cannot participate in the final on-stage rehearsals will be given an extra reading assignment and questions to answer in writing about the reading assignment. This will allow the student to receive full credit on their final evaluation of music class for the grading period in which the performance occurs.

Parents who do not want their child(ren) to participate in a musical performance for religious reasons must write a letter to the principal explaining the reason. This letter must be signed, dated and submitted to the building office in advance of the musical rehearsals or within 5 days of the student(s) enrolling in Lexington Public Schools.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.

5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervises the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Recess and P.E. Participation

Recess and P.E. will ordinarily be held outside and parents/guardians need to make sure students are prepared (e.g. possess boots, hats, gloves, and coats) for cold days. Parents/guardians can expect that their children may go outside any time the windchill factor is above 10° F. Requests by parents to keep children indoors due to cold weather will not be honored unless the principal receives documentation from a medical provider or personally observes that the child is ill, or receives sufficient documentation that the child has extenuating medical conditions that necessitate s/he be kept inside.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day, unless children stay for Lexington Academy, the after school program.

Tardies

Parents are encouraged to get their children to school on time so that they do not miss out on instruction and cause a disruption to the learning of others. For purposes of calculating absenteeism, a student who comes to school after 10:00 AM shall be counted as a half day absent (morning). A student who leaves school before 2:00 PM shall be counted as a half day absent (afternoon). Tardies may be excused for specific situations that are explained in board policy.

Transportation Between Buildings and Academy

Students in grades K-5 may ride district buses between elementary buildings in both the morning and after school. Please contact Keri Fagot in the business office at 308.324.1203 to make arrangements and be issued a bus badge. Parents are expected to pick up their children promptly after school if the children are not going to attend Academy (the district's after-school program).

Students wishing to attend Academy must do so at their building of attendance. (I.e. A fifth grade student must attend at either Pershing or Bryan, whichever they attend during the school day.) Parents must pick their children up after Academy at the building in which their children attend Academy.

ELA Handbook Supplement

This Handbook provides information unique to the Early Learning Academy and is supplemental to the District Student/Parent/Activities Handbook.

Attendance
Regular attendance is expected of all students on days school is in session. If a child will be absent from school on a given day, parents are asked to call the school office at 324- 1841. Morning session, please call by 7:40 a.m.; afternoon session, please call by 12:00 p.m. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. Regular attendance is essential for your child to receive maximum benefit from the preschool program.

Absences due to illness
The school will contact parents if a student becomes ill at school.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Enrollment
Enrollment at the Early Learning Academy is for children living within the boundaries of Lexington Public Schools. In the event that ELA's enrollment is not at capacity as established under Nebraska Department of Education's Rule 11, children living outside of the district will be allowed to attend. At any time if ELA's capacity exceeds enrollment limits required for compliance with Rule 11, non-resident students may be removed from ELA's roster and the child will not be able to continue attending ELA.

Backpacks
It is requested that parents send a backpack with their child for notes and papers to bring home from school. If your child does not have a backpack, please check your child's cubicle each day for papers and notes.

Dress Code (Policy 5031)
Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. Children must be toilet trained in order to attend preschool and, therefore, should be dressed in clothing that enables them to use the restroom independently and without assistance. Dress, grooming and personal conduct can have a strong influence on how others react to an individual. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the health, safety or welfare of the child or others, or is in violation of a statute, it will not be permitted in school. Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence, i.e., gang membership or is not acceptable school attire.

Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

Early Dismissal
Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent. On days of early dismissal for schools within the district, there will be no preschool classes for children in the afternoon.

Entrance Age
Children accepted for enrollment into the Early Learning Academy must be at least three years old by July 31. Children who are four years old by July 31 are enrolled first. Children three years old by July 31 are enrolled based on space available.

Food Service Program (Policy 3012)
The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Children who attend preschool classes in the morning receive breakfast at no cost to the family. Children who attend preschool classes in the afternoon receive lunch at no cost to the family.

Notice of Non-discrimination
In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parking
There are sufficient parking spaces near the Early Learning Academy at the Opportunity Center for parents to park their vehicles when bringing children to school and picking them up after school. Please park only in designated areas and avoid parking in areas reserved for handicapped, school bus loading / unloading and emergency vehicles.

Playground Rules

1. Contact games that may cause injury will not be permitted.
2. Play is permitted only in designated areas.
3. Misconduct on the playground may result in disciplinary action.
4. If an object travels outside the play area, students must obtain permission from the supervisor on duty before the object may be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather.

6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.
7. When the playground area is muddy or wet, students should keep out of those areas. Students may be required to stay on the hard surface areas of the playground.
8. Personal property (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will form a line and enter the building in an orderly manner.

School Day Schedule
Morning Classes: 7:40-11:10 a.m. Afternoon Classes: 12:00-3:30 p.m.

Children are expected to arrive on time for the start of school each day and must be picked up within five minutes after the session ends. Upon arrival at school, please keep your child with you in the parking area and inside the building until the child is checked in and under the supervision of school staff. At the end of the session, a child will only be released to a parent or a person authorized by parents. It is important that children are closely supervised. Upon arrival and departure, please keep your child with you at all times.

In case of an emergency that a child cannot be picked up at the designated time, please contact the teacher or school office to inform them of the situation. If a child is consistently not picked up promptly at the end of the day and contact cannot be made with a parent, guardian or other authorized individual, Child Protective Services or law enforcement will be called to assist in reuniting the child with their parent or guardian.

Transportation Services
The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School
Except for those who qualify for certain programs under state and federal law, transportation is not provided to children who attend preschool classes.

Visitors
Parents are encouraged to participate in the early childhood program. You are welcome to visit school and become involved in your child's education. Please feel free to talk with staff members and learn how you can help your child have a successful school experience. If you plan to visit school, please contact your child's teacher.

Mission and Goals for Preschool
The mission of Lexington Early Learning Academy is to help children acquire the knowledge, skills and behaviors necessary for them to enter kindergarten ready to learn and enable them to have a successful school experience.

Curriculum Objectives

The preschool program is child-centered and designed to enhance a child's social, emotional, intellectual, language, physical and aesthetic development in a play-oriented environment. The curriculum holds high expectations for all children and is developmentally appropriate. Although play-oriented in nature, learning activities are designed to meet academic objectives described in the curriculum. Health, nutrition and safety are an integral part of the program. The program is structured in such a way that children are enabled to develop literacy skills in both English and their native language.

The next page contains an illustration of the Pyramid Model at the Early Learning Academy. Please note the expectations for the students at the Early Learning Academy.

Pyramid Model / PBS at the

EARLY LEARNING Academy

Positive Behavior Support (PBS)

Young children grow and change rapidly! Using approaches that involve "best practices" teach children how to get along and use skills to solve their own problems. The Pyramid Model uses three main stages.

1. Show & Tell (explain expectations to children)
2. Practice makes Perfect (planned activities or teachable moments that implements the skill)
3. You Got It! (children use the skill without prompting)

How it is used at the Early Learning Academy:

PBS and the Pyramid Model provide a plan for identifying the challenging behaviors of the child, developing an understanding of their purpose and function and developing a behavior support plan to help change the behavior and teach new skills.

http://csefel.vanderbilt.edu/index.html

Expectations

Be Safe
- Walking feet
- Hands to self
- Follow Directions

Be Respectful
- Inside voices
- Use good manners
- Take turns



Be Responsible
- Clean after self
- Make good choices

Be a Friend
- Be kind
- Be helpful
- Find a solution

Pyramid Model



Modelo de la Pirámide/PBS en

EARLY LEARNING Academy

Apoyo al Comportamiento Positivo (PBS)

¡Los niños pequeños crecen y cambian rapidamente! Utilizando enfoques que implican "las mejores practicas" enseñe a su niño a llevarse bien y como usar estas habilidades para resolver sus propios problemas.

El Modelo de Pirámide usa tres etapas principales.

1. Mostrar y Contar (explicar las expectativas a los niños)
2. La Practica lo Hace Perfecto (planear actividades o momentos de enseñanza que implementen la habilidad)
3. ¡Lo Hiciste! (los niños usan la habilidad sin preguntar)

Como se usa en la Academia de Aprendizaje Temprano:

PBS y el Modelo de Pirámide provee un plan para identificar los comportamientos desafiantes del niño, desarrollando un entendimiento de su proposito en función y desarrollando un plan de apoyo para ayudar a cambiar el comportamiento y enseñar la nueva hablidad.

http://csefel.vanderbilt.edu/index.html

Expectativas

Estar seguro
- Caminar
- Manos a si mismo
- Seguir indicaciones

Ser Respetuoso
- Hablar en voz normal
- Usar buenos modales
- Tomar turnos



Ser Responsable
- Limpiar despues de ti
- Tomar buenas decisiones

Ser un Amigo
- Ser amable
- Ser útil
- Buscar una solución

Modelo de Pirámide



Lexington Academy

Elementary Afterschool Program Parent/Guardian Handbook

2023-2024

Revised 06/2023

Contact Information:

- Programs Coordinator:
  Amber Nichols
  1100 N Washington
  Lexington NE
  Phone: 308.324.1228
  amber.nichols@lexschools.org

- Bryan Elementary (K-5) Site Coordinator:
  Jaque Velasquez
  1003 N Harrison Street
  Lexington, NE 68850
  Phone: (308) 324-3762
  jaquilin.velasquez@lexschools.org

- Morton Elementary (K-1) Site Coordinator:
  Andy Becerra
  505 S. Lincoln Street
  Lexington, NE 68850
  Phone: (308) 324-3764
  andy.becerra@lexschools.org

- Pershing Elementary (4-5) Site Coordinator:
  Cindy Hendricks
  1104 N. Taylor Street
  Lexington, NE 68850
  Phone: (308) 324-3765
  cindy.hendricks@lexschools.org

- Sandoz (2-3) Site Coordinator:
  Giovanna Ramirez
  1711 N. Erie Street
  Lexington, NE 68850
  Phone: (308) 324-5540
  giovanna.ramirez@lexschools.org

Mission Statement: In collaboration with parents, school staff and community partners, LPS Afterschool Programs (Lexington Academy and Multiple Choices) help support students in reaching their full potential by providing expanded learning opportunities in areas of homework assistance, recreation and enrichment learning experiences in a safe and nurturing environment.

Program Description: Lexington Academy is an afterschool program that serves students in grades K-5 in Lexington Public School district's four elementary schools. Students attend Lexington Academy in the same building as they attend school.

Lexington Academy strives to meet each student's need for academic, physical and social opportunities through a carefully designed schedule of homework assistance, enrichment and recreational activities. Teachers, paraprofessionals, and community-based organizations work together to provide a variety of unique programming options. Activities offered in the past have included art, computers, sports programs, cooking, dance, and science programs. A schedule of activities is distributed to parents or posted in the entryway.

The three program objectives of the program include the following: 1. Improve student learning; 2. Increase social/behavior benefits; 3. Increase family/community engagement.

Funding Sources: Lexington Academy receives limited funding through a matching afterschool program grant from the Department of Education which is called the Nebraska 21st Century Community Learning Center (21st CCLC) Grant. Support for the program is also provided through other small grants, community partner support, fundraising efforts and donations.

Admission Procedures and Enrollment Limits: Students in grades K-5 at any elementary school in the Lexington Public School district and students who are homeschooled are eligible to participate in the afterschool program. If parents are interested in enrolling their child in Lexington Academy, they must complete a program enrollment form which is sent to all elementary families and **All applications will be considered.**

Removal from Lexington Academy: Terms for exclusion from Lexington Academy include the following: late-pickups, program attendance and participation, behavior issues and threat to self and others. We reserve the right to dis-enroll any student as deemed necessary or appropriate at our discretion.

Parent Handbook/Orientation: All parents will receive this parent handbook.Parents will be required to complete the "Receipt Form."

Parent Involvement: There will be four family events this year in Lexington Academy. We highly encourage participation in these family events. Lexington Academy is seeking parents who would like to serve on the Lexington Academy Management Team to provide feedback and guidance in their afterschool site's

programming and vision. If interested in serving on the Lexington Academy Management Team, please indicate on the last page of this Parent Handbook.

Schedule: Lexington Academy operates from 3:25PM – 5:50PM Monday through Friday.. A nutritional snack is given to all students during programming time.**Attendance:** All students will need to attend at least one session according to the schedule below:

If your child is enrolled in Lexington Academy, he/she is expected to attend each program day according to the enrollment form.Excessive absences from the program could result in removal of the program. Attendance will be monitored and recorded in PowerSchool.

The days of operation coincide with those of the Lexington Public School District. Lexington Academy is not offered on the following dates: October 189 (P-T Conferences), November 223 (Thanksgiving Break), December 201 (Christmas Break), February 145 (P-T Conferences), May 214 (Summer Break)

In the event of an early dismissal due to inclement weather, LPS will use School Messenger to send a detailed automated recording about the early dismissal to the parent/guardian's phone.

Emergency Dismissal Procedures: In the event of an emergency, a staff member will first attempt to contact parents/guardians. If Lexington Academy cannot reach the parents/guardian, an attempt will be made to notify the emergency contacts. When enrolling your child, please provide the parent/guardian's name, phone number, email address, as well as two emergency contacts.

Pick-up Procedures: When picking up your child, please speak directly to one of the staff members. Parents will need to indicate the time and sign the "sign-out form" when dismissing a student. Lexington Academy does not allow parents/guardians to check out their children on school playgrounds. Children will not be released to anyone other than a parent or individual authorized on the registration form, including older siblings.

Students will not be allowed to leave Lexington Academy unattended unless parents/guardians have indicated this allowance on the registration form and have confirmed this allowance with the Site Manager. The students who have permission to walk home will leave the building at the indicated time. Staff will make sure that the student follows the checkout system.

Students will need to be picked on time, no later than 5:50PM. If a student is not picked up by 6:00PM, law enforcement will be contacted to ensure that the student

gets home safely. After three late pick-ups, the student may be subject to removal from the program.

Pictures: Lexington Academy may use photographs or other electronic media images of students to promote and expand the program. Please indicate on the enrollment form whether or not authorization is given for your child to be photographed.

Field Trips/Outings: Lexington Academy will periodically participate in field trips to local attractions and businesses as part of the educational experience and program requirements. Notification of any excursions or outings will be posted by the sign-out table. If you wish not have your child taken off school premises, please visit with your Site Managerand indicate on enrollment whether or not authorization is given for field trips. If not able to participate in a field trip, other attendance arrangements will need to be made.

Outdoor Play: Students who attend Lexington Academy should expect to spend time outside during the day. Outdoor play will be canceled due to precipitation, icy ground conditions, temperatures below 10 degrees, or excessive wind or heat. In these cases, students will play in the gym. Students should be adequately clothed to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Students without boots or snow pants will be asked to stay on shoveled surfaces.

Possessions from Home: Since Lexington Academy cannot guarantee the safe return of personal belongings, it is asked that any personal possessions be left in backpacks during a student's time in Lexington Academy. Electronic games, cell phones and toys from home are not allowed and will be taken from students during Lexington Academy. Parents may pick these items up afterwards.

Cell Phone Use by Students: Students will not be allowed to call home. Please discuss their "afterschool plan" before arriving at the school. The Lexington Academy staff will be happy to relay messages to students when necessary, but it is not possible for students to make calls during Lexington Academy. Parents are welcome to call their child's school from 8:00 AM - 3:30 PM at any time to leave a message. Parents/guardians can speak to the child's Site Coordinator if any questions or concerns arise regarding the child during the hours of 3:25 PM – 5:45 PM.

Health Policy: If a student becomes ill while attending Lexington Academy, a parent or emergency contact will be notified. A student who is not feeling well should be picked up within <u>one hour of notification</u>. Lexington Academy will

provide a quiet rest area while the student waits. Students who attend Lexington Academy should feel well enough to follow the normal routine of the program. Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Lexington Academy and must make full recovery before returning.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Site Coordinator as soon as they become available.

*Accidents or Acute Illness***:** In the event of an accident or acute illness, every effort will be made to notify the student's parents. If a situation requires immediate attention, the Lexington Academy will call 911 and the student will be transported to the hospital by ambulance.

Behavior Management: Lexington Academy will use a positive behavioral intervention and support (PBIS) system of support which consists of rules, routines and physical arrangements developed and taught by the school staff to prevent behavior occurrences. Students will be given reminders and redirection in order to encourage positive behavior. When a student is disruptive or needs time to regain self-control, he or she will be removed from the group and a staff member will discuss the misbehavior with the student. Lexington Academy will notify parents as soon as possible in the event their children's misbehavior causes a significant disruption. If a student continues to misbehave, the Site Coordinator will contact the child's parents to arrange a meeting. Continuation of misbehavior or if the student exhibits behavior that threatens his or her safety or the safety of others, they may face disciplinary consequences up to and including exclusion from the program. The building principal and program coordinator will also be notified.

Lexington Academy Behavioral Problem Protocol:

Incident #1: Time out/talk with a staff member – If a student is having trouble after some positive encouragement and redirection within the classroom setting, students will be asked to take a break with a staff member.

Incident #2: Talk with a parent or guardian– If a student's behavior is particularly disruptive or persistent, parents will be asked to discuss the behavior at pick-up time or to arrange a meeting to come up with a solution.

Incident #3: Suspension – If a student's behavior continues after several incidents (#1 and #2), the student will be asked to take a break from the program. Also, a meeting with parents will be arranged to create a behavior plan to address the issues upon the student's return.

Incident #4: Removal from the program – If a student continues to misbehave or if the student is putting themselves or others at risk, Lexington Academy program coordinator reserves the right to remove the student from the program.

The Lexington Academy program coordinator does reserve the right to remove any student as deemed necessary or appropriate at our discretion.

Parent Communication/Concerns:
Direct any questions or concerns related to any facet of Lexington Academy to the Site Managerand not the building principal. If needed the SiteManager will relay any information to the Project Coordinator,Amber Nichols. You may directly contact the Lexington Afterschool Programs Project Coordinator at 325-4681 (cell) or 324-1228 (office) or email at amber.nichols@lexschools.org. If necessary, the Site manager and Project Coordinator will involve the building principal in an incident or concern.

Contact information for all Site Managers is listed in this Parent Handbook.

This publication/activity is supported in part by 21st Century Community Learning Center federal funds under Title IV, Part B of the Elementary and Secondary Education Act as amended.

Receipt Form/Additional Comments

Name(s) of students who are attending Lexington Academy:
*Only one receipt form per family.

Students:	School:
_____	_____
_____	_____
_____	_____
_____	_____

By signing below, I acknowledge I have received and read the Lexington Academy Student/Parent Handbook.

_____
Parent/Guardian Name (Printed)

_____ _____
Parent/Guardian Signature Date

_____

Additional Comments for Site Coordinators:

_____ Yes, I'm interested in serving on the Afterschool Program Management Team, providing guidance and input to afterschool programming.

____ Yes, myself or place of employment would be interested in volunteering in the afterschool program.

Additional comments:

Multiple Choices

Lexington Middle School Afterschool Program Parent/Guardian Handbook

2023-2024

Revised 07/2023

Contact Information:

Programs Coordinator: Amber Nichols
1100 N Washington
Lexington NE
Phone: 308.324.1228
amber.nichols@lexschools.org

Site Manager : Stephanie Scales
1100 N Washington Lexington NE
Phone: 308.324.3310
stephanie.scales@lexschools.org

Multiple Choices Location: Multiple Choices is located at Lexington Middle School, 1100 N Washington, Lexington NE.

Mission Statement: In collaboration with parents, school staff and community partners, LPS Afterschool Programs (Lexington Academy and Multiple Choices) help support students in reaching their full potential by providing expanded learning opportunities in areas of homework assistance, recreation and enrichment learning experiences in a safe and nurturing environment.

Program Description: Multiple Choices is a 21st Century Community Learning Center (21stCCLC) that provides all students of Lexington Middle School opportunities in a safe, supervised and engaging environment during out-of-school time. Multiple Choices is designed to provide homework assistance in key subject areas and additional instruction through academic enrichment and special interest activities. Teachers, paraprofessionals, community-based organizations and volunteers work together to provide a variety of unique programming options.

The three program objectives of the program include the following: 1. Improve student learning 2. Increase social/behavior benefits 3. Increase family/community engagement

Enrichment Activities: Multiple Choices allows students to choose "multiple" interactive and project-focused activities These enrichment activities or special interest courses help build social skills and learn new skills. Any student enrolled in Multiple Choices can participate in any of the courses. Sign-up is required. Parents are also invited to attend any of these enrichment activities with their student. A schedule of activities is available to all students prior to the start of the term
Homework Centers: Multiple Choices offers a homework assistance program through the use of Homework Centers. Each Homework Center is staffed with a staff member.

Funding Sources: Multiple Choices receives limited funding through a matching after school program grant from the Department of Education which is called the Nebraska 21st Century Community Learning Center (21stCCLC) Grant. Support for the program is also provided through other small grants, community partner support, fundraising efforts and donations.

Registration and Enrollment Form: Students in grades 6-8 attending Lexington Middle School and students who are homeschooled are eligible to participate in the afterschool program. Parents/Guardians must complete the "Multiple Choices Enrollment Form" before they may attend the program. Enrollment forms will be sent to all district families.

Removal from Multiple Choices: Terms for exclusion from Multiple Choices includes the following: late-pickups, program attendance and participation, behavior issues and threat to self and others. Multiple Choices reserve the right to dis-enroll any student as deemed necessary or appropriate at their discretion.

Parent Handbook/Orientation: Parents will receive this Parent Handbook. Parents will be required to complete the "Receipt Form."

Parent Involvement: Parents are encouraged to participate in the program's family engagement events. Parents may be asked to serve on the Management Team to provide feedback and guidance in their afterschool site's programming and vision.

Schedule: Multiple Choices operates from 3:25pm – 6:00pm Monday through Thursday and 3:25-5:00pm on Fridays. The program is designed for students to participate in up to three sessions. A nutritional snack is given to all students during programming time. **Attendance:** All students will need to attend at least one session according to the schedule.

In order for students to benefit from the 21st Century Community Learning Center (after school program), regular and consistent attendance is required. Students are expected to attend the after school program during the designated time and day(s) according to the initial enrollment form. Program participants are expected to attend for a minimum of one hour each day, unless there is an unavoidable conflict or emergency. Attendance will be monitored and recorded

Excused absences will be accepted through a parent-signed note explaining absence, a phone call from parent to the main office or directly to the Project Coordinator , Site Manager, an afterschool staff member, or a parent "signing-out" their child early in the main office. Excessive absences from the program could result in removal of the program.

The days of operation coincide with those of the Lexington Public School District. Multiple Choices is not offered on the following dates: October 18 (P-T Conferences), November 22 (Thanksgiving Break), December 20 (Christmas Break), February 14 (P-T Conferences), May 21 (Summer Break)

In the event of an early dismissal due to inclement weather, LPS will use School Messenger to send a detailed automated recording about the early dismissal to the parent/guardian's phone.

Summer Enrichment Program Hours are 8:30-3:00pm, Monday-Thursday, beginning the first week of June.

Dismissal of Students: Students will be required to sign themselves out at the designated time and day(s) according to the initial enrollment form. Students will indicate time of dismissal on the daily "Attendance Record Form" and sign-out with their assigned homework center teacher each day. Parents must notify the Project Coordinator or Site Managerof any changes to dismissal times or days of attendance.

Students must be picked up by 6:15pm as program supervision ends at that time. Parents/guardians are expected to pick up their child on time. Local authorities may be contacted for assistance in the event that a student does not get picked up and attempts to locate the parent/guardian or emergency contacts are unsuccessful.

Early Dismissal of Students: Any student being picked up earlier than the designated time according to the initial enrollment form, will be required to have their parent/guardian or authorized person sign-out the student though the front office.

Pictures: Multiple Choices may use photographs or other electronic media images of students to promote and expand the program. Please indicate on the enrollment form whether or not authorization is given for your child to be photographed.

Off-School Premises: Parents/Guardians will need to indicate the authorization of Multiple Choices to take their child off school premises for a program-related outing. Authorization for permission will be indicated on the enrollment form.

Emergency Dismissal Procedures and Health Policy: Students who become ill or injured during programming hours in Multiple Choices will report to the office or see the Project Director. A parent or emergency contact will be notified to make arrangements for the student to be picked up. If the situation requires immediate attention, Multiple Choices will call 911 and the student will be transported to the hospital by ambulance. Report any contact information changes as soon as they become available.

Acute Illness: Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Multiple Choices and must make full recovery before returning.

Student Guidelines and Disciplinary Policy: All students will need to abide by the program "Student Guidelines" set forth by the Management Team. The Student Guidelines will be shared with all participants of Multiple Choices upon joining the program. It is the responsibility of the students to share the "Student Guidelines" with their parents. Disciplinary actions will be handled according to Lexington Middle School's Handbook Supplement located in the District's Student/Parent/Activities Handbook. The supplement contains a list of disciplinary responses to various rule infractions. Consequences may change depending on the circumstances. Multiple Choices reserves the right to terminate a student's participation in the afterschool program.

Behavior Management: Lexington Academy will use a positive behavioral intervention and support (PBIS) system of support which consists of rules, routines and physical arrangements developed and taught by the school staff to prevent behavior occurrences. Students will be given reminders and redirection in order to encourage positive behavior. When a student is disruptive or needs time to regain self-control, he or she will be removed from the group and a staff member will discuss the misbehavior with the student. Lexington Academy will notify parents as soon as possible in the event their children's misbehavior causes a significant disruption. If a student continues to misbehave, the Site Coordinator will contact the child's parents to arrange a meeting. Continuation of misbehavior or if the student exhibits behavior that threatens his or her safety or the safety of others, they may face disciplinary consequences up to and including exclusion from the program. The building principal and program coordinator will also be notified.

Lexington Academy Behavioral Problem Protocol:
Incident #1: Time out/talk with a staff member – If a student is having trouble after some positive encouragement and redirection within the classroom setting, students will be asked to take a break with a staff member.
Incident #2: Talk with a parent or guardian– If a student's behavior is particularly disruptive or persistent, parents will be asked to discuss the behavior at pick-up time or to arrange a meeting to come up with a solution.
Incident #3: Suspension – If a student's behavior continues after several incidents (#1 and #2), the student will be asked to take a break from the program. Also, a meeting with parents will be arranged to create a behavior plan to address the issues upon the student's return.
Incident #4: Removal from the program – If a student continues to misbehave or if the student is putting themselves or others at risk, Lexington Academy program coordinator reserves the right to remove the student from the program.

Lexington Academy program coordinator does reserve the right to remove any student as deemed necessary or appropriate at our discretion.

Parent Communication/Concerns:
Direct any questions or concerns related to any facet of Lexington Academy to the Site ManagerCoordinator and not the building principal. If needed the Site Manager will relay any information to the Project Coordinator,Amber Nichols. You may directly contact the Lexington Afterschool Programs Project Coordinator at 325-4681 Ext. 1410 or email her at amber.nichols@lexschools.org. If necessary, the Site manager,Coordinator and Project CoordinatorDirector will involve the building principal in an incident or concern. -This needs formatting.

Contact information for all Site ManagersCoordinators is listed in this Parent Handbook.

Communication: Multiple Choices maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of Multiple Choices to the Project Coordinator at any time.

This publication/activity is supported in part by 21st Century Community Learning Center federal funds under Title IV, Part B of the Elementary and Secondary Education Act as amended.

Receipt Form/Additional Comments

Name(s) of student(s) who are attending Multiple Choices:

*Only one receipt form per family.

Student(s):

_____

_____

By signing below, I acknowledge I have received and read the Multiple Choices Student/Parent Handbook.

_____
Parent/Guardian Name (Printed)

_____ _____
Parent/Guardian Signature Date

_____

Additional Comments for Project Director:

_____ Yes, I'm interested in serving on the Afterschool Program Management Team, providing guidance and input to afterschool programming.

____ Yes, myself or place of employment would be interested in volunteering in the afterschool program.

Additional comments:

Results Matter Summary 2022-2023

Lexington Public Schools-Early Learning Academy—Dissemination of Program Quality and Child Outcomes 2022-2023

The Nebraska Department of Education (NDE) Office of Early Childhood requires that school district operated preschool programs utilize a program outcomes system to ensure that young children participate in a high-quality early childhood program that contributes to positive cognitive, social, and health outcomes.

Lexington's Early Learning Academy is required to follow Results Matter in Nebraska which is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children served by districts and their community partners.

All children enrolled at ELA must be included in the Teaching Strategies GOLD assessment system that is based on observations and reflects evidence-based practices. By using Teaching Strategies GOLD, teachers are able to integrate information gathered across different settings and individualize to address each child's unique way of learning.

Percentage meeting or exceeding expectations (# of Students)	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics
Fall 2022	42% (105)	55% (137)	31% (77)	33% (82)	32% (80)	30% (74)
Spring 2023	74% (224)	81% (245)	57% (172)	67% (203)	67% (203)	56% (157)

In addition to GOLD, the district assesses the Early Learning Academy students with PELI (Preschool Early Literacy Indicators). Only those students entering Kindergarten the following year are assessed.

Percentage meeting or exceeding expectations	Fall 2022	Winter 2023	Spring 2023
PELI Composite Score	17% (29)	29% (54)	24% (45)
Alphabet Knowledge	26% (46)	32% (60)	45% (83)
Phonological Awareness	20% (35)	32% (60)	43% (80)
Vocabulary/Oral Language	12% (21)	18% (33)	22% (40)
Comprehension	29% (51)	43% (80)	27% (50)

Scores for Teaching Strategies and PELI from 2021-2022

Percentage meeting or exceeding expectations (# of Students)	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics
Fall 2021	27% (53)	55% (112)	27% (55)	22% (46)	25% (51)	20% (40)
Spring 2022	78% (214)	87% (238)	64% (176)	61% (169)	68% (188)	64% (177)

Percentage meeting or exceeding expectations	Fall 2021	Winter 2022	Spring 2022
PELI Composite Score	15% (27)	24% (44)	13% (25)
Alphabet Knowledge	21% (36)	20% (36)	30% (56)
Phonological Awareness	17% (30)	36% (65)	30% (64)
Vocabulary/Oral Language	14% (25)	27% (49)	13% (24)
Comprehension	35% (62)	48% (88)	26% (49)

New Teacher Week 23-24

Thursday, July 27		Friday, July 28			Monday, July 31	Tuesday, August 1	Wednesday, August 2
Welcome + Instructional Strategies		Instructional Strategies			Welcome to Lexington Public Schools + Paperwork	TECHNOLOGY TRAINING	Building Work
Welcome (8:00-8:30 AM) (Individual Pictures)- Kerri Dangler		**Grades 4-12 EL Strategies (Schroder)** (8:00- 9:50 AM)		**Write Tools K-3 (Joekel)** (8:00-9:50 AM)	**New Teacher Breakfast** Presenter: Dr. John Hakonson (8:00-8:30 AM)	**Technology Training** Core Technology Team (8:00-12:00pm) Elementary Staff: Assigned Buildings Middle School Staff: MS Cafeteria High School Staff: HS Community Room	**Teacher Handbook Review:** John, Angie, Annette, & Mark (8:00-9:30 AM)
Technology Roll-Out (8:30-9:15 AM)					**Tour of Lex** (8:30-11:00 AM)		**Building Specific TBD by Admin and Coaches** (9:30-12:00)
Explicit Instruction Overview Rationale (9:15-9:45 AM)							
BREAK (9:45-10:00 AM)		**BREAK** (9:50-10:00 AM)					
Secondary Instructional Strategies 6-12 Grade (10:00-12:00 PM) LHS Community Room	**Elementary Explicit Instruction Overview PK-5** (10:00-12:00 PM)	**Write Tools 4-12 Grades (Joekel)** (10:00-12:00 PM)		**Elementary EL Strategies K-3 (Schroder)** (10:00-12:00PM)	**Media Photo** HS East Gym (11:00AM)		
					New Teacher Luncheon LHS Cafeteria Hosted by: Lexington Chamber of Commerce (11:30-1:00 PM)		
Teacher Panel & Working Lunch (12:00-1:00PM)		**Working Lunch:** *PBIS/AWARE/Relaxation Strategies for New Teachers* (12:00-1:00 PM)				**Mentor Lunch Getting to Know Each Other** (12:00-1:00 PM)	**Lunch On Your Own** (12:00-1:00 PM)
Secondary Instructional Strategies 6-12 Grades Cont. (1:00-3:30 PM)	**Explicit Instruction Cont.** (1:00-3:30PM)	**Secondary: Curriculum or Intervention Work** (1:00 - 3:30 PM) **Accellus Webinar** (Alt Ed staff, HS/MS Admin) (1:00 - 2:00 PM)	**Special Education Overview & Paperwork Review** (1:00-3:30 PM)	**Elementary Guides/ Pacing/ Materials/ Standards.** (1:00-3:30 PM)	**New Teacher Paperwork:** Carrie Bell (1:00-3:30PM)	**Technology Training with Mentors** (1:00-3:30 PM)	**Work in Your Rooms Instructional Coaches and Mentors Available** (1:00-3:00 PM)

Welcome Back 23-24

August 7th

Time	Event	Location	Who
8:00-3:30pm	All Staff report to Buildings to complete required PD Training (Safe Schools Videos) and/or Work in Your Rooms. ***Please note the trainings below if it involves you.***		
8:30-1:00 pm	Youth Mental Health First Aid	CO Boardroom	Enrolled Staff
9:00-11:00 am	EPI Pen/Nursing PD	MS Student Lounge	Coaches
TBD	LETRS Training	Gothenburg (Vol 1) ESU 10 (Vol 2)	Teacher registered for Vol 1 & 2
11:00-12:00 pm	Special Education Staff Meeting	Movie Theater	Special Education Staff

August 8th

Time	Event	Location	Who
7:15-8:00 am	Staff Breakfast	MS Cafeteria	All Staff
8:00-8:15 am	Welcome Back by Dr. Hakonson	MS Auditorium	All Staff
8:15-9:00 am	Teacher Panel: ***Words of Wisdom***	MS Auditorium	All Staff
9:15-9:45 am	**Building Boasts & Introductions**		
9:45-10:00 am	**BREAK**		
10:00-11:30 am	**Keynote:** Heather Robbins *Oh Behave!*	MS Auditorium	All Staff
1:00-3:30pm	Report to Your Home Building for Staff Meetings		

THIS IS A LEGALLY BINDING AGREEMENT. IF NOT UNDERSTOOD, SEEK LEGAL ADVICE.
The REALTOR® negotiating this agreement is a member of the Buffalo County Board of REALTORS® and as such is governed by its Code of Ethics and Rules and Regulations.

REALTOR®

EQUAL HOUSING OPPORTUNITY

PURCHASE AGREEMENT

Date: **July 6,** , **2023**

AGENCY CONFIRMATION: The following agency relationship(s) are hereby confirmed for this transaction.
Agent: NATALIE MARTINEZ of **GO HOME REALTY** (company) **(308)320-5520** (Cell#)
Is the agent of: [X] Seller exclusively [ ] Buyer exclusively [ ] both the Buyer and Seller (Limited Dual Agent)
Agent: SANDRA COHETERO of **GO HOME REALTY** (company) **(308)320-5080** (Cell#)
Is the agent of: [X] Seller exclusively [ ] Buyer exclusively [ ] both the Buyer and Seller (Limited Dual Agent)
Buyer's Agent shall remain the agent of the Buyer even though payment may be received from the Seller.
The undersigned, as Buyer, agrees to purchase the following property, on the following terms:

1. **ADDRESS: 1215 N Grant St, Lexington, Ne 68850**

2. **LEGAL DESCRIPTION: E50FT LOT 1 & E50FT N49 1/3FT LOT 2 BLK B MAC COLL & LEFLANG'S ADDITION DAWSON COUNTY NE**

3. **PERSONAL PROPERTY:** The purchase price includes all fixtures and equipment permanently attached to the real estate. The personal property to be included is as follows: **ANY PERSONAL ITEMS LEFT AT THE PROPERTY WILL BE DONE SO AT THE CONVENIENCE OF THE SELLER. ANY SUCH ITEMS SHALL HOLD NO VALUE.**

4. **PRICE & FINANCIAL TERMS:** Buyer agrees to pay $**153,000.00**, on the following terms: an earnest money deposit of $**NONE**, shown by the receipt herein, will be deposited into a trust account and applied towards the purchase price at the time of closing. Balance to be paid per the following checked paragraph(s):

[X] **A. CASH AT CLOSING - NO FINANCING BEING REQUIRED:** Balance of $ **153,000.00** shall be paid in cash, or by certified or cashier's check at time of closing. Buyer to provide Seller a letter from a government regulated depository showing evidence of said funds within seven (7) calendar days of acceptance of this offer or this offer shall be null and void with the earnest money forfeited to the Seller.

[ ] **B. CONTINGENT UPON LOAN:** Balance of $ _____ shall be paid in cash, or by certified or cashier's check at time of closing, contingent upon Buyer's ability to obtain a loan, to be secured by deed of trust, on above described Property in the amount of $ _____. The loan shall be [ ] VA, [ ] FHA, [ ] CONVENTIONAL, [ ] P.M.I., [ ] N.I.F.A., [ ] RURAL DEVELOPMENT OR _____ with terms providing for an initial interest rate not to exceed _____ % per annum, plus mortgage insurance, if required, with a term of no less than _____ years. Buyer agrees to make application for the loan within 7 calendar days of acceptance of this offer, sign all papers, pay all costs, except as provided herein, and to establish escrow reserves for taxes and insurance if required by Lender. Buyer agrees to pay all loan fees, closing costs and prepaid items required by Lender (subject to paragraph 4C, if checked). If the original loan application is denied, the Buyer authorizes and shall instruct the Lender to immediately notify in writing all real estate licensees involved in the transaction. Upon written notice of denial by the lender, this Purchase Agreement shall be null & void and the earnest money will be refunded to Buyer (subject to paragraph 23) unless Seller and Buyer mutually agree in writing within five (5) calendar days from receipt of notification of loan denial that an additional loan application will be made or that additional loan information will be submitted to the original Lender. If Buyer has not received final loan approval by _____ the Seller shall have the right to cancel this agreement. In the event of Seller's cancellation, the earnest money (subject to paragraph 23) shall be returned to the Buyer.

☐ **C. SELLER CONTRIBUTION:** At closing, Seller shall pay or reimburse Buyer for the payment of Buyer's loan fees, closing costs, inspection fees and/or prepaid items as allowed by lender up to $ _____ or _____% of purchase price.

☐ **D. CONTINGENT UPON CLOSING:** This offer is Contingent upon Buyer first obtaining the proceeds from the closing of the Buyer's Property located at _____, scheduled to close on _____. If such closing does not occur on or before such date, this offer shall be null and void and the earnest money shall be returned to the Buyer (subject to paragraph 23).

☐ **E. CONTINGENT UPON SALE AND CLOSING:** This offer is contingent upon the sale and closing of Buyer's property located at _____. (See attached _____ Addendum).

☐ **F. ASSUMPTION OF EXISTING LOAN, SELLER FINANCING OR OTHER FINANCING TERMS:** (See attached _____ Addendum).

5. OTHER PROVISIONS: **PROPERTY IS BEING SOLD "AS-IS"**

6. TITLE: Seller agrees to convey marketable title to Buyer by warranty deed or _____. free and clear of all liens, encumbrances, special assessments levied or assessed and subject to all easements and restrictions or covenants now of record. Buyer shall be furnished a current title insurance commitment before closing. Following closing, a title insurance policy insuring good and marketable title will be issued.
Check requested title policy: ☐ ALTA basic owner's policy ☐ ALTA expanded coverage
The cost of the title insurance shall be paid as follows:

☒ Title Insurance policy paid by:	☐ Seller	☒ Buyer	☐ Divided equally
☐ Lenders Policy paid by:	☐ Seller	☐ Buyer	☐ Divided equally
☒ Endorsements paid by:	☐ Seller	☒ Buyer	☐ Divided equally

Buyer selects **HMC LAW** as the title insurance company. Buyer agrees that should a valid title defect exist, Seller has a reasonable time to correct said defect, not to exceed 30 calendar days from the date of the title commitment. If the title defects are not cured within such time frame, the Buyer may declare this Agreement null and void, and be entitled to full return of the earnest money (subject to paragraph 23). Seller agrees to pay any assessments for items such as paving, curbing, sidewalk or utilities previously constructed, now under construction, or ordered to be constructed by public authority not yet assessed at the time of execution of this agreement. The documentary stamp tax shall be paid by the Seller.

7. SID DISCLOSURE: ☐ If checked, the property is located in a Sanitary Improvement District. Buyer acknowledges receipt of the most current Statement of SID # _____.

8. CONDOMINIUM/TOWNHOME DISCLOSURE: ☐ If checked, Buyer acknowledges receipt of Declaration or equivalent, Bylaws, Articles of Incorporation and Public Offering statement if applicable, for this property and that this purchase is subject to the terms and conditions contained therein.

9. LEAD-BASED PAINT DISCLOSURE: ☐ If checked, the house upon the property was built prior to 1978 and attached hereto is a statement, disclosure and acknowledgement regarding lead based paint which is incorporated herein by this reference.

10. SELLER PROPERTY CONDITION DISCLOSURE STATEMENT: Buyer acknowledges receipt of the Seller Property Condition Disclosure Statement dated **03/23/2023**.

11. CONDITION OF PROPERTY: This Agreement is based upon Buyer's personal inspection or investigation of Property and not upon any representation or warranties of condition by Seller or any Agent involved in this transaction. If finished square footage, location of property lines, age, school district, lot size, condition of improvements or any other factor is important to Buyer's decision to purchase, Buyer acknowledges Buyer has been advised to make independent investigation. Buyer agrees to accept Property in its present condition, except as provided in this Agreement.

12. INSPECTIONS [check one]:

[X] **BUYER WAIVES ALL INSPECTIONS:** Buyer accepts the property "AS IS". However, Buyer does not waive, release or relinquish any right or claim Buyer may have by reason of any misrepresentation or fraudulent concealment by Seller. **OR**

[ ] **CONTINGENT UPON INSPECTION:** This offer is contingent upon Buyer obtaining proof of insurability and the following marked inspections. **All inspections must be completed by the inspection deadline.** All inspections are at Buyer's expense subject to Paragraph 4C.

[ ] _____ Home	[ ] _____ Radon	[ ] _____ Well & Septic	[ ] _____ Survey
[ ] _____ Roof	[ ] _____ Structural	[ ] _____ Electrical	[ ] _____ Plumbing
[ ] _____ HVAC	[ ] _____ Mold	[ ] _____ Flood Plain	[ ] _____ S/O Registry

[ ] _____ Wood Destroying Insects: Cost of said inspection to be paid by Seller in the event of a VA Loan.

[ ] _____ **Insect Treatment/Repair:** If marked, Buyer and Seller agree to the following: Should evidence of wood destroying insects be found, the building(s) shall be treated at Seller's expense by a licensed pesticide applicator. Buyer agrees to accept the treated property subject to the following: should damage from such insects be found, the damage shall be corrected at Seller's expense. However, if the cost required for insect damage repairs exceeds 1% of the purchase price; Seller or Buyer may rescind this agreement with the earnest deposit being returned to Buyer (subject to Paragraph #23). If visible evidence of previously treated infestation, which is now inactive, is found, treatment shall not be required.

Other Inspections and/or provisions: **NONE**

Buyer shall have Ten (10) calendar days from date of acceptance to complete inspections (inspection deadline). Buyer shall have three (3) calendar days after the inspection deadline, to give written notice to the Seller of any unsatisfactory conditions of the property (notice deadline). Buyer and Seller shall have five (5) calendar days from the notice deadline to resolve any unsatisfactory condition(s) in writing (resolution deadline). If Buyer fails to give notice by the notice deadline then the Buyer agrees to accept the property "AS IS." However, Buyer does not waive, release or relinquish any right or claim Buyer may have by reason of any misrepresentation or fraudulent concealment by Seller.

If Buyer gives notice of unsatisfactory conditions by the notice deadline and Buyer and Seller fail to resolve the unsatisfactory conditions in writing by the resolution deadline then this agreement is null and void with refund of Earnest Deposit (subject to Paragraph #23).

13. ACCESS AND UTILTIES FOR PROPERTY: Seller shall provide timely access to Buyer's inspectors, agents and/or appraisers to fulfill this agreement. Seller agrees, at Seller's expense, to activate all utilities, if not currently on, for said inspections.

14. COMPLIANCE WITH LAW: Seller shall comply with all federal, state and local law(s) applicable to the sale or transfer of the property, including but not limited to installing smoke detectors and carbon monoxide detectors if applicable.

15. MAINTENANCE/REPAIRS/REPLACEMENTS, COST TO SELLER: Seller agrees to maintain the property in its condition on the date hereof until initial delivery of possession which maintenance shall include, but not be limited to, the building, the heating, air conditioning, water heater, sewer, plumbing, electrical system, underground sprinkler system, personal property, lawn care and snow removal.

16. FINAL WALK THROUGH: Buyer shall have the right to make a final inspection of the property prior to closing to assure that all conditions of this agreement have been met.

17. RESPONSIBILITY OF INSURANCE & RISK OF LOSS: Seller shall insure the property for fire, wind, hail, explosion, water or any other cause at no less than purchase price until closing. Risk of loss or damage to Property, prior to closing, shall be the responsibility of Seller. If, prior to closing, the structure on the Property is materially damaged, Seller shall immediately notify the Buyer in writing of the damage. Buyer, at Buyer's choice, may: 1) Declare this agreement null & void with the Earnest Deposit returned to Buyer (subject to Paragraph #23) OR 2) Take the property subject to the damage with the Seller paying to the Buyer the insurance proceeds and deductible for the restoration of the property or any other resolution agreed upon by both parties in writing.

18. HOME WARRANTY ACKNOWLEDGEMENT: Buyer has been advised of the availability of a Home Warranty, and selects the following:

☐ Home warranty accepted and paid by _____ Plan Selected is _____; Cost is $_____

☒ Home warranty coverage declined by Buyer.

New Construction: New construction shall have the warranties implied by law, specifically made by suppliers of materials/appliances, or specifically tendered by the contractor. The BROKER and its AGENTS make no warranties as to the quality of construction or materials.

19. REAL ESTATE TAXES AND PRORATIONS: Seller shall pay all taxes for the years prior to the year of closing. Taxes for the year of closing together with interest, rents, per diem charges, homeowners' association dues, prepaid utilities and heating fuel, if any, shall be prorated to the date of closing. Taxes shall be prorated based upon the most recent valuation (including preliminary valuations), as shown on the county assessor's website, as of the time of closing and the most recently certified mill levy.

20. CLOSING & POSSESSION: The closing of the sale shall be on the **15th** day of **September**, **2023**. **Possession of Property** and delivery of keys will be given to the Buyer upon the completion of closing and receipt of all funds by the closing agent. This agreement shall in no manner be construed to convey the Property or to give any right of possession prior to closing.

21. CLOSING: Buyer and Seller agree that the closing of the sale may be handled by the Listing Agency, their closing department/affiliate or an Escrow agent. If Buyer's Lender requires an insured closing letter issued by a Title Insurance Underwriter, the Listing Agency agrees to transfer this transaction, if necessary, to an Escrow Agent for closing in order to obtain the insured closing letter. All transactions closed by an Escrow Agent will have an insured closing letter, the cost of which will be equally divided between Buyer and Seller. Upon transfer to an Escrow Agent, any broker holding the earnest money or other trust funds is authorized to transfer such items to the Escrow Agent. All documents and other items received by any broker in connection with the sale shall also be transferred to the Escrow Agent. After the transfer, a broker shall have no further responsibility or liability to Buyer or Seller to account for funds or preparation of documents in connection with the closing of the sale. Escrow Agent will not be required to disburse funds, deliver or record any documents until it has received sufficient certified funds or equivalent and all terms of this Agreement have been satisfied. Closing charges shall be equally divided between Buyer and Seller. If Buyer's loan is a government-regulated loan, which prohibits Buyer from paying such fees, they shall be paid by Seller.

22. COUNTERPARTS, E-SIGNATURES, E-MAIL AND FAX TRANSMISSION: This agreement may be executed in one or more counterparts, each of which is deemed to be an original hereof, and all of which shall together constitute one and the same instrument. The parties agree that they may conduct this transaction by electronic means such as the use of electronic signatures. The facsimile or e-mail transmission of a signed copy hereof or any counter offer to the other party or their agent with confirmation of transmission shall constitute delivery.

23. DEFAULT, RESCISSION, FAILURE OF CONTINGENCY OR TERMINATION: If Buyer defaults on the performance of this agreement, Seller may, at Seller's option, retain the earnest money as liquidated damages for such failure, or utilize such other legal remedies as are available to Seller by reason of such failure. If this agreement is void by failure of contingency or is rescinded or terminated by either party without fault as allowed hereby, each party shall bear their costs and the earnest money shall be refunded to the Buyer.

24. DO NOT CALL PROVISION: Seller and Buyer authorize telephone, facsimile and other electronic means of contact by individuals on behalf of the Seller's broker and Buyer's broker, if different, as well as other service providers in the transaction.

25. ADDENDUM: The attached addendum(s) shall be made a part of the Purchase Agreement. List Addendum(s) _____

EXISTING HOME AND MOLD DISCLOSURE

26. ENTIRE AGREEMENT: This document contains the entire agreement of the parties and supersedes all prior agreements or representations oral or written with respect to the Property which are not expressly set forth herein or incorporated herein by reference. This agreement may be modified only in writing, signed and dated by both parties. All express representations and warranties shall survive closing. Both parties acknowledge that they have not relied on any statements of the real estate agent or broker which are not herein expressed. "Buyer" shall be one or more. "Seller" shall be one or more. Whenever required by context, singular shall include the plural, the plural the singular, and one gender shall include all genders. Time is of the essence in this agreement.

27. AUTHORITY TO SIGN: The undersigned Buyer and Seller each warrant that all required parties have executed this purchase agreement or have the authority to contract on behalf of the principals involved.

28. ACCEPTANCE DEADLINE: This offer shall expire on **07/12/2023** (Date) at **12:00** ☐ a.m. ☒ p.m. (hour in the time zone of the office of the Seller's agent) and be automatically null and void unless prior to the time of expiration, Seller's written acceptance is delivered to the Buyer's limited agent or their Broker's office or the Buyer.

Buyer reserves the right to withdraw this Offer prior to acceptance. Withdrawal shall be complete if verbal notification of withdrawal is made to the Seller's Limited Agent or Broker of the Seller's Limited Agent or the Seller before the delivery of Seller's written acceptance.

Buyer _____ Date _____
LEXINGTON PUBLIC SCHOOLS

Buyer _____ Date _____

Address _____

Phone _____

NAMES FOR DEED: LEXINGTON PUBLIC SCHOOLS

Check one: ☐ JTWROS ☐ Tenants in common ☐ Other _____
Check one: ☐ Husband and Wife ☐ Single Person ☐ Other _____

RECEIPT FOR EARNEST MONEY

RECEIVED FROM: **N/A** the sum of $ **NONE** by ☐ check, ☐ cash, ☐ other _____ to apply to the purchase price of the Property on terms and conditions as stated. In the event this offer is not accepted by the Seller of the Property within the time specified the earnest money shall be refunded.

_____ REALTORS® By: _____

Complete only one of A, B or C below:

A: ACCEPTANCE OF ALL TERMS: Seller accepts all of the terms of the above agreement and agrees to perform all of its terms.

Seller _____ Date _____
Damian Alvarez Carrion

Seller _____ Date _____
Mirna Alvarez

B: REJECTION: The foregoing offer is rejected.

Seller **Damian Alvarez Carrion** Date Seller **Mirna Alvarez** Date

C: COUNTER OFFER #1 BY SELLER: In response to the above Purchase Agreement dated _____ for the sale of the Property, all of the terms and conditions of the Purchase Agreement are accepted and shall remain the same with the exception of the following:

This Counter Offer shall expire _____ (Date), at _____ ☐ a.m. ☐ p.m. (hour in the time zone of the office of the Seller's agent) and be automatically null and void unless, prior to the time of expiration, Buyer's written acceptance is delivered to the Seller's Limited Agent or their Broker's office or the Seller. If this accepted Counter Offer is so delivered, the Purchase Agreement as amended by this Counter Offer shall become a contract between the parties. Seller reserves the right to withdraw this Counter Offer prior to acceptance. Withdrawal shall be complete if verbal notification of withdrawal is made to the Buyer's Agent or Broker of the Buyer's Agent or Buyer before the delivery of Buyer's written acceptance.

Seller **Damian Alvarez Carrion** Date Seller **Mirna Alvarez** Date

I hereby accept the above Counter Offer as of _____ (Date), at _____ ☐ a.m. ☐ p.m.

Buyer **LEXINGTON PUBLIC SCHOOLS** Date Buyer Date

RECEIPTS FOR FULLY EXECUTED PURCHASE AGREEMENT

Buyer acknowledges receipt of executed copy of this Agreement.

(Buyer) **LEXINGTON PUBLIC SCHOOLS** Date (Buyer) Date

Seller acknowledges receipt of executed copy of this Agreement.

(Seller) **Damian Alvarez Carrion** Date (Seller) **Mirna Alvarez** Date

Agency Disclosure Information for Buyers and Sellers

Company Go Home Realty Agent Name Natalie N Martinez

Nebraska law requires all real estate licensees provide this information outlining the types of real estate services being **offered.**

For additional information on Agency Disclosure and more go to: http://www.nrec.ne.gov/consumer-info/index.html

The agency relationship offered is (initial one of the boxes below, all parties initial if applicable):

_____ Limited Seller's Agent

- *Works for the seller*
- *Shall not disclose any confidential information about the seller unless required by law*
- *May be required to disclose to a buyer otherwise undisclosed adverse material facts about the property*
- *Must present all written offers to and from the seller in a timely manner*
- *Must exercise reasonable skill and care for the seller and promote the seller's interests*

*A written agreement **is** required to create a seller's agency relationship*

_____ Limited Buyer's Agent

- *Works for the buyer*
- *Shall not disclose any confidential information about the buyer unless required by law*
- *May be required to disclose to a seller adverse material facts including facts related to buyer's ability to financially perform the transaction*
- *Must present all written offers to and from the buyer in a timely manner*
- *Must exercise reasonable skill and care for the buyer and promote the buyer's interests*

*A written agreement **is not** required to create a buyer's agency relationship*

_____ Limited Dual Agent

- *Works for both the buyer and seller*
- *May not disclose to seller that buyer is willing to pay more than the price offered*
- *May not disclose to buyer that seller is willing to accept less than the asking price*
- *May not disclose the motivating factors of any client*
- *Must exercise reasonable skill and care for both buyer and seller*

A written disclosure and consent to dual agency required for all parties to the transaction

_____ Customer Only (list of services provided to a customer, if any, on reverse side)

- ***Agent does not work for you,** agent works for another party or potential party to the transaction as:*
  ___ Limited Buyer's Agent ___ Limited Seller's Agent
  ___ Common Law Agent (attach addendum)
- *Agent may disclose confidential information that you provide agent to his or her client*
- *Agent must disclose otherwise undisclosed adverse material facts:*
  - *about a property to you as a buyer/customer*
  - *about buyer's ability to financially perform the transaction to you as a seller/customer*
- *Agent may not make substantial misrepresentations*

____ Common Law Agent for ____ Buyer ____ Seller (complete and attach Common Law Agency addendum)

THIS IS NOT A CONTRACT AND DOES NOT CREATE ANY FINANCIAL OBLIGATIONS. By signing below, I acknowledge that I have received the information contained in this agency disclosure and that it was given to me at the earliest practicable opportunity during or following the first substantial contact with me and, further, if applicable, as a customer, the licensee indicated on this form has provided me with a list of tasks the licensee may perform for me.

Acknowledgement of Disclosure

(Including Information on back of form)

(Client or Customer Signature)	(Date)	(Client or Customer Signature)	(Date)
(Print Client or Customer Name)		(Print Client or Customer Name)	

Phone: 3086510938 Natalie Martinez

Contact Information:

1. Agent(s) name(s) and phone number(s): **Natalie N Martinez 308-320-5520**

Only the agent(s) named in #1 (above) is offering to represent you as your agent. Other licensees of the same brokerage or members of the same team may work for another party to the transaction and should NOT be assumed to be your agent. _____ Init. _____ Init (this paragraph is not applicable if the proposed agency relationship is a customer only or the brokerage does not practice designated agency)

2. Team name, Team Leader name and phone number (only if applicable): **N/A**

3. Managing Broker(s) name(s) and phone number(s) (only if applicable): **N/A**

4. Designated Broker name, name designated broker does business under (if different), and phone number: **NATALIE N MARTINEZ, GO HOME REALTY 308-651-0938**

(Optional) Indicate types of brokerage relationships offered **LIMITED SELLER AGENCY, LIMITED BUYER AGENCY, DUAL AGENCY**

(Optional, see instructions) Tasks brokerage may perform for an unrepresented customer **SEE ATTACHED**

Client or Customer name(s): _____ , _____

Go Home Realty

Examples of tasks a seller's agent may perform with an unrepresented buyer may include, but not be limited to, the following:

1. Explain the home buying process. Assess your wants and needs in a property.
2. Conduct previews and showings of multiple properties.
3. Assist in determining financial ability to purchase.
4. Assist in selection of properties best fitting your needs.
5. Provide information on available financing.
6. Provide estimate of total investment and monthly investment required, based on the offer.
7. Provide estimate of closing costs at the time of completing the offer to purchase.
8. Review and explain clauses in the sales contract.
9. Provide background information you wish given to the seller regarding the terms of the offer.
10. Present offers to the seller and counteroffers from the seller.
11. Provide follow-up services, including arranging inspections and delivering documents and copies.
12. Keep in contact with lenders, inspectors, and sellers while awaiting closing and report progress.

Examples of tasks a buyer's agent may perform with an unrepresented seller may include, but not be limited to, the following:

1. Explain the home selling process.
2. Provide background information, except that required to be confidential, relating to the buyer's ability to perform under the proposed terms of an offer.
3. Review and explain clauses in the offer.
4. Provide estimate of closing costs based on the proposed terms of an offer.
5. Provide market data that justifies the buyer's offer.
6. Present seller's counteroffers to the buyer.
7. Provide follow-up services, including coordinating inspections, appraisals, surveys, etc.
8. Assist with utilities changes.
9. Assist with preparation and filing of documents.
10. Provide referral services, if relocating.

308-651-0938 NatalieM@GoHomeNE.com www.GoHomeNE.com Lexington, Nebraska

Estimated Real Estate Closing Statement

Buyer's Settlement Sheet

Date Prepared 7/6/2023 Property 1215 N Grant St

Name of Buyer Lexington Public Schools Estimated Closing Date 9/15/2023

Price of Property	$	153,000.00
Down Payment	-	
Loan Amount	$	-

ESTIMATED LOAN CLOSING COSTS:

Loan Fee	____ %		
Discount Points	____ %		
Funding Fee (VA)	____ %		
Processing Fee			
1st-Year MIP			
Title Ins./Abstracting	1/2 Buyer	$	357.88
Credit Report			
Appraisal Fee			
Survey or Waiver			
Termite Inspection			
Well & Septic Inspection			
Home Inspection			
Radon Inspection			
Home Warranty Program			
Flood Certification Fee			
Recording Fees		$	122.00
Closing Fees		$	50.00
Escrow Closing Fee		$	250.00
Tax Service Fee			

Prorated Items:

Association Dues			
Rent Deposit			
Rent			
Tax Proration (____ days @ ____ /day)			

Prepaid Items:

Escrow for Property Ins. (2 months)		$	-
Escrow for R.E. Taxes (7 months)			
Escrow for MIP (2months)	UNK		
Interest to 1st of Month* (____ days)			
First-Year Property Ins.		$	-

TOTAL ESTIMATED CLOSING COSTS:	$	779.88

*Interst will be charged from date of closing to the first of the next month at a rate of ____ per day.

ESTIMATED MONTHLY PAYMENT:

Principal & Interest	$	-
Mortgage Ins. Premium	$	-
Real Estate Taxes	$	-
Property Insurance	$	-
ESTIMATED PAYMENT:	$	-

Sales Price		$	153,000.00
Estimated Closing Costs	+	$	779.88
TOTAL		$	153,779.88
Less loan amount	-	$	-
	-		
TOTAL CASH REQUIRED		$	153,779.88

Less

Earnest Deposit	-	$	-
Loan Application Deposit	-		
Seller-Paid Closing Costs	-	$	-
Tax Credit (Estimated)	-	$	757.69
(258 days @ $4.15 /day)		$	1,071.22

TOTAL CASH NEEDED AT CLOSING	$	151,950.97

Copy received by:

Lexington Public Schools Date

Date

Prepared by:

Natalie N. Martinez, REALTOR® Date

(RETAIN FOR INCOME TAX PURPOSES)

Realty
Go Home

EXISTING HOME AND MOLD DISCLOSURE ACKNOWLEDGEMENT AND RELEASE

PLEASE CONFIRM THE FOLLOWING:

1. That you are buying a pre-owned home. It is not in new condition. You should not expect it to be perfect.
2. It is recommended that you obtain a general home inspection from a qualified inspector to determine the integrity of the internal and external components of the dwelling. All inspections should be completed with 10 days after the final acceptance (or as stated in the Purchase Agreement).
3. That if you have specific concerns about the property such as, but not limited to, the condition of the roof or basement, furnace or air conditioning, plumbing or electrical service, structural integrity, the lot size or the location of boundaries, whether the home is on a well water system or whether it has a septic or sewer system, we urge you to obtain an inspection by a qualified professional trained in your specific area of concern.
4. All measurements are approximate. This information deemed reliable, but not guaranteed. Under no circumstances should the information contained herein be relied upon by any person in making a decision to purchase any of the described properties. Customers and clients should verify all information in regard to the property by their own independent investigation and in particular, to verify if important to them room sizes, the square footage, lot size, property boundaries, age of structures, school district, flood insurance, zoning, restrictions and easements, fixtures or personal property excluded, and availability of water and sewer prior to submitting an offer to purchase the property.
5. Information on the Sellers Property Disclosure form has not been verified. If any items on said disclosure are concern, you should seek professional advice. Additionally, you should be informed that you may purchase a home warranty or a CAP program.
6. We cannot guarantee that a child will attend a certain school. If the school district and which schools children would attend, or if zoning or any future zoning, whether there are any potential code violations, SID, Central Assessments, Area Dues, etc. are important factors in your decision to purchase the property, you are urged to verify these yourself, as any information you received may not be accurate or current.
7. That upon your walk-through inspection prior to closing, you determine noncompliance of the working condition of the heating, air conditioning, water heater, sewer, plumbing, electrical systems, or any built-in appliances, you should either:
    a. Ensure repairs are made prior to closing
    b. Request sufficient funds be withheld from seller to assume compliance, or
    c. Not close until satisfactory written agreement is reached.

    REALTORS CAN NOT BE LIABLE FOR DEFECTS AND MALFUNCTIONS IN THE PROPERTY.
8. Mold like mildew type and/or other microscopic organisms (hereafter "Mold type") may exist in some properties. Mold has been reported to cause physical injuries, including but not limited to allergic and/or respiratory reactions or other problems, particularly in persons with immune system problems, young children and/or elderly persons. It is the intention, to disclose these matters to Buyers via this Existing Home and Mold Disclosure Acknowledgement Release. It is recommended and suggested that Buyer contact a qualified specialist for an independent inspection and review as per Paragraph #9 in Purchase Agreement.

Notwithstanding these matters, Buyer desires to purchase the property. Buyer voluntarily, willingly, and knowingly executes this disclosure and release with express intention of effecting the extinguishment of obligations designated below:

a. Buyer acknowledges that he/she has read this Disclosure and Release and is aware of the conditions set forth herein. Notwithstanding this Buyer still desires to purchase the Property.
b. Buyer, hereby acknowledges and agrees that Go Home Realty and Seller shall not bear any responsibility (financial or otherwise) for any loss or damages or injury or inconvenience sustained by Buyer caused by, related to or in conjunction with the purchase of the Property or arising out of the conditions of the Property or the presence of mold types.

WE THE UNDERSIGNED, HAVE READ THIS DISCLOSURE AND RELEASE AND UNDERSTAND ALL OF IT'S TERMS. WE EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Buyer_____ Date_____

Buyer_____ Date_____

Damian Alvarez 3-23-23

3/23/2023

NEBRASKA REAL ESTATE COMMISSION
SELLER'S PROPERTY CONDITION DISCLOSURE STATEMENT
Residential Real Property

THIS DISCLOSURE STATEMENT IS BEING COMPLETED AND DELIVERED IN ACCORDANCE WITH NEBRASKA LAW. NEBRASKA LAW REQUIRES THE SELLER TO COMPLETE THIS STATEMENT (NEB. REV. STAT. §76-2,120).

How long has the seller owned the property? 4-5 year(s)

Is seller currently occupying the property? (Circle one) YES | NO. If yes, how long has the seller occupied the property? _____ year(s)

If no, has the seller ever occupied the property? (Circle one) YES | NO If yes when? From _____ (year) to _____ (year)

This disclosure statement concerns the real property located at 1215 N Grant St in the city of Lexington, County of Dawson, State of Nebraska and legally described as:

_____

_____

This statement is a disclosure of the condition of the real property known by the seller on the date on which this statement is signed. This statement is NOT a warranty of any kind by the seller or any agent representing a principal in the transaction, and *should NOT be accepted as a substitute for any inspection or warranty that the purchaser may wish to obtain*. Even though the information provided in this statement is NOT a warranty, the purchaser may rely on the information contained herein in deciding whether and on what terms to purchase the real property. Any agent representing a principal in the transaction may provide a copy of this statement to any other person in connection with any actual or possible sale of the real property. The information provided in this statement is the representation of the seller and NOT the representation of any agent, and is NOT intended to be part of any contract between the seller and purchaser.

Seller please note: you are required to complete this disclosure statement IN FULL. If any particular item or matter does not apply and there is no provision or space for indicating, insert "N/A" in the appropriate box. If age of items is unknown, write "UNK" on the blank provided. If the property has more than one item as listed below please put the numbered in the appropriate box. For example – if the home has three room air conditioners, one working, one not working, and one not included, put a "1" in each of the "Working", "Not Working", and "None/Not Included" boxes for that item, and a "3" on the line provided next to the item description to indicate total number of item. You may also provide additional explanation of any item in the comments section in PART III.

SELLER STATES THAT, TO THE BEST OF THE SELLER'S KNOWLEDGE AS OF THE DATE THIS DISCLOSURE STATEMENT IS COMPLETED AND SIGNED BY THE SELLER, THE CONDITION OF THE REAL PROPERTY IS:

PART I – If there is more than one of any item in this Part, the statement made applies to each and all of such items unless otherwise noted in the Comments section in PART III of this disclosure statement, or number separately as provided in the instructions above. If an item in this Part is not on the property, or will not be included in the sale, check only the "None/Not included" column for that item.

Section A -Appliances	Working	Not Working	Do not know if working	None / Not included
1. Refrigerator				X
2. Clothes Dryer				X
3. Clothes Washer				X
4. Dishwasher			X	
5. Garbage Disposal				X
6. Freezer				X
7. Oven				X
8. Range				X
9. Cooktop				X
10. Microwave oven				X
11. Built-In vacuum system and equipment				X
12. Range ventilation systems				X
13. Gas grill				X
14. Room air conditioner (_____ number)				X
15. TV antenna / Satellite dish				X
16. Trash compactor				X

Section B - Electrical Systems	Working	Not Working	Do not know if working	None / Not included
1. Electrical service panel capacity _____ AMP Capacity (if known) _____ fuse _____ circuit breakers			X	
2. Ceiling fan(s) (_____ number)				X
3. Garage door opener(s) (_____ number)				X
4. Garage door remote(s) (_____ number)				X
5. Garage door keypad(s) (_____ number)			X	
6. Telephone wiring and jacks			X	
7. Cable TV wiring and jacks			X	
8. Intercom or sound system wiring				X
9. Built-In speakers				
10. Smoke detectors (4 number)	X			
11. Fire alarm	X			
12. Carbon Monoxide Alarm (_____ number)			X	
13. Room ventilation/exhaust fan (___ number)			X	
14. 220 volt service			X	
15. Security System _____ Owned _____ Leased _____ Central station monitoring				X
16. Have you experienced any problems with the electrical system or its components? _____ YES _____ NO	If YES, explain the condition in the comments section in PART III of this disclosure statement.			

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Sandra Cohetero Alvarez

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Section C - Heating and Cooling Systems	Working	Not Working	Do not Know if working	None / Not included
1. Air purifier				X
2. Attic fan				X
3. Whole house fan				X
4. Central air conditioning _____ year installed (if known)	X			
5. Heating system _____ year installed (if known) X Gas _____ Electric _____ Other (specify _____)				
6. Fireplace / Fireplace Insert				X
7. Gas log (fireplace)				X
8. Gas starter (fireplace)				X
9. Heat pump _____ year installed (if known)				X
10. Humidifier				X
11. Propane Tank _____ year installed (if known) _____ Rent _____ Own				X
12. Wood-burning stove _____ year installed (if known)				X

Section D - Water Systems	Working	Not Working	Do not Know if working	None / Not included
1. Hot tub / whirlpool				X
2. Plumbing (water supply)	X			
3. Swimming pool				X
4. a. Underground sprinkler system	X			X
b. Back-flow prevention system	X			X
5. Water heater _____ year installed (if known)	X			
6. Water purifier _____ year installed (if known)				X
7. Water softener ____ Rent ____ Own				X
8. Well system				

Section E - Sewer Systems	Working	Not Working	Do not Know if working	None / Not included
1. Plumbing (water drainage)	X			
2. Sump pump (discharges to _____)	X			
3. Septic System				X

PART II – In Sections A, B, C, and D if the answer to any item is "YES", explain the condition in the comments Section in PART III of this disclosure statement.

Section A. Structural Conditions - If there is more than one of any item listed in this Section, the statement made applies to each and all of such items unless otherwise noted in the comment section in PART III of this disclosure statement.

Section A -Structural Conditions	YES	NO	Do not Know
1. Age of roof (if known) 3 year(s)	N / A	N / A	
2. Does the roof leak?		X	
3. Has the roof leaked?		X	
4. Is there presently damage to the roof?		X	
5. Has there been water intrusion in the basement or crawl space?		X	
6. Has there been any damage to the real property or any of the structures thereon due to the following occurrences including, but not limited to, wind, hail, fire, flood, wood-destroying insects, or rodents?		X	
7. Are there any structural problems with the structures on the real property?		X	
8. Is there presently damage to the chimney?			X
9. Are there any windows which presently leak, or do any insulated windows have any broken seals?		X	

Section A -Structural Conditions	YES	NO	Do not Know
10. Year property was built _____ (if known)	N / A	N / A	
11. Has the property experienced any moving or settling of the following:	------	------	------
- Foundation		X	
- Floor		X	
- Wall		X	
- Sidewalk		X	
- Patio		X	
- Driveway		X	
- Retaining wall		X	
12. Any room additions or structural changes?		X	

Section B. Environmental Conditions - Have any of the following substances, materials, or products been on the real property? If tests have been conducted for any of the following, provide a copy of all test results, if available.

Section B - Environmental Conditions	YES	NO	Do not Know
1. Asbestos			X
2. Contaminated soil or water (including drinking water)			X
3. Landfill or buried materials			X
4. Lead-based paint			X
5. Radon Gas			X
6. Toxic materials			X

Section B - Environmental Conditions	YES	NO	Do not Know
7. Underground fuel, chemical or other type of storage tank?			X
8. Have you been notified by the Noxious Weed Control Authority in the last 3 years of the presence of noxious weeds, as defined by Nebraska law (N.A.C. Title 25, Ch. 10), on the property?		X	
9. Hazardous substances, materials or products identified by the Environmental Protection Agency or its authorized Nebraska Designee (excluding ordinary household cleaners)		X	

Section C. Title Conditions - Do any of the following conditions exist with regard to the real property?

Section C - Title Conditions	YES	NO	Do not Know
1. Any features, such as walls, fences and driveways which are shared?		X	
2. Any easements, other than normal utility easements?		X	
3. Any encroachments?		X	
4. Any zoning violations, non-conforming uses, or violations of "setback" requirements?		X	
5. Any lot-line disputes?		X	
6. Have you been notified, or are you aware of, any work planned or to be performed by a utility or municipality close to the real property including, but not limited to sidewalks, streets, sewers, water, power, or gas lines?		X	
7. Any planned road or street expansions, improvements, or widening adjacent to the real property?		X	
8. Any condominium, homeowners', or other type of association which has any authority over the real property?		X	
9. Any private transfer fee obligation upon sale?		X	

Section C - Title Conditions	YES	NO	Do not Know
10. Does ownership of the property entitle the owner to use any "common area" facilities such as pools, tennis courts, walkways, or other common use areas?			X
11. Is there a common wall or walls?		X	
b. Is there a party wall agreement?		X	
12. Any lawsuits regarding this property during the ownership of the seller?		X	
13. Any notices from any governmental or quasi-governmental agency affecting the real property?		X	
14. Any unpaid bills or claims of others for labor and/or materials furnished to or for the real property?		X	
15. Any deed restrictions or other restrictions of record affecting the real property?		X	
16. Any unsatisfied judgments against the seller?		X	
17. Any dispute regarding a right of access to the real property?		X	
18. Any other title conditions which might affect the real property?	X		

Section D. Other Conditions - Do any of the following conditions exist with regard to the real property?

Section D - Other Conditions MGC.	YES	NO	Do not Know
1. a. Are the dwelling(s) and the improvements connected to a public water system?	X		
b. Is the system operational?	X		
2. a. Are the dwelling(s) and the improvements connected to a private, community (non-public), or Sanitary Improvement District (SID) water system?			X
b. Is the system operational?			
3. If the dwelling(s) and the improvements are connected to a private, community (non-public) or SID water system is there adequate water supply for regular household use (i.e. showers, laundry, etc.)?			X
4. a. Are the dwelling(s) and the improvements connected to a public sewer system?	X		
b. Is the system operational?	X		
5. a. Are the dwelling(s) and the improvements connected to a community (non-public) or SID sewer system?		X	
b. Is the system operational?			X
6. a. Are the dwelling(s) and the improvements connected to a septic system?		X	
b. Is the system operational?			X
7. Has the main sewer line from the house ever backed up or exhibited slow drainage?	X		

Section D - Other Conditions	YES	NO	Do not Know
8. a. Is the real property in a flood plain?	X	X	
b. Is the real property in a floodway?	X	X	
9. Is trash removal service provided to the real property? If so, are the trash services X public ____ private			
10. Have the structures been mitigated for radon? If yes, when? ____		MGC X	X
11. Is the property connected to a natural gas system?			
12. Has a pet lived on the property? Type(s) ____	X		
13. Are there any diseased or dead trees, or shrubs on the real property?		X	
14. Are there any flooding, drainage, or grading problems in connection to the real property?		X	
15. a. Have you made any insurance or manufacturer claims with regard to the real property?		X	
b. Were all repairs related to the above claims completed?		X	
16. Are you aware of any problem with the exterior wall-covering of the structure including, but not limited to, siding, synthetic stucco, masonry, or other materials?		X	

Section E. Cleaning / Servicing Conditions - Have you ever performed or had performed the following? (State most recent year performed)

Section E - Cleaning / Servicing Conditions	YEAR	YES	NO	Do not know	None / Not Included
1. Servicing of air conditioner	2022	X			
2. Cleaning of fireplace, including chimney			X		
3. Servicing of furnace	2022	X			
4. Professional inspection of furnace A/C (HVAC) System	2022	X			
5. Servicing of septic system			X		X

Section E - Cleaning / Servicing Conditions	YEAR	YES	NO	Do not know	None / Not Included
6. Cleaning of wood-burning stove, including chimney				X	
7. Treatment for wood-destroying insects or rodents				X	
8. Tested well water				X	
9. Serviced / treated well water					X

PART III - Comments. Please reference comments on items responded to above in PART I or II, with Section letter and item number.
Note: Use additional pages if necessary.

Part C #18.
The seller has been made aware that Lexington Public Schools has an interest in obtaining this property.

Currently, some utility service lines cross the adjacent lot that is owned by Lexington Public Schools. The seller is unaware of any easments to allow continued access to these utilities upon transfer of the subject property to a new owner.

Part D #7 Sewer backed into basement when workers damaged line under adjacent property. No problems before or since. MGC.

MGC.

If checked here _____ PART III is continued on a separate page(s)

SELLER'S CERTIFICATION

Seller hereby certifies that this disclosure statement, which consists of ____ pages (*including additional comment pages*), has been completed by Seller; that Seller has completed this disclosure statement to the best of Seller's belief and knowledge as the date hereof, which is the date this disclosure statement is completed and signed by the Seller.

Seller's Signature _____ Date 3-23-23
Damian Alvarez Carrion

Seller's Signature _____ Date 3/23/2023
~~Mirna Alvarez~~ Gonzalez Cisterna,

ACKNOWLEDGEMENT OF RECEIPT OF DISCLOSURE STATEMENT, UNDERSTANDING AND CERTIFICATION

I/We acknowledge receipt of a photocopy of the above Seller Property Condition Disclosure Statement; understand that such disclosure statement is NOT a warranty of any kind by the seller or any agent representing any principal in the transaction; understand that such disclosure statement should not be accepted as a substitute for any inspection or warranty that I/we may wish to obtain; understand the information provided in this disclosure statement is the representation of the seller and not the representation of any agent, and is not intended to be part of any contract between the seller and purchaser; and certify that disclosure statement was delivered to me/us or my/our agent on or before the effective date of any contract entered into by me/us relating to the real property described in such disclosure statement.

Purchaser's Signature _____ Date _____

Purchaser's Signature _____ Date _____

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Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

REALTOR® EQUAL HOUSING OPPORTUNITY

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure for property located at 1215 N Grant St, Lexington, Ne 68850 (address)

(a) Presence of lead-based paint and/or lead-based paint hazards (initial (i) or (ii) below):

(i) ___ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain)

_____

(ii) DAC Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (initial (i) or (ii) below):

(i) ___ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

_____

(ii) MG Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgement (initial)

(c) ____ Purchaser has received copies of all information listed above.

(d) ____ Purchaser has received the pamphlet *Protect Your Family From Lead in Your Home.*

(e) Purchaser has (check (i) or (ii) below):

(i) ___ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead based paint hazards; or

(ii) ___ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgement (initial)

(f) SC Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Damian Alvarez 3-23-23

Seller Date
Damian Alvarez Carrion

Mirna Alvarez Gonzalez Cisterna 3/23/2023

Seller Date
Mirna ~~Alvarez~~ Gonzalez Cisterna

Purchaser Date

Purchaser Date

Sandra Cohetero 3-23-23

Agent Date
SANDRA COHETERO

Agent Date

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Protect Your Family From Lead in Your Home

United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

January 2020

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right,* to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

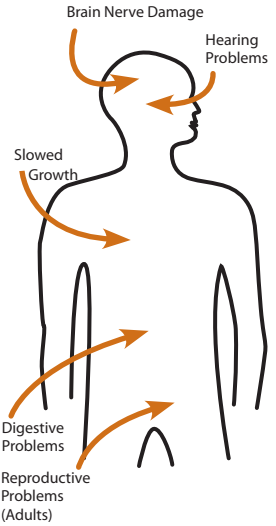
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.[1]

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.[2]

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

[1] "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm^2), or more than 0.5% by weight.

[2] "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu g/ft^2$) and higher for floors, including carpeted floors
- 100 $\mu g/ft^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples



- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.[3]

[3] Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.



- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead–safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot (µg/ft^2) for floors, including carpeted floors
- 250 µg/ft^2 for interior windows sills
- 400 µg/ft^2 for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.[4]
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as **"greta"** and **"azarcon,"** used to treat an upset stomach.

[4] In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center
Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323).**

EPA's Safe Drinking Water Hotline
For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline
For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772,** or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies
Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD.**

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC
4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).