

Loup City Public Schools Board of Education

Loup City Central Office
800 N. 8th Street
Loup City, NE

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www.loupcitypublicschools.org

Regular Session

Monday, September 13, 2021

7:47 PM

Loup City Public Schools Library Board Room

7:47 PM

1. Call Meeting To Order:
 - A. Pledge of Allegiance
 - B. Announce Open Meetings Act - Posted in Meeting Room
 - C. Publication of Meeting
 - D. Approval of Agenda:
2. Consent Agenda:
 - A. Reading and Approval of Minutes from August 9, 2021
Reading and Approval of Minutes from September 7, 2021 Budget Hearing
 - B. Approve employment agreements for special needs paraprofessionals: Kelly Farell and Kaci Kuszak
3. Financial Report: Discuss, consider and take all necessary action to approve the financial Report and to pay all vendors and bills with the exception of Ericson Ford.
4. Cooperative Agreement Report - Mr. Paul Henry
5. Superintendent's Report:
Covid-19, Mask Mandates, ESSER funding and Professional Development
6. Hearing of the Audience:
7. Discussion Items:
8. Discuss, consider and take all necessary action to approve the updated Classified Staff handbook.
9. Discuss, consider and take all necessary action to approve the Title 1A contract with ESU 10
10. Discuss consider and take all necessary action to approve the hire of a special needs paraprofessional.
 - A. Discuss consider and take all necessary action to approve the budget for the 2021-22 school year.
 - B. Discuss, consider and take all necessary action to approve the Tax Levy Resolution for the 2021-22 school year.
 - C. Discuss, consider and take all necessary action to approve contracting with ESU 10 for a mental health professional one day per week at a cost of \$10,000 for the year.
11. Principals Reports: Mr. Reikofski and Mr. Asche
12. Committee Reports: Building, Grounds and Transportation
13. Future Meetings/Reminders: Next regular LCPS Board meeting will be Monday, October 11, 2021 @ 7:30pm
14. Shouts Outs!
15. Executive Session:
16. Adjourn:

Note 1: The Board in its discretion may revise and consider any listed item at any time during the meeting.

Note 2: This agenda does not become final until 24 hours prior to the scheduled commencement of this meeting. All listed reports which are in writing are a part of the Agenda for this meeting and may contain action items or otherwise call for Board action on the subject matter(s) listed therein; complete copies of such reports, except for any legally confidential information are available upon request from the Office of the Superintendent of Schools as part of the agenda

Note 3: The Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the order listed. Further detail on agenda items may be obtained by speaking to the Superintendent. The Board of Education by the approval of all consent items is also approving, authorizing and directing the Board President, Board Secretary, the Superintendent or their designees to take or cause to be taken all necessary action and sign all documents necessary or appropriate to complete the matter or transaction as approved.

Note 4: The Open Meetings Act requires that agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question about a report or needs clarification about the sufficiency of any item on which action could be taken at this meeting should contact the Office of the Superintendent of Schools.

Note 5: The Board of Education reserves the right to go into closed session at its discretion, but will only do so for the prevention of needless injury to a person's reputation or for the protection of the public interest.

Loup City Public Schools Board of
Education Regular Session
Monday, August 9, 2021 7:30 PM Central

Loup City Public Schools Library Board Room
800 North 8th Street
Loup City, NE 68853-0628

Cindy Ericson: Present, Scott Friesen: Present, Michael Kaminski: Present, Wayne Klein:
Present, Eric Kowalski: Present, Kyle Kowalski: Present, Janelle Krzycki: Present, Jamie
Lewandowski: Present, Tina Treffer: Present. Present: 9.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting

Scott Friesen and Mike Kaminski saw Publication of Mtg.

1.D. Approval of Agenda:

Motion by Wayne Klein, seconded by Scott Friesen, to approve the agenda as presented.. Motion
Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki:
Yes, Lewandowski: Yes, Treffer: Yes

Yes: 9, No: 0

2. Consent Agenda:

Motion by Jamie Lewandowski, seconded by Eric Kowalski, to motion to approval all items on
the consent agenda.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki:
Yes, Lewandowski: Yes, Treffer: Yes

Yes: 9, No: 0

2.A. Reading and Approval of Minutes

2.B. Resignations: paraprofessional Mary Skibinski

3. Financial Report: Discuss, consider and take all necessary action to approve the financial
Report and Payment of Invoices.

Motion by Scott Friesen, seconded by Wayne Klein, to Motion to approve the bills with the
exception of Ericson Ford.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki:
Yes, Lewandowski: Yes, Treffer: Yes

Yes: 9, No: 0

Motion by Kyle Kowalski, seconded by Eric Kowalski, to Motion to pay the Ericson Ford..
Motion Carried

Ericson: Abstain (With Conflict), Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes,
Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 8, No: 0, Abstain (With Conflict): 1

4. Superintendent's Report

The Nebraska Department of Education (NDE) is seeking input on Draft #2 of the Nebraska Health Education Standards. Feedback can be provided in multiple ways:

Email: nde.standardsinput@nebraska.gov

US Mail:

Nebraska Department of Education
P.O. Box 94987
Lincoln, NE 68509-4987

Public Input Survey: https://nde.qualtrics.com/jfe/form/SV_23uZ81PSLbkRqnk

5. Hearing of the Audience:

Cheri Kowalski-- Policy-2009 Hearing of the Audience

Contrary to policy

More than 3 times per month

Goes against Law of Grenency

Brd take another look at Policy 2009

6. Parental Involvement Hearing

7. Student Bullying Hearing

The purpose of this hearing is to review the student bullying policy and discuss any practices/ programs aimed at mitigating and eliminating student bullying.

8. Loup City Public Schools 2021-2022 Return to School Plan

9. Action Items:

9.A. Transfer of \$10,000 form the general fund to the ALC cooperative fund.

Motion by Wayne Klein, seconded by Eric Kowalski, to recommend the transfer of \$10,000 from the general fund to the ALC Cooperative Fund.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 9, No: 0

9.B. Approval of Girls' Wrestling as a sanctioned sport within the ALC cooperative agreement.

Motion by Scott Friesen, seconded by Jamie Lewandowski, to recommend the approval of girls' wrestling as a sport within the ALC cooperative.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 9, No: 0

9.C. Approval of 2021-2022 Certified Staff Handbook

**Late Starts Changed from Mondays to Fridays

Pg. 15 Item #14

Motion by Wayne Klein, seconded by Scott Friesen, to recommend the approval of the 2021-2022 Certified Staff Handbook, with the edit on page 15, item 14 in regard to late starts on Friday.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 9, No: 0

9.D. Hire an additional paraprofessional for the 2021-2022 school year.

Motion by Jamie Lewandowski, seconded by Tina Treffer, to recommend the hire of an additional paraprofessional for the 2021-2022 school year.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 9, No: 0

10. Transportation Committee Reports

11. Future Meetings/Reminders: Regular School Board meeting on Monday, September 13, 2021 at 7:30pm. The NASB Area Membership meeting is in Kearney on September 8 at 4:30pm.
Budget Hearing Sept 7th
Special Brd Session Aug 30th for Goal Setting @7:00 PM

12. Shouts Outs!

13. Adjourn:

Adjourn @9:14 PM

Motion by Jamie Lewandowski, seconded by Eric Kowalski, to to adjourn at 9:14pm.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Yes, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 9, No: 0

Loup City Public Schools Board of
Education Budget Hearing
Tuesday, September 7, 2021 7:00 PM Central

Loup City Public Schools Library Board Room
800 North 8th Street
Loup City, NE 68853-0628

Cindy Ericson: Present
Scott Friesen: Present
Michael Kaminski: Present
Wayne Klein: Present
Kyle Kowalski: Present
Janelle Krzycki: Present
Jamie Lewandowski: Present
Tina Treffer: Present
Eric Kowalski: Absent

Present: 8, Absent: 1.

Scott Friesen joined the meeting at 7:34pm

Scott Friesen: Absent

Present: 7, Absent: 2.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Approval of Agenda:

Motion by Wayne Klein, seconded by Jamie Lewandowski, to approve the agenda as presented..

Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes,
Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 7, No: 0, Absent: 2

1.D. Publication of Meeting

2. Discussion Items: review of proposed budget.

Mr Tickle provided power point presentation on the 2021-22 budget proposal

Jamie Lewandowski, chair of the Budget Committee, reported all committee members believe this to be a good budget proposal.

3. Hearing of the audience.

Cheri Kowalski asked questions regarding transportation vehicles, buses and bus routes, budgeting for technology and nutrition.

Other patrons present: Rose Kowalski, Roseann Wilson, Floyd Fowler and John Heil

4. Future Meetings/Reminders:

September 13, 2020 at 7:00 PM - Loup City Public Schools Board of Education Tax Levy Hearing

September 13, 2020 at 7:30 PM - Loup City Public Schools Board of Education Regular Session

5. Adjourn:

Motion by Jamie Lewandowski, seconded by Janelle Krzycki, to adjourn at 8:22pm.. Motion Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 8, No: 0, Absent: 1

SEPTEMBER 2021 BOARD BILLS

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>INVOICE AMT\$</u>
ALMQUIST MALTZAHN GALLOWAY & LUTH	125 PLAN ADMIN	\$150.00
AMAZON	SUPPLIES	\$4,521.46
BLACK HILLS ENERGY	SERVICE	\$808.02
BOCHART HEATING COOLING	SUPT OFFICE AC	\$4,500.00
BOCKMANN INC.	ASBESTOS SAMPLE ANALYSIS	\$80.00
CENTURY LINK	SERVICE	\$484.63
CITY OF LOUP CITY	SERVICE	\$5,335.89
CORPORATE PAYMENT SYSTEMS	STAFF MEALS/SUPPLIES/SHRED SVC	\$900.74
CULLIGAN	SALT	\$129.75
CYBR SCHOOL LLC	ADDL ACELLUS LICENSES (2021-2022)	\$2,100.00
DAS STATE ACCOUNTING	SERVICE	\$259.49
DIVERSIFIED DRUG TESTING, LLC	BUS DRIVER TESTING	\$260.00
DOLLAR GENERAL	NURSE SUPPLIES	\$131.45
E S U #10	TITLE 1 SERVICES	\$4,302.00
ELECTRONIC SYSTEMS INC.	TECH SUPPORT/TRAINING WRKSHOPS	\$7,025.20
ERICSON FORD, INC.	FIRE ALARM INSPECT	\$120.00
FATHER FLANAGAN'S BOYS HOME	BUS REPAIRS	\$2,002.70
HOME DEPOT PRO	GUIDANCE SUPPLIES	\$194.65
IXL LEARNING	CUSTODIAL SUPPLIES	\$2,706.34
JOE'S MARKET	SVC SITE LICENSE	\$4,650.00
KIEBORZ, ELDON	CUSTODIAL SUPPLIES	\$3.25
KUSZAK HARDWARE & VARIETY	ASBESTOS INSP	\$300.00
LOUP CITY AUTO PARTS	SUPPLIES	\$377.98
MATHESON TRI-GAS, INC.	MAINT SUPPLIES	\$184.95
MCI	IND TECH SUPPLIES	\$69.21
MIDTOWN TIRE & AUTO LLC	SERVICE	\$66.97
N2Y	MOWER TIRES	\$149.25
NASCO	SPED SUPPLIES	\$2,244.17
NE COUNCIL OF SCHOOL ADMIN.	ART SUPPLIES	\$24.55
NEBR. ASSN SCHOOL BOARD ALICAP	ADMIN DAYS REG	\$750.00
NEBRAKSA RURAL COMM SCHOOLS ASSN	2021-2022 INSURANCE	\$80,858.00
NPPD	BRD/SUPT CONF	\$865.00
ONE SOURCE	2021-22 MEMBERSHIP DUES	\$850.00
PITNEY BOWES	SERVICE	\$5,466.46
POWERSCHOOL GROUP LLC	BACKGROUND CHECKS	\$110.00
PRESTO-X COMPANY	POSTAGE LEASE	\$240.45
QUILL CORPORATION	2021-2022 RENEWAL	\$4,212.63
RASMUSSEN MECHANICAL SERVICES	SERVICE	\$147.00
REGION 26 COUNCIL	SUPPLIES	\$395.95
RIVERSIDE TECHNOLOGIES INC.	MAINT AGREEMENT	\$1,833.00
SCHOLASTIC INC	REPAIR A/C IN MIDDLE SCHOOL	\$814.97
SCHOOL HEALTH CORPORATION	ALARM MONITORING	\$500.00
SCHOOL SPECIALTY, LLC	LAPTOP BAGS	\$270.00
SHERMAN COUNTY TIMES	SCHOLASTIC NEWS	\$1,238.33
SHORTY'S REPAIR	PE SUPPLIES	\$389.99
VAN DIEST SUPPLY COMPANY	ELEM SUPPLIES	\$41.77
VERIZON WIRELESS	ADVERTISING	\$129.67
WELLS FARGO VENDOR FIN SERV	VEHICLE INSPECTIONS	\$549.52
WHOA AND GO	IRON SULFATE	\$260.00
XELLO	SERVICE	\$74.82
YANDA'S MUSIC	COPIER LEASE	\$722.05
TOTAL	FUEL	\$254.29
PAYROLL	CAREER CRUISING LICENSE	\$715.00
	INSTRUMENT REPAIR	\$69.40
		<hr/>
		\$145,840.95
		<hr/>
		\$351,858.02
		<hr/>
		\$497,698.97

LUNCH PAYROLL \$13,367.63

**Expenditure Report by Function/Object -
Summary**

09/10/2021 03:05 PM

Regular; Processing Month 08/2021; Fund Number 01

User ID: MLW

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	General Fund								
1100	REGULAR INSTRUCT PROGMS	2,425,832.77	182,056.59	2,125,516.65	87.62	300,316.12	0.00	0.00	300,316.12
1160	POVERTY PROGRAMS	139,536.00	11,183.51	101,186.40	72.52	38,349.60	0.00	0.00	38,349.60
1200	SPEC ED INSTRUCT PROGMS	438,615.00	17,220.04	325,188.84	74.14	113,426.16	0.00	0.00	113,426.16
1291	SPEC ED INSTRUCT PROGM AGE 3-5	3,591.00	0.00	615.62	17.14	2,975.38	0.00	0.00	2,975.38
1292	SPEC ED INSTRUCT PROGM AGE 0-2	0.00	0.00	615.63	0.00	(615.63)	0.00	0.00	(615.63)
1300	SUMMER SCHOOL	11,234.70	2,915.34	3,915.82	34.85	7,318.88	0.00	0.00	7,318.88
2120	GUIDANCE SERVICES	126,300.60	8,180.03	102,813.95	81.40	23,486.65	0.00	0.00	23,486.65
2130	HEALTH SERVICES	75,205.80	3,053.07	71,504.01	95.08	3,701.79	0.00	0.00	3,701.79
2141	PSYCHOLOGICAL SVCS SPED	43,092.00	0.00	9,137.00	21.20	33,955.00	0.00	0.00	33,955.00
2142	PSYCH SVCS SPED AGE 3-5	4,104.00	0.00	1,142.12	27.83	2,961.88	0.00	0.00	2,961.88
2143	PSYCH SVCS SPED AGE 0-2	0.00	0.00	1,142.13	0.00	(1,142.13)	0.00	0.00	(1,142.13)
2151	SPEECH PATH/AUDIO SVCS SPED	146,205.00	8,381.05	109,589.59	74.96	36,615.41	0.00	0.00	36,615.41
2152	SPEECH PATH/AUDIO SVCS SPED AGE 3-5	12,312.00	0.00	4,677.35	37.99	7,634.65	0.00	0.00	7,634.65
2153	SPEECH PATH/AUDIO SVCS SPED AGE 0-2	0.00	0.00	31.18	0.00	(31.18)	0.00	0.00	(31.18)
2161	OT SVCS SPED	19,494.00	0.00	4,218.72	21.64	15,275.28	0.00	0.00	15,275.28
2162	OT SVCS SPED AGE 3-5	3,283.20	0.00	527.35	16.06	2,755.85	0.00	0.00	2,755.85
2163	OT SVCS SPED AGE 0-2	0.00	0.00	527.34	0.00	(527.34)	0.00	0.00	(527.34)
2171	PT SVCS SPED	12,312.00	0.00	1,917.36	15.57	10,394.64	0.00	0.00	10,394.64
2172	PT SVCS SPED AGE 3-5	3,078.00	0.00	270.43	8.79	2,807.57	0.00	0.00	2,807.57
2173	PT SVCS SPED AGE 0-2	0.00	0.00	270.43	0.00	(270.43)	0.00	0.00	(270.43)
2190	OTHER PUPIL SUPPORT SERVICES	120,083.63	8,376.82	121,753.10	101.39	(1,669.47)	0.00	0.00	(1,669.47)
2213	INSTRUCTIONAL STAFF TRAINING	24,726.60	150.00	2,753.02	11.13	21,973.58	0.00	0.00	21,973.58
2220	LIBRARY/MEDIA SERVICES	55,506.60	3,130.86	38,211.47	68.84	17,295.13	0.00	0.00	17,295.13
2310	BOARD OF EDUCATION	93,366.00	420.92	95,080.58	101.84	(1,714.58)	0.00	0.00	(1,714.58)
2320	EXECUTIVE ADMINISTRATION	178,831.80	14,553.56	170,867.28	95.55	7,964.52	0.00	0.00	7,964.52
2330	DIST LEGAL SERVICES	12,312.00	0.00	15,778.65	128.16	(3,466.65)	0.00	0.00	(3,466.65)
2410	OFFICE OF PRINCIPAL	353,457.00	26,737.18	328,406.94	92.91	25,050.06	0.00	0.00	25,050.06
2510	FISCAL SERVICES	88,954.20	5,388.88	84,796.18	95.33	4,158.02	0.00	0.00	4,158.02
2570	PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2580	ADMIN TECH SERVICES	270,043.20	6,953.65	108,101.76	40.03	161,941.44	0.00	0.00	161,941.44
2610	OPERATION OF BLDGS	371,617.20	18,561.85	293,026.52	78.85	78,590.68	0.00	0.00	78,590.68
2620	MAINTENANCE OF BLDGS	623,295.00	15,518.11	266,459.22	42.75	356,835.78	0.00	0.00	356,835.78
2630	CARE AND UPKEEP OF GROUNDS	11,491.20	4,071.08	7,342.21	63.89	4,148.99	0.00	0.00	4,148.99
2640	CARE AND UPKEEP OF EQUIPMENT	102.60	479.99	1,018.43	992.62	(915.83)	0.00	0.00	(915.83)
2650	VEHICLE OPERATION, MAINT, & PURCHASING	0.00	36.83	436.72	0.00	(436.72)	0.00	0.00	(436.72)
2660	SECURITY	9,234.00	779.00	1,819.00	19.70	7,415.00	0.00	0.00	7,415.00
2670	SAFETY	1,026.00	0.00	4,525.00	441.03	(3,499.00)	0.00	0.00	(3,499.00)
2710	VEHICLE OPERATION	292,820.40	1,016.45	143,970.22	49.17	148,850.18	0.00	0.00	148,850.18
2712	SCHOOL AGE SPEC ED TRANSPORT	82,080.00	0.00	0.00	0.00	82,080.00	0.00	0.00	82,080.00
2730	VEHICLE SERV AND MAINTENANCE	33,858.00	96.87	35,016.31	103.42	(1,158.31)	0.00	0.00	(1,158.31)
2792	STU TRANSPORT SVCS SCHOOL AGE SPED	0.00	0.00	3.21	0.00	(3.21)	0.00	0.00	(3.21)
2900	OTHER SUPPORT SERVICES	0.00	10,000.00	17,500.00	0.00	(17,500.00)	0.00	0.00	(17,500.00)
3535	HIGH ABILITY LEARNERS	12,517.20	633.17	10,034.99	80.17	2,482.21	0.00	0.00	2,482.21
3540	STATE EARLY CHILDHOOD	85,055.40	18,873.87	79,954.75	94.00	5,100.65	0.00	0.00	5,100.65
3541	ERLY CHILDHOOD ENDOWMNT GRANT	208,278.00	39,958.61	159,250.00	76.46	49,028.00	0.00	0.00	49,028.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE I PART A ESSA	79,002.00	8,427.62	101,481.79	128.45	(22,479.79)	0.00	0.00	(22,479.79)
6210	TITLE I ACCOUNTABILITY ESSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6404	IDEA PART B (611) BASE ALLOC 0 TO 4	33,858.00	0.00	0.00	0.00	33,858.00	0.00	0.00	33,858.00
6406	IDEA PRESCHOOL (619) BASE ALLOC	5,130.00	0.00	1,536.00	29.94	3,594.00	0.00	0.00	3,594.00
6408	IDEA PART B (611) BASE & POVERTY 0 TO 21	0.00	0.00	101,327.00	0.00	(101,327.00)	0.00	0.00	(101,327.00)
6410	IDEA ENROLLMENT/POVERTY (611)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	3,046.00	0.00	(3,046.00)	0.00	0.00	(3,046.00)

**Expenditure Report by Function/Object -
Summary**

09/10/2021 03:05 PM

Regular; Processing Month 08/2021; Fund Number 01

User ID: MLW

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6968 TITLE IV, PART B 21ST CENT COMM LRNING	87,004.80	5,609.30	39,428.82	45.32	47,575.98	0.00	0.00	47,575.98
6997 ESSER II	0.00	12,423.34	158,672.00	0.00	(158,672.00)	0.00	0.00	(158,672.00)
6998 ESSER III	0.00	0.00	13,469.44	0.00	(13,469.44)	0.00	0.00	(13,469.44)
8000 TRANSFERS (OUTGOING)	0.00	0.00	60,000.00	0.00	(60,000.00)	0.00	0.00	(60,000.00)
9000 NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 General Fund	6,597,846.90	435,187.59	5,329,874.53	80.78	1,267,972.37	0.00	0.00	1,267,972.37

**Expenditure Report by Function/Object -
Summary**

09/10/2021 03:05 PM

Regular; Processing Month 08/2021; Fund Number 01

User ID: MLW

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	6,597,846.90	435,187.59	5,329,874.53	80.78	1,267,972.37	0.00	0.00	1,267,972.37

Regular; Processing Month 08/2021; Accounts to Include Accounts with
 Activity; Fund Number 01

Fund: 01 General Fund						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL DISTRICT TAXES	0.00	25,873.23	3,898,209.45	0.00	(3,898,209.45)
01 1125	MOTOR VEHICLE TAX	0.00	18,046.97	199,377.51	0.00	(199,377.51)
01 1140	PENALTIES AND INTEREST	0.00	234.35	9,807.00	0.00	(9,807.00)
01 1510	INTEREST ON INVESTMENTS	0.00	153.36	4,953.53	0.00	(4,953.53)
01 1911	LOCAL LICENSE FEES	0.00	0.00	1,595.00	0.00	(1,595.00)
01 1941	TEXTBOOK SALES	0.00	0.00	368.35	0.00	(368.35)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	2,086.20	0.00	(2,086.20)
	Subtotal: LOCAL RECIEPTS	0.00	44,307.91	4,116,397.04	0.00	(4,116,397.04)
01 2110	COUNTY FINES/LICENSE FEES	0.00	1,493.51	19,215.13	0.00	(19,215.13)
01 2210	ESU RECEIPTS	0.00	300.00	15,500.00	0.00	(15,500.00)
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	1,793.51	34,715.13	0.00	(34,715.13)
01 3110	STATE AID	0.00	0.00	27,531.00	0.00	(27,531.00)
01 3120	SPED PROGRAMS (SCHOOL AGE)	0.00	0.00	212,703.00	0.00	(212,703.00)
01 3125	SPED TRANSPORTATION (SCHOOL AGE)	0.00	0.00	18.00	0.00	(18.00)
01 3130	HOMESTEAD EXEMPTION	0.00	8,618.48	51,647.76	0.00	(51,647.76)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	407,445.92	0.00	(407,445.92)
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	955.00	0.00	(955.00)
01 3134	PERS PROP TAX CREDIT--RAILRD/PUB SVC	0.00	0.00	4.30	0.00	(4.30)
01 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	9,646.36	0.00	(9,646.36)
01 3400	STATE APPORTIONMENT	0.00	0.00	41,575.70	0.00	(41,575.70)
01 3535	HIGH ABILITY LEARNERS GRANT	0.00	0.00	4,277.00	0.00	(4,277.00)
01 3541	EARLY CHILDHOOD ENDOWMENT GRANT	0.00	0.00	205,571.00	0.00	(205,571.00)
	Subtotal: STATE RECEIPTS	0.00	8,618.48	961,375.04	0.00	(961,375.04)
01 4310	REAP	0.00	0.00	25,537.00	0.00	(25,537.00)
01 4506	TITLE I, ACCOUNTABILITY	0.00	0.00	62,480.00	0.00	(62,480.00)
01 4516	IDEA PRESCHOOL(619) BASE ALLOCATION	0.00	1,536.00	3,059.00	0.00	(3,059.00)
01 4518	IDEA PART B (611) BASE & POVERTY ALLOC	0.00	0.00	20,162.00	0.00	(20,162.00)
01 4531	TITLE IV, PART B ESSA - 21ST CENT COMM	0.00	0.00	34,441.00	0.00	(34,441.00)
01 4708	MEDICAID REIMBURSEMENT (MIPS)	0.00	6,919.27	26,647.82	0.00	(26,647.82)
01 4709	MAAPS MEDICAID AMIN ACTIVITY	0.00	208.28	3,113.90	0.00	(3,113.90)
	Subtotal: FEDERAL RECEIPTS	0.00	8,663.55	175,440.72	0.00	(175,440.72)
01 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	4,081.90	0.00	(4,081.90)
	Subtotal: 5000	0.00	0.00	4,081.90	0.00	(4,081.90)
	Fund Total:	0.00	63,383.45	5,292,009.83	0.00	(5,292,009.83)

Revenue Summary Report

Processing Month: 08/2021
Regular; Processing Month 08/2021; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	63,383.45	5,292,009.83	0.00	(5,292,009.83)



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4485 5945 5562 1299
STATEMENT DATE 08-16-2021
AMOUNT DUE \$1,733.08
NEW BALANCE \$1,733.08

PAYMENT DUE ON RECEIPT



000005413 01 SP 0.560 106481380392455 P
LOUP CITY PUBLIC SCHOOLS
ATTN MAKENZI WOOLLEN
800 NORTH 8TH STREET
BOX 628
LOUP CITY NE 68853-0628

AMOUNT ENCLOSED
\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4485594555621299 000173308 000173308

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
LOUP CITY PUBLIC SCH 4485 5945 5562 1299	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance + Fees	Late Payment + Charges	- Credits	- Payments	= New Balance	
Company Total	\$2,925.40	\$1,801.40	\$0.00	\$0.00	\$0.00	\$68.32	\$2,925.40	\$1,733.08	

CORPORATE ACCOUNT ACTIVITY					
LOUP CITY PUBLIC SCHOOLS 4485-5945-5562-1299					TOTAL CORPORATE ACTIVITY \$2,925.40 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-19	07-18	74798261200000000000171	PAYMENT - THANK YOU 00000 C	2,187.56 PY	
08-16	08-14	74798261228000000000047	PAYMENT - THANK YOU 00000 C	737.84 PY	

NEW ACTIVITY					
JOSH ASCHE 4485-5902-0018-1663		CREDITS \$0.00	PURCHASES \$604.17	CASH ADV \$0.00	TOTAL ACTIVITY \$604.17
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-26	07-24	24431051205206004491369	CAPEZIO 888-227-3946 NJ	399.60	
07-30	07-29	24013391210004698308448	ANGUS BURGERS & SHAKES KEARNEY NE	58.95	
07-30	07-28	24551931210030030060265	SAN PEDRO MEXICAN RESTAUR KEARNEY NE	37.85	
08-06	08-05	24011341217000035416092	CANVA* I03138-14940052 HTTPSCANVA.CO DE	42.00	
08-13	08-12	24003411224900017300101	LOUP CITY DINER LOUP CITY NE	65.77	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5945-5562-1299		ACCOUNT SUMMARY	
	STATEMENT DATE 08/16/21	DISPUTED AMOUNT .00	PREVIOUS BALANCE 2,925.40 PURCHASES & OTHER CHARGES 1,801.40	CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00
SEND BILLING INQUIRIES TO: U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 1,733.08		CREDITS 68.32 PAYMENTS 2,925.40	ACCOUNT BALANCE 1,733.08



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 08-16-2021

NEW ACTIVITY					
ROBERT C HARRINGTON		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5900-0366-3396		\$0.00	\$158.96	\$0.00	\$158.96
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-23	07-22	24607941204200854200054	LOUP CITY LANES LOUP CITY NE		104.17
07-28	07-26	24639231208900012540762	KUSZAK HARDWARE AND VARIE LOUP CITY NE		54.79
ROGER REIKOFSKI		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5929-0015-0964		\$0.00	\$14.68	\$0.00	\$14.68
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-02	07-31	24231681212698692479614	RAISING CANE'S 0662 KEARNEY NE		9.52
08-02	07-30	24755421212132121519862	JUICE STOP KEARNEY NE		5.16
BONNIE SEKUTERA		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5930-0015-0441		\$0.00	\$157.00	\$0.00	\$157.00
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-04	08-02	24707801215030042016837	ANFP 630-587-6336 IL		157.00
ANGELA SIMPSON		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5910-0256-0468		\$0.00	\$359.88	\$0.00	\$359.88
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-02	07-31	24943001212700835221034	ADOBE CREATIVE CLOUD 408-536-6000 CA		359.88
DUSTI VANSLYKE		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5931-0015-0002		\$0.00	\$74.78	\$0.00	\$74.78
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-05	08-04	24445001217000788707891	DOLLARTREE KEARNEY NE		32.10
08-06	08-04	24137461217200198073517	HOBBY-LOBBY #0072 KEARNEY NE		42.68
MAKENZI WOOLLEN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5933-0014-9044		\$68.32	\$431.93	\$0.00	\$363.61
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-29	07-28	24055231209083332425958	WALMART.COM AW 800-966-6546 AR		147.96
08-11	08-10	74692161222100614234548	WALMART.COM 800-966-6546 AR		9.76 CR



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 08-16-2021

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-11	08-10	74692161222100614234563	WALMART.COM 800-966-6546 AR	9.76 CR
08-11	08-10	74692161222100614234613	WALMART.COM 800-966-6546 AR	9.76 CR
08-11	08-10	74692161222100614234639	WALMART.COM 800-966-6546 AR	9.76 CR
08-11	08-10	74692161222100614234647	WALMART.COM 800-966-6546 AR	9.76 CR
08-11	08-10	74692161222100614234654	WALMART.COM 800-966-6546 AR	9.76 CR
08-11	08-10	74692161222100614234688	WALMART.COM 800-966-6546 AR	9.76 CR
08-12	08-11	24692161223100256202203	WALMART.COM AX 800-966-6546 AR	68.32
08-12	08-11	24692161223100256202377	WALMART.COM AX 800-966-6546 AR	49.70
08-13	08-12	24493981225026820958477	SHRED-IT USA LLC 866-647-4733 IL	165.95

Department: 00000 Total: \$1,733.08
Division: 00000 Total: \$1,733.08



Josh Asche <josh.asche@lcp public.org>

Fwd: Your Capezio Order Confirmation

Jenna Martin <jennacm95@gmail.com>
 To: Josh Asche <josh.asche@lcp public.org>

Thu, Jul 22, 2021 at 8:54 AM

Jenna Palu
 jennacm95@gmail.com
 308.440.7449

Begin forwarded message:

From: Capezio <capezio@capezionews.com>
Subject: Your Capezio Order Confirmation
Date: July 22, 2021 at 8:52:24 AM CDT
To: Jenna Palu <jennacm95@gmail.com>

Dear Jenna Palu,

Thank you for shopping at Capezio!

Please see below for a detailed summary of your order. We will send you another e-mail as soon as your package is on its way.

NEED SOME HELP?

Call us: 888-227-3946

E-mail: orders@capezio.com

YOUR ORDER # 1000449136

Jul 22, 2021, 9:52:22 AM

PRODUCTS	PRICE	QTY	TOTAL
	Subtotal		\$399.60
	Shipping & Handling		\$0.00
	GRAND TOTAL		\$399.60

Credit Card	XXXX-
Number	1663

Follow #capezio



[CALL: 888-227-3946](tel:888-227-3946)

[EMAIL US](#)

[SHIPPING](#)

[RETURNS](#)

[VISIT OUR STORE](#)

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Request for Travel Reimbursement

Per diem rates to be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Person to be reimbursed

Name _____

Address: _____

City _____ State _____ Zip Code _____

Meal Receipts attached for: *Josh Asche & Roger Reikofski - Admin - Days*

Per Diem Amounts	\$ _____	\$ _____	\$ _____	\$ _____
Date	Breakfast	Lunch	Dinner	Total
<i>7/28/21</i>		<i>\$37.85</i>		<i>\$37.85</i>
<i>7/29/21</i>		<i>\$58.95</i>		<i>\$58.95</i>
Total Amount				<i>\$96.80</i>

15.93
29.98

Travel Receipts attached for:

	Dates	Total
Lodging		
Flight		
Mileage		

Paid for with Asche cc
\$48.40

Please attach all original receipts and send to:
 Loup City Public Schools
 Business Manager
 800 North 8th Street, Box 628
 Loup City, NE 68853

Office Use Only: Budget Line Item or Account #: *2410 580 1 + 2*

Approved by:	Signature	Date
Building Principal/Supervisor	<i>Josh Asche</i>	<i>8/2/21</i>
Superintendent		

ANGUS BURGERS & SHAKES
KEARNEY
421 Talmadge Street
KEARNEY NE 68845
3084556218

July 29, 2021 at 11:56 AM

Order# 001

Item Count 0
Transaction # 5413772120241356

Check Sale Item 51.26
1 * \$51.26

Subtotal 51.26
Tax 7.69

Total 58.95
Lsa 58.95

Auth Code: 088215
Cardholder: ASCHE/JOSH
AID: A000000003101001
Appl Label: VISA CREDIT
TVR: 0080008000
TSI: E800
ARQC: 42706678C480BDBE



Angus Burgers & Shakes

421 W Talmadge
Kearney, Ne
United States, 68845
Tel: 308-455-6218

Printed July 29, 2021 at 11:54 AM

July 29, 2021 at 11:54 AM

Order #: 165589

Table: 42, 2 guests
Party Name: 4

AM Server: Juan L

OCC #:
Tax 1 #: R0123456789

Ice Tea \$2.50
Diet Coke \$2.50
Farmer- House \$15.00
+ \$2.00: house fry
3 Little Pigs-seeded \$17.00
+ \$3.00: masa waffle fries
Whoppers Malt \$5.00
Toasted Marshmallo \$5.00

Food Total \$42.00
Beverage Total \$5.00

Sub Total \$47.00
OCC \$0.47
Tax 1 \$3.32
GBT \$0.47

Total \$51.26

Thank You
Please Come Again!

Tip Guide:
15%=\$7.69 20%=\$10.25 25%=\$12.82

Printed from iPad using TouchBistro Pro

SAN PEDRO MEXICAN RESTAURANT

3907 CENTRAL AVE
KEARNEY, NE 68847
3082346077

Give Us A Like On Facebook

**ORDER: Dining Room A3
DINE-IN**

Cashier: Fatima
28-Jul-2021 11:47:41A

Transaction 500001

1 Sampler \$10.99
1 Steak Veracruz \$14.99
1 Reg Soft Drinks \$2.25
1 Reg Soft Drinks \$2.25

Subtotal \$30.48

State Tax 7% \$2.13
Occupation Tax 1% \$0.30
Total Taxes \$2.43

Total \$32.91
Tip \$4.94

CREDIT CARD SALE \$37.85
VISA 1663

28-Jul-2021 12:19:03P
\$37.85 | Method: EMV
VISA CREDIT XXXXXXXXXXXX1663
JOSH ASCHE

Reference ID: 120900938587 | Auth ID: 040996

MID: *****1481
AID: A000000003101001
SIGNATURE VERIFIED

MUCHAS GRACIAS POR SU VISITA NO
OLVIDES SEGUIRNOS EN FACEBOOK

Order DFYCP2YM76S3Y
Payment D09PPRM684G40

Clover Privacy Policy
<https://clover.com/privacy>

LOOP CITY DINER
705 O STREET
LOOP CITY, NE 68853

Merchant ID: 9858
Term #: 0001

Store #: 0001
Ref #: 0010

Sale

XXXXXXXXXXXX1663

VISA

Entry Method: Chip

Amount: \$ 57.77

Tip: 8.00

Total: \$65.77

08/12/21

12:19:39

Inv #: 000010

Appr Code: 022983

Transaction ID: 581224623798879

Apprvd: Online

Batch#: 000773

VISA CREDIT

AID: A00000003101001
TSI: F800
IVR: 000000000

Customer: *New Readers*

Guest Check

TABLE	GUESTS	SERVER
7	4	6628-5
BlatB		
2lgPep		
1lgCh		
104.17		
Pizza		
H Lanes		
		Tax
		Total

Guest Receipt

TABLE	GUESTS	SERVER
		6628-5

SA540A

Receipt for Income Tax or Expense
Account Record

©. adams

Harrington
Credit Card
LOUP CITY LANES
836 O STREET
LOUP CITY, NE 68853

07/22/2021

19:41:42

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX3396
Network: VISA
Chip Card: VISA CREDIT
AID: A0000000031010
SEQ #: 5
Batch #: 982
INVOICE 6
Approval Code: 049601
Entry Method: Chip Read
Mode: Issuer
Tax Amount: \$0.00
Cust Code: 68853

MDSE/SERVICES \$104.17

TIP _____

TOTAL AMOUNT _____

Thank You For Your Business!

CUSTOMER COPY

Harrington
credit card

True Value

FFA
#300

Kuszak Hardware & Variety
P.O. Box 117
635 "O" St.
Loup City NE 68853
308-745-1244

7/26/2021 11:46 AM

BRCH:1000 *** INVOICE ***
CASHIER: TK 2107-249818

ACCT # : CASH
JOB # : 0
NAME : CASH SALES

247294	16'	DBL SlipNSlide		
1	EA @	22.99	EA	22.99
202856	7/32"x200'	Clothesline		
2	EA @	13.99	EA	27.98

SUBTOTAL	50.97
SALES TAX NE 7.50%	3.82
TOTAL	54.79
AMT PAID	54.79
CHANGE DUE	0.00

PAYMENT METHOD(S):

SALE-Visa 54.79
ACCT:###3396 APPROVED:066300
AL: VISA CREDIT
Entry Mode: CHIP
AID: A0000000031010

JUICE STOP
4803 2ND AVE
KEARNEY, NE 68847
(402) 499-8073



3720 2nd Ave.
Kearney, NE 68847
(308) 224-3442

To Go
Server: Joel N. Jul 30, 2021
Receipt: 6KL4 12:03 PM

Check Number:
40063
07/30/2021 11:49 AM
Cashier: Nicholas 40063

=====
Item(s)
Slam Dunk \$5.37
- 24 Oz.
With Mug (\$0.55)

Subtotal \$5.37
Discount (\$0.55)
Tax \$0.34
Total \$5.16

Order Type: Drive Thru
'BOX COMBO' 8.81
No slaw extra fries
'BUTTER BOTH SIDE'
'LG LEMONADE'
Subtotal 8.81
Rest. Tax Tax 0.09
Taxable Tax 0.62
Total Tax 0.71
Drive Thru Total 9.52
VISA #XXXXXXXXXXXX0964 9.52
Auth:092140

Amount Charged \$5.16
Credit - CHIP
Card #: *****0964

Auth Code: 062449

Approved

SIGNATURE REQUIRED

IMPORTANT RETAIN FOR YOUR
RECORDS
07/30/2021 12:03:23

Customer Copy

Questions or Comments?
Customer Relations
WWW.HICANES.COM
833-HI-CANES (833-442-2637)

Enter to win
FREE CANE'S
for a year each month!
Tell us about your recent
experience. Visit us at:
www.raisingcanes.com/survey
Enter survey code:
6021-6331-0037-2060
Valid for 3 days after visit.

* * Customer's Copy * *
Questions or Comments?
Customer Relations
WWW.HICANES.COM
833-HI-CANES (833-442-2637)

--- Check Closed ---



Bonnie Sekutera <bonnie.sekutera@lcpublic.org>

Confirmation of 626059

1 message

info@anfponline.org <info@anfponline.org>
To: bonnie.sekutera@lcpublic.org

Mon, Aug 2, 2021 at 11:00 AM



Association of
Nutrition & Foodservice
Professionals

UNIFY. ADAPT. LEAD.

Thank you for your order!

Customer's Name: Mrs Bonnie L. Sekutera

Date: 8/2/2021

Payment Code: 626059

Transaction Date: 8/2/2021 12:00:00 AM

Total: 157.00

Payment Amount: 157.00

Authorization: 068558

Reference Number: 101136338252

Bill To:

Mrs Bonnie L. Sekutera, CDM, CFPP
Dietary Manager
Loup City Public Schools
800 N 8th
Loup City, NE 68853

Payment Method: VISA

Customer	Qty	Item	Price	Discount	Taxes	Shipping	Sub-Total	Paid	Balance
Sekutera Bonnie L.	1.0000	CDM, CFPP Certification Fee	58.00	0.00	0.00	0.00	58.00	58.00	0.00

pd Aug 2, 2021

paid Aug 2, 2021

Purchase Details					
Item	Price	Qty	Discount	Tax	Shipping
CDM, CFPP Certification Fee	58.00	1.0000	0.00	0.00	0.00
<u>Professional Member Full Year Dues (C)</u>	99.00	1.0000	0.00	0.00	0.00

Continue Shopping

Shopping Cart | Receipt

Thank you for your order. Your confirmation number is:

101136338252

960378

You may print this page for your records.

Print this page

Billing/Shipping Information

Customer name: Sekutera Bonnie L.

Email: bonnie.sekutera@lcpublic.org

Phone: (308) 745-0548

Shipping label: Mrs Bonnie L. Sekutera, CDM, CFPP
47579 Highway 92
Loup City, NE 68853-5114

Billing name: Sekutera Bonnie L.

Contact: Sekutera Bonnie L.

Billing label: Mrs Bonnie L. Sekutera, CDM, CFPP
Dietary Manager
Loup City Public Schools
800 N 8th
Loup City, NE 68853

Payment Information

Sub Total: 157.00

Total Shipping: 0.00

Total Tax: 0.00

Total Discount: 0.00

Credits Applied:

HOBBY LOBBY

Super Savings, Super Selection!

11 W 39th St

Kearney, NE 68847

Hobby Lobby Store #72 (308) 237-1223

S-72 R-9 T-8512 HANNAH S SALE

105000000	Crafts	7.18
10 % Off Schl/Church (3.99-0.40)		
2 @ 3.59 ea		
108500000	Jewelry Mknng	4.04
50 % Off (8.99-4.50)		
10 % Off Schl/Church (4.49-0.45)		
105000000	Crafts	13.45
10 % Off Schl/Church (2.99-0.30)		
5 @ 2.69 ea		
105000000	Crafts	12.53
10 % Off Schl/Church (1.99-0.20)		
7 @ 1.79 ea		
105000000	Crafts	2.69
10 % Off Schl/Church (2.99-0.30)		

SUBTOTAL 39.89

TAX TOTAL 2.79

TOTAL 42.68

VISA 42.68

ACCOUNT #: *****0002

AUTH#: 011558

ACCT: VISA INSERTED

VISA CREDIT

CARD # *****0002 EXP **/**

REF # AUTH # RESP 00

125508041042 011558 ISO 00

AID: A000000003101001

TSI: E800 ARC: CUR:0840

TVR: 0000008000

APP: VISA CREDIT

IAD: 06010A03A00002

--Continued on Side 2--



Becky Mroczek <becky.mroczek@lcpublic.org>

Order received. Mainstays Faux Fur Saucer... & 2 more items

1 message

Walmart.com <help@walmart.com>
Reply-To: donotreply@walmart.com
To: becky.mroczek@lcpublic.org

Tue, Jul 27, 2021 at 11:03 AM

[Help Center](#) [Your Account](#)

Thanks for your order!

Hello Becky,

Thanks for shopping with us. We're processing your order now and we'll email you again when there are status updates. You can also track the status via [your account](#).

Sincerely,
-Your Walmart Customer Care Team

Order number 4792197-292950

Ships from Walmart

Arrives by

Mon, Aug 2
We'll send an email with tracking info when your order ships.

Shipping to

Becky Mroczek
800 N 8th St
Loup City, NE 68853

Item	Qty	Total
------	-----	-------

Item	Qty	Total
Crew Classic Video Rocker Gaming Chair	2	\$70.00
\$35.00		

Ships from Walmart

Arrives by

Wed, Aug 4
We'll send an email with tracking info when your order ships.

Shipping to

Becky Mroczek
800 N 8th St
Loup City, NE 68853

Item	Qty	Total
Mainstays Faux Fur Saucer Chair with Black Frame, Black	2	\$77.96
\$38.98		

Order summary

Order subtotal:	\$147.96
Walmart shipping	FREE
Order total	\$147.96

Billing information

Billing address

Makenzi Woollen
800 N 8th St
Loup City, NE
68853

Payment method(s)

VISA ending in 9044

Credit cards aren't charged until your order ships. If you see a pending charge on your account prior to shipping, this is an authorization hold to ensure the funds are available.

Helpful information

- Need to cancel? Click the **Request Cancellation** button in [your account](#). Please act quickly — you can only cancel until your order starts processing.
- Need to return? Start a return for any Walmart or Marketplace item in [Your Account](#). For more information visit our [returns help page](#).



Becky Mroczek <becky.mroczek@lcp public.org>

Message from Walmart.com MP Seller: Order Status, 4932115305169

1 message

Medical Wholesale Outlet <s-816BABEEB12540C693908FB5D89A79A3@relay.walmart.com>
To: Becky Mroczek <becky.mroczek@lcp public.org>

Tue, Aug 10, 2021 at 5:52 PM

Hi Becky Mroczek,

Medical Wholesale Outlet wants to connect with you regarding the following order:

Sales Order ID: 4932115305169

Item ID: MCK-FABRICPATCHBANDAGES-x1

Item: McKesson - Adhesive Strip McKesson 2 X 4 Inch Fabric Rectangle Tan Sterile - 50/Box

Message:

Dear Valued Customer, We apologize for cancelling your order due to unavoidable circumstances. The items you had requested are out of stock, and our supplier can't deliver them unless after two months. In this respect, we've decided to cancel the order. Please accept our sincere apologies. We'll inform you once the items are available.

Note: You have received this message from the seller, from whom you made a purchase on Walmart.com. Please update within 48 hours.

Thank you,
Walmart Customer Service Team

We will send a copy of your message to the seller, but we will not include your email address in that copy. We will keep a copy of each email sent and received, and we may review them to resolve disputes, improve customer experience, and assess seller performance. By using this messaging service, you agree to our retention and review of your messages.

RefID: 816BABEEB12540C693908FB5D89A79A3



Becky Mroczek <becky.mroczek@lcpublic.org>

An adjustment for your recent Walmart.com order - 4932115-305169

1 message

Walmart.com <help@walmart.com>
 Reply-To: donotreply@walmart.com
 To: becky.mroczek@lcpublic.org

Tue, Aug 10, 2021 at 5:51 PM

[Help Center](#) [Your Account](#)

Hello Becky,

Thanks for your recent purchase from our Marketplace Retailer. An adjustment in the amount of **\$9.76** has been made to this order. See below for details.

If any of your items have already shipped, you will receive a refund for the adjusted amount for those items.

Order number: 4932115-305169

Sincerely,
 — *Your Walmart Customer Care Team*

Adjustment details - Medical Wholesale Outlet

Item	Adjustment	Reason
<u>McKesson - Adhesive Strip McKesson 2 X 4 Inch Fabric Rectangle Tan Sterile - 50/Box</u>	-\$9.76	CustomerChangedMind
	Total Adjustment:	-\$9.76

Want to check your order's status? See your [order details](#) on Walmart.com or on the Walmart app for smartphones.



Becky Mroczek <becky.mroczek@lcpublic.org>

Order received. McKesson - Adhesive Strip... & 10 more items

1 message

Walmart.com <help@walmart.com>
Reply-To: donotreply@walmart.com
To: becky.mroczek@lcpublic.org

Tue, Aug 10, 2021 at 3:37 PM

[Help Center](#) [Your Account](#)

Thanks for your order!

Hello Becky,

Thanks for shopping with us. We're processing your order now and we'll email you again when there are status updates. You can also track the status via [your account](#).

Sincerely,
-Your Walmart Customer Care Team

Order number 4932115-305169

Ships from Walmart

Arrives by

Fri, Aug 13
We'll send an email with tracking info when your order ships.

Shipping to

Becky Mroczek
800 N 8th St
Loup City, NE 68853

Item

Qty

Total

Item	Qty	Total
Equate Antibacterial Flexible Fabric Bandages, 100 count \$4.97	10	\$49.70

Ships from Medical Wholesale Outlet

Arrives by

Wed, Aug 18
We'll send an email with tracking info
when your order ships.

Shipping to

Becky Mroczek
800 N 8th St
Loup City, NE 68853

Item	Qty	Total
McKesson - Adhesive Strip McKesson 2 X 4 Inch Fabric Rectangle Tan Sterile - 50/Box \$9.76	7	\$68.32

Order summary

Order subtotal:	\$118.02
Walmart shipping	FREE
Medical Wholesale Outlet shipping	FREE
Order total	\$118.02

Billing information

Billing address

Makenzi Woollen
800 N 8th St
Loup City, NE
68853

Payment method(s)

VISA ending in 9044

Credit cards aren't charged until your order ships. If you see a pending charge on your account prior to shipping, this is an authorization hold to ensure the funds are available.

Helpful information

- Need to cancel? Click the **Request Cancellation** button in [your account](#). Please act quickly — you can only cancel until your order starts processing.



INVOICE

LOUP CITY PUBLIC SCHOOLS
800 N 8TH ST
LOUP CITY NE 68853-8020

Billing Date 06/22/2021
Invoice Number 8182284588
Customer Number 17364845
Site & Purchase Order Info on Reverse Page

For billing, scheduling or customer service
1-800-69-SHRED

Hours: (Mon - Fri) 8:00AM - 5:00PM
Shredicare@Stericycle.com

1000451715

6032804057

ACCOUNT SUMMARY - SHREDDING SERVICE

	TOTAL
PREVIOUS BALANCE	\$83.25
THANK YOU - CHECK PAYMENT	(\$83.25)
CURRENT INVOICE CHARGES DUE BY 07/22/2021 (See Reverse Page For Details)	<u>\$83.18</u>
TOTAL ACCOUNT BALANCE	\$83.18

Billing Currency: USD

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$83.18	\$0.00	\$0.00	\$0.00	\$0.00	\$83.18

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it, c/o Stericycle, Inc.
7734 S 133rd Street
Omaha NE 68138

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8182284588	06/22/2021	17364845
CURRENT INVOICE CHARGES DUE BY 07/22/2021		\$83.18
TOTAL AMOUNT ENCLOSED		\$
Payment Terms: Net due in 30 days		
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

LOUP CITY PUBLIC SCHOOLS
800 N 8TH ST
LOUP CITY NE 68853-8020

===== REMIT TO: =====

SHRED-IT, C/O STERICYCLE, INC.
28883 NETWORK PLACE
CHICAGO IL 60673-1288

028883 0017364845 0000008182284588 0000008318 2

Loup City Public Schools

CUSTOMER#: 17364845

INVOICE#: 8182284588

INVOICE DATE: 06/22/2021

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
--------------	----------------	-------	--------------	-----	-----------------	-------

Site Number:17364845, Service Location: Loup City Public Schools, 800 N 8th St, Loup City, NE, 68853-8020, US

06/10/2021 8068606277 OFF-SITE REGULAR SERVICE

Minimum Order Value	\$69.55
Fuel/Env. Surcharge	\$9.04
Recycling Rec. Surch 6.60 %	\$4.59
SUB TOTAL	\$83.18
TOTAL	\$83.18

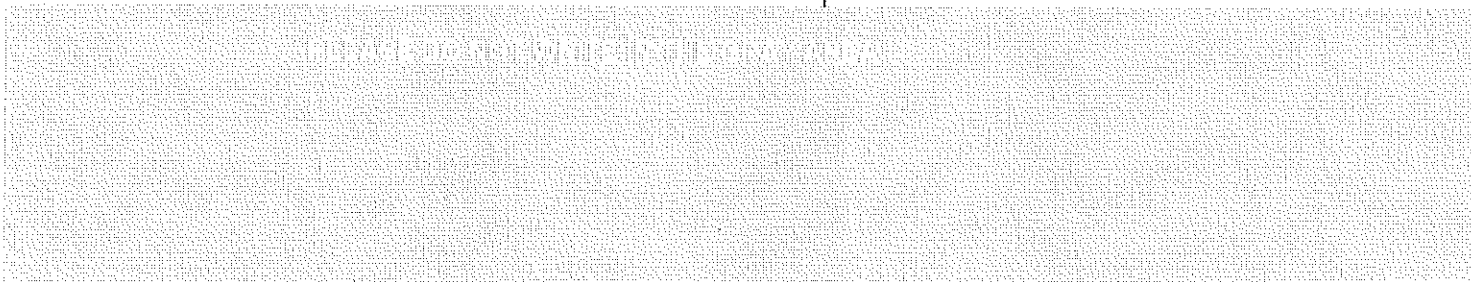
TOTAL CURRENT INVOICE CHARGES \$83.18

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
ZIP CODE/STATE	
PHONE NUMBER	
FAX NUMBER	





INVOICE

LOUP CITY PUBLIC SCHOOLS
800 N 8TH ST
LOUP CITY NE 68853-8020

Billing Date	07/22/2021
Invoice Number	8182477687
Customer Number	17364845
Site & Purchase Order Info on Reverse Page	

For billing, scheduling or customer service
1-800-69-SHRED

Hours: (Mon - Fri) 8:00AM - 5:00PM
Shredicare@Stericycle.com

ACCOUNT SUMMARY - SHREDDING SERVICE

PREVIOUS BALANCE	TOTAL
CURRENT INVOICE CHARGES DUE BY 08/21/2021 (See Reverse Page For Details)	\$83.18
TOTAL ACCOUNT BALANCE	<u>\$82.77</u>
	\$165.95

Billing Currency: USD

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$82.77	\$83.18	\$0.00	\$0.00	\$0.00	\$165.95

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it, c/o Stericycle, Inc.
7734 S 133rd Street
Omaha NE 68138

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
8182477687	07/22/2021	17364845
CURRENT INVOICE CHARGES DUE BY 08/21/2021		\$82.77
TOTAL AMOUNT ENCLOSED		\$
Payment Terms: Net due in 30 days		
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

LOUP CITY PUBLIC SCHOOLS
800 N 8TH ST
LOUP CITY NE 68853-8020

===== REMIT TO: =====

SHRED-IT, C/O STERICYCLE, INC.
28883 NETWORK PLACE
CHICAGO IL 60673-1288

028883 0017364845 0000008182477687 0000008277 3

Loup City Public Schools

CUSTOMER#: 17364845

INVOICE#: 8182477687

INVOICE DATE: 07/22/2021

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
--------------	----------------	-------	--------------	-----	-----------------	-------

Site Number:17364845, Service Location: Loup City Public Schools, 800 N 8th St, Loup City, NE, 68853-8020, US

07/08/2021 8069156281 OFF-SITE REGULAR SERVICE

Minimum Order Value	\$69.55
Fuel/Env. Surcharge	\$9.39
Recycling Rec. Surch 5.50 %	\$3.83
SUB TOTAL	\$82.77
TOTAL	\$82.77

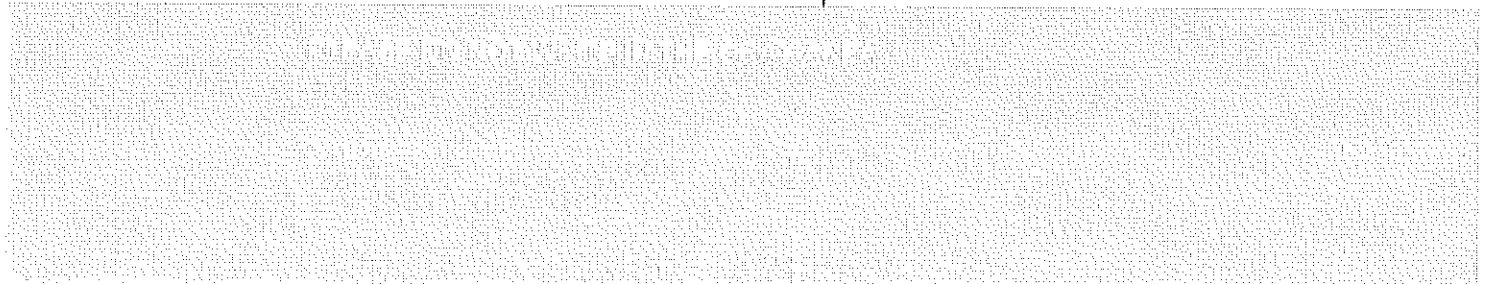
TOTAL CURRENT INVOICE CHARGES \$82.77

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
ZIP CODE/STATE	
PHONE NUMBER	
FAX NUMBER	



Activity Fund Balance Report - Detail - Include Encumbrances

08/2021 - 08/2021

Regular; Beginning Month 08/2021; Processing Month 08/2021; Accounts to Include Accounts with Activity; Fund Number 15

Fund: 15 Arcadia Activity Fund

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
15 704			FUND BALANCE			*Previous Balance						142,078.57
15 704			FUND BALANCE									
15 1510			INTEREST									
08/31/2021	CR				AUGUST INTEREST		0.00	0.55	0.00	0.00		
15 5200			TRANSFERS FROM OTHER FUNDS OF DIST									
08/10/2021	CR				TRANSFER FROM GEN FUND		0.00	10,000.00	0.00	0.00		
15 704			FUND BALANCE			*Current Activity						10,000.55
						*Ending Balance:	0.00	10,000.55	0.00	0.00	0.00	152,079.12
15 704 0100			GENERAL			*Previous Balance						(59,997.56)
15 704 0100			GENERAL									
15 1990 0100			GENERAL REVENUE									
08/20/2021	CR				ACTIVITY PASSES		0.00	960.00	0.00	0.00		
08/23/2021	CR				ACTIVITY PASSES		0.00	800.00	0.00	0.00		
08/24/2021	CR				ACTIVITY PASSES		0.00	300.00	0.00	0.00		
08/30/2021	CR				ACTIVITY PASSES		0.00	440.00	0.00	0.00		
15 2190 610 000 100			GENERAL EXPENSE									
08/10/2021	CD	GATE'2021	15	3363	HS GATE	CASH	500.00	0.00	0.00	0.00		
08/10/2021	CD	GATE"2021	15	3364	JH GATE	CASH	200.00	0.00	0.00	0.00		
08/31/2021	CD	AUG'2021	15	3370	LOUPLATTE CONF MTG MEALS	LOUPLATTE CONFERENCE	150.00	0.00	0.00	0.00		
15 704 0100			GENERAL			*Current Activity						1,650.00
						*Ending Balance:	850.00	2,500.00	0.00	0.00	0.00	(58,347.56)
15 704 0250			BASKETBALL			*Previous Balance						4,400.44
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,400.44
15 704 0282			CROSS COUNTRY			*Previous Balance						(978.84)
15 704 0282			CROSS COUNTRY									
15 2190 610 000 282			CROSS COUNTRY EXPENSE									
08/17/2021	CD	XC ENTRY FEE	15	3365	CROSS COUNTRY ENTRY FEE	ST PAUL PUBLIC SCHOOL	70.00	0.00	0.00	0.00		
08/24/2021	CD	XC ENTRY	15	3369	CROSS COUNTRY ENTRY FEE	GIBBON PUBLIC SCHOOL,	100.00	0.00	0.00	0.00		
15 704 0282			CROSS COUNTRY			*Current Activity						(170.00)
						*Ending Balance:	170.00	0.00	0.00	0.00	0.00	(1,148.84)
15 704 0283			FOOTBALL			*Previous Balance						(27,267.24)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(27,267.24)
15 704 0285			GOLF			*Previous Balance						(14,103.14)
15 704 0285			GOLF									
15 2190 610 000 285			GOLF EXPENSE									
08/19/2021	CD	*GOLF ENTRY*	15	3366	GIRLS GOLF ENTRY FEE	INDIANHEAD GOLF CLUB	156.00	0.00	0.00	0.00		
08/19/2021	CD	GOLF ENTRY	15	3367	GIRLS GOLF ENTRY FEE	KEARNEY CATHOLIC	110.00	0.00	0.00	0.00		
08/31/2021	CD	G GOLF ENTRY	15	3371	GIRLS GOLF ENTRY FEE	ST PAUL PUBLIC SCHOOL	80.00	0.00	0.00	0.00		
15 704 0285			GOLF			*Current Activity						(346.00)

Activity Fund Balance Report - Detail - Include Encumbrances

08/2021 - 08/2021

Regular; Beginning Month 08/2021; Processing Month 08/2021; Accounts to Include Accounts with Activity; Fund Number 15

Fund: 15 Arcadia Activity Fund

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
						*Ending Balance:	346.00	0.00	0.00	0.00	0.00	(14,449.14)
15 704 0288					TRACK	*Previous Balance						(4,616.05)
15 704 0288					TRACK							
15 1990 0288					TRACK REVENUE							
08/10/2021	CR				NSAA		0.00	118.15	0.00	0.00		
15 704 0288					TRACK	*Current Activity						118.15
						*Ending Balance:	0.00	118.15	0.00	0.00	0.00	(4,497.90)
15 704 0289					VOLLEYBALL	*Previous Balance						(16,543.61)
15 704 0289					VOLLEYBALL							
15 2190 610 000 289					VOLLEYBALL EXPENSE							
08/24/2021	CD	OFFICIAL	15	3368	VBALL OFFICIAL	CARSON, NEAL	360.00	0.00	0.00	0.00		
15 704 0289					VOLLEYBALL	*Current Activity						(360.00)
						*Ending Balance:	360.00	0.00	0.00	0.00	0.00	(16,903.61)
15 704 0290					WRESTLING	*Previous Balance						(24,338.61)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(24,338.61)
Fund Total: 15							1,726.00	12,618.70	0.00	0.00	0.00	9,526.66

Activity Fund Balance Report - Summary - Include Encumbrances

08/2021 - 08/2021

Regular; Beginning Month 08/2021; Processing Month 08/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0909	PERSONAL FINANCE	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
05 704 0910	FAMILY & CONSUMER SCIENCE	120.00	0.00	0.00	0.00	0.00	0.00	120.00
Fund Total: 05		160,881.64	2,845.42	4,760.31	0.00	0.00	0.00	162,796.53

2021-2022 Participation Numbers

Football	Loup City	Arcadia	Total
7th	10	3	13
8th	6	3	9
9th	5	0	5
10th	6	0	6
11th	6	2	8
12th	6	3	9
Total	39	11	50

Junior High	Loup City	Arcadia
	16 (73%)	6 (27%)
High School	Loup City	Arcadia
	23 (82%)	5 (18%)

Volleyball	Loup City	Arcadia	Total
7th	6	2	8
8th	5	4	9
9th	5	0	5
10th	7	1	8
11th	4	1	5
12th	4	0	4
Total	31	8	39

Junior High	Loup City	Arcadia
	11 (65%)	6 (35%)
High School	Loup City	Arcadia
	20 (91%)	2 (9%)

XC Girls	Loup City	Arcadia	Total
7th	1	1	2
8th	0	3	3
9th	0	1	1
10th	0	0	0
11th	0	0	0
12th	1	2	3
Total	2	7	9

XC Boys	Loup City	Arcadia	Total
7th	0	1	1
8th	0	1	1
9th	0	0	0
10th	0	1	1
11th	0	1	1
12th	2	1	3
Total	2	5	7

Girls Golf	Loup City	Arcadia	Total
9th	2	0	2
10th	1	0	1
11th	2	0	2
12th	4	0	4
Total	9	0	9

HS Fall Sports Total Participation				
	Loup City	55	81%	
	Arcadia	13	19%	
	Total	68		

JH Fall Sports Total Participation				
	Loup City	28	61%	
	Arcadia	18	39%	
	Total	46		

Loup City Public Schools 2021-2022



Classified Staff Handbook

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2021-20212
Classified Staff Handbook
Loup City Public Schools

Intent of Handbook:

Welcome to Loup City Public Schools. This handbook is intended to be used by certified employees to provide general information about Loup City Public Schools and to serve as a guide to the District’s policies, rules and regulations, benefits of employment, and performance expectations.

All employees are also expected to know and adhere to the Loup City Public Schools Parent-Student Handbook.

Each employee is responsible for becoming familiar with the handbook and knowing the information contained in it. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Loup City Public Schools and the Loup City Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict may exist, state or federal law, the negotiated agreement, and Board policies and regulations will prevail.

This handbook does not create a “contract” of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected 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 for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2021-2022 school year and subsequent school years unless replaced by a later edition.

School Mission Statement:

Empowering Continual Success

Students' Educational Interest:

Although the ultimate decision relative to individual decisions is based upon several considerations, the prime consideration is that of the welfare of the students in the school system.

Chain of Command:

Responsibility and supervision shall flow simply and clearly from students to teachers and staff to the administration to the Board of Education. Employees are required to use the chain of command beginning with their supervisor in resolving conflicts and seeking solutions and answers to problems or disagreements.

Addressing the Board of Education: The Board desires to maintain open communication channels between itself and the employees. The basic line of communication will be through the superintendent utilizing the aforementioned “Chain of Command”. The superintendent will develop and recommend to the Board processes for communications between the Board and District employees.

Communication or reports to the Board or Board committee from any employee should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. All official communications, policies, and directives of employee interest and concern will be communicated to employees through the superintendent. The superintendent will communicate as appropriate to keep employees fully informed

Confidentiality:

Employees should not discuss school matters outside the job, nor discuss confidential or personal information about students or staff. Requests from anyone, other than certificated building staff, for personal information about students should be referred to the administration.

Article I – School Days

Contract Days and Hours:

The number of days and expected work hours will be assigned to classified staff by their supervisor and/or the Superintendent.

Generally, 9 month employees will work on scheduled school days only.

Article II – Employment, Compensation, and Benefits

Activity Tickets:

Employees are issued a Loup City Public Schools workers pass for home athletic events. These passes are not transferable to other parties.

Assignments:

The professional duties and responsibilities to be performed by an employee with the District shall be subject to assignment by the Superintendent of the District. An employee will be expected to devote full time during days of school to their assigned position and to diligently and faithfully perform the assigned duties to the best of their ability. Job descriptions, where available, provide additional information about the position duties. Employees may apply for transfer to another building or reassignment within their building. The superintendent reserves the right to reassign or transfer any employee at any time. If the change results in a promotion to a higher level job, the employee is moved to a rate of pay within the new level which is at least equal to the rate of pay the employee was receiving prior to the reassignment or transfer.

Benefits:

Employees are provided benefits in accordance with group health insurance plan requirements and the school district's Section 125 Plan document. Employees shall make annual fringe benefit elections by September 1 of each school year. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan

Compensation:

Classified employees are paid a salary and fringe benefits based on placement on the salary schedule adopted by the Board of Education. Compensation is generally based on the prevailing community rates and the rates paid by other similar school districts for a particular type of work.

The Board of Education establishes the pay scale and range for each position through the budget building process. Following board action on the budget, each employee will be advised of her/his pay rate and any changes in fringe benefits for the school year beginning September 1. Each employee is then required to sign and return an employment agreement. The adjusted pay rate will be reflected on the September 15 paycheck.

Salary Payments ("Payday"): Employees will be paid on the 15th of the month by direct deposit, or the last preceding work day, if the 15th falls on a weekend or holiday. Payment by direct deposit is mandatory, and all staff will be required to supply the necessary bank account numbers and information to receive payment. The first paycheck is issued September 15.

"Pay stubs" will be sent to all employees via email. Any request for payroll changes (deductions, exemptions, etc.) must be made in the Superintendent's office prior to the first day of the month. Deductions for absences will be taken from the pay period in which they occur, whenever possible. Upon separation of an employee's employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all salary due in one lump sum. Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Monthly pay checks will be based on time cards submitted by the end of the day on the last day of each month, which will be reflected on paychecks received on the 15th of each following month. The classified monthly pay period runs from the first day of each month to the last day of each month

Employment:

All classified employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee contract shall be in the form as proposed by the Superintendent of Schools and approved by resolution of the School Board and Board of Education.

Expense Reimbursements:

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites only if school transportation was not available. Poor planning on an employee's part does not guarantee reimbursement by the District. Preapproval by the Superintendent may be necessary. Claims for reimbursement should be submitted to the Superintendent. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for purchase of materials or for meals or other expenses related to District-required travel must be submitted to and approved by the administration. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

IRS Determination on Reimbursable Meals - According to the IRS and the District's auditor, the following is a clarification on reimbursable meals:

Only meals after 6 p.m., while on school directed business, are considered "reimbursable meals" and are not required to be run through payroll. If the employer chooses to reimburse employees for any other meals, they must be run through payroll and be taxed. Such reimbursement will show up on the employee's W2 form. Meals of this type will be reimbursed to the maximum limit set annually by the Board of Education on the Fee & Rate Schedule. If an employee is requesting reimbursement of any type, a receipt must be presented. The Board will adopt a formal policy regarding this procedure, at the recommendation of the District's auditor.

Employee use of the District's credit card should be done for educational expenses only. Unauthorized purchases shall be reimbursed by the employee.

Grievances and Complaints:

Classified employee related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Health Insurance Benefits:

Classified employees are provided single health insurance based on their full or part-time status with the District, in accordance with the Patient Protection and Affordable Care (PPACA) regulations. Employees who do not qualify for district provided insurance may apply for coverage under the district's policy. The employee(s) will have a payroll deduction for the monthly premium. If an employee's earnings are not sufficient to allow for a payroll deduction for insurance, the employee must submit the premium amount due to the school district on a monthly basis.

Waiting periods will be waived for pre-existing health conditions for anyone enrolling within 30 days of employment. If an employee (and/or family members of the employee) enroll after the open enrollment period is over, the employee (and/or family members) are not guaranteed coverage and if coverage is granted the covered individuals will be subject to a 365 day waiting period. It is the employee's responsibility to notify the office immediately of any changes resulting in "loss of dependent status" such as marriage, divorce, dependent child's age, etc. Employees are required to contact the Office for any changes in health insurance coverage within 31 days.

Employees may choose family dental coverage with the difference being paid by payroll deduction

Initial Hiring and Briefing:

Employees reporting to work for the first time upon being hired will be provided with the following:

1. The names of fellow staff and faculty members, the business manager, secretaries, and other special staff personnel who will come to the building.

2. Location and use of physical facilities of building: Classrooms, cafeteria, library, break rooms, and lavatories. 3. Regulations for pupils in building and on school grounds; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
4. Directions regarding building meetings, in-service training meetings, other meetings, fire drill regulations, policies concerning leaves of absence, etc.
5. The goals and aspirations of our schools.
6. School system policies and regulations.

Also upon being hired, each employee must complete the I-9 Employment Eligibility Verification form which is kept on file in the Superintendent's Office. Prior to receiving a paycheck, each eligible employee must have the below list on file in the Superintendent's Office:

- W-4 Employee's Withholding Allowance Certificate
- Nebraska Retirement form (if eligible)
- Health and major medical enrollment forms (if participating)
- Cobra Notification Form
- Drug/Alcohol-Free Workplace Policy form
- Employment Agreement
- Direct Deposit Form
- 125 Plan Election Form

Failure to provide any of the above documents within the specified time may result in the withholding of the employee's paycheck until such documents are provided by the employee.

Failure to provide any of the above documents within the specified time may result in the withholding of the employee's paycheck until such documents are provided by the employee.

Liability Insurance Coverage:

The district protects its employees through a comprehensive liability insurance program. The district shall hold harmless and defend any district employee from claims for damages caused or alleged to have been caused, in whole or in part, by that employee while performing assigned duties as an employee of the district, to the extent such claims are covered by, and to the extent permitted by, the liability policy. Under the provisions of the district's liability policy, employees who separate from the district are protected for incidents which happened while they were carrying out the duties of their job description for the district. The liability policy provides that the district shall not be obligated to assume any costs or judgments held against the employee when such damages are proven to be due to the employee's willful negligence, violation of law, or criminal act, as determined by a court of law.

Overtime:

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is available in the Superintendent's Office.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime, while those who are "non-exempt" are eligible for overtime. Hours must be maintained through the Time Clock System. All leave days must be accounted for through the ODIE system. Staff will be required to clock out when substitute route bus driving.

Non-exempt employees will be expected to accurately report hours worked through the Time Clock System. Any errors must be remedied as soon as possible. Falsification of time cards is a serious offense.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule or any hours from home. A form will be available in the offices and online for these requests. Failure to obtain permission for additional or at home hours will result in disciplinary action, including possible termination.

Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from

12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

As they do for a regular work day, classified employees that are paid an hourly wage are expected to use the time clock to both clock in and out when attending an out of town, work-related event (workshop, conference, meeting, etc.) so the length of travel time is included for that day's total hours worked.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. Loup City Public Schools does not allow compensatory time for overtime hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day (done by ¼ days) or a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Payroll and Payroll Deductions:

Salary and benefits are paid in accordance with the individual employment contracts. Payroll deductions shall be made in accordance with law and the negotiated agreement, including taxes and retirement.

Personnel Files:

Personnel files contain pertinent employee data relative to employment. The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109. Employees are to notify the office of any changes in contact information as soon as possible. For a name change, provide your new social security card. Employees may contact the administration to request a review of their personnel file.

Salary Reduction Agreements:

The District will cooperate with any employee who chooses to participate in a tax sheltered annuity investment program under the Internal Revenue Code. For example, classified staff may participate under Section 403(b) provided that the classified employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the employee has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

125 Cafeteria Plan: A Section 125 Cafeteria Plan is available through the school for all interested staff. The plan is administered in accordance with Federal and State Revenue Codes and allows employees to make payroll deductions before taxes for: 1) health related insurance premium, 2) out of pocket medical expenses, and 3) dependent care expenses. The plan year for this

program runs from September 1 to August 31. You must enroll each August. New employees have 30 days to enroll. Check at the Superintendent's office for details.

Worker's Compensation Insurance:

All employees of the district are covered by liability and indemnity insurance for any injury occurring during the course of

employment and are entitled to benefits provided by the Worker's Compensation Law. A report of every accident occurring on the job must be filed with the administration within 24 hours of the accident. While on leave due to a valid Worker's Compensation claim, employees may use portions of their available leave to compensate for lost wages. In no instance may the hours of paid leave requested plus the amount received from Workers Compensation (2/3rd of gross pay) total more than a normal day's wages.

Article III – Absences From Work

Breaks --- Meal & Rest: Classified employees who work a full-day will be required to take a 30-minute meal break per day. It will be the responsibility of the employees' supervisor to make sure that each employee gets a 30-minute meal break. The meal break should be scheduled so as not to disrupt building or departmental functions.

Meal breaks will be compensated if any of the following cannot be avoided:

1. Employees are not relieved of their duties;
2. Employees are not free to leave their posts;
3. Meal break is too short to be useful (less than 30 minutes)

Rest breaks are subject to departmental needs and are not guaranteed to any employee. If rest breaks are approved, the breaks should be no longer than 15 minutes for each half-day worked. Any break that lasts longer than 15 minutes needs to be documented on the Time Clock System. During the school year, employees shall not leave the building for their rest breaks but use in-house staff rooms and facilities, unless they receive permission from the Superintendent. Abuses of breaks will be addressed by the administration or immediate supervisor to individuals or groups affected. If an employee leaves the building, they are to check out appropriately with the office.

Extended Leave of Absence Without Pay:

An employee may apply to the Board of Education for an extended leave of absence. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. A request for leave of absence due to personal illness must be accomplished by written verification and recommendation from the attending physician. All leaves of absence shall be without pay, except for the payment of health insurance benefits as may be required under applicable state or federal laws. During such leave, an employee does not receive credit toward advancement of the salary schedule, and the time is not included in years of service for the purpose of accumulation credit toward retirement unless the absence is one half year or less.

Family and Medical Leave Act:

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12 month period to eligible employees in specified circumstances.

Specific details of this act are available in section 413.03 (Classified staff) of Board Policy

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Inclement Weather & School Closings:

Classified employees may be required to work on days that school is closed due to inclement weather. Any employee that is not required to work must get approval from the Superintendent before working any hours. Classified employees may be paid for a day that school is closed by taking a personal or vacation day, if they have one available.

Jury Duty:

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of personal or medical leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Classified staff will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Leave Types

Employees are provided with personal leave in accordance with district policies. During such paid leaves, employees shall continue to receive all wages/salary and fringe benefits called for by the individual contract or negotiated agreement, if any. The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated. Personal leave is to be used for unavoidable absences due to personal illness or

injury.

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All unspecified leave must be exhausted before seeking administrative approval for using medical, bereavement and/or other leave for family illness and/or other related incidents.

Employees must complete a leave request on the ODIE system in order to receive approval for any days they may miss. In case of illness, the request must be turned in on the day the employee returns to work. If at all possible, employees should file the form before being gone. If this is not possible, it is to be submitted the day the employee returns to work. Appropriate planning and measures should be taken by employees in case of emergency leave (i.e. teachers having effective lesson plans and materials prepared and readily available for the substitute, etc.). An employee who becomes ill and is unable to work is to contact the building secretary or supervisor at the earliest possible time. Before the end of the school day on the first day of the personal leave, and on each subsequent day of absence, notification should be made as soon as possible to indicate whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such an advance report of the need for leave as soon as possible.

For personal and other leaves, an ODIE request is to be submitted at least five school days prior to the absence, or such other advance notice as is practicable under the circumstances. Personal leave requests immediately before or after a holiday and/or a scheduled school vacation period may be granted based on a case-by-case basis at the sole discretion of the building principal. Employees are expected to be present on the first and last day of school.

Personal leave requests made during the first or last scheduled week of school will not be granted-unless an emergency exists. All employees who are absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the administration or supervisor from the employee's physician or health care provider stating that the employee is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Personal Leave: Ten (10) days of unspecified leave per year are granted to classified employees working 20 hours or more per week. Unused days will be accumulated as medical leave, up to a maximum of 40 days. Days of leave are available for classified employees as a security and insurance against emergencies or illness during employment and are not redeemable as severance pay upon separation from the district. This leave may be used for illness, bereavement, or personal obligations that arise.

Medical Leave. Any leave will first be taken from the unspecified leave days that are granted each year, and then from accumulated medical leave. Classified employees who use medical leave must indicate the illness on the ODIE system. When doctor or dental appointments cannot be made outside of the employee's work schedule, personal leave can be used to cover the time needed for such appointments. Absences which exceed the employee's accumulated leave days are not paid. However, an employee may elect to use vacation time as additional medical leave. In the case of any extended periods of absence (three or more days) due to illness or injury, the supervisor may require a doctor's written statement verifying the need for continued leave and specifying the probable time the employee will be able to return to work.

When an employee becomes aware of medical circumstances which require an extended periods of absence, he/she should notify his/her immediate supervisor. The employee must furnish a statement from the attending physician (1) confirming the condition, (2) advising the district of the scheduled date of surgery or the expected delivery date, and (3) providing the date beyond which the employee should not continue to work and an opinion as to the employee's physical and/or mental ability to continue to perform the duties of his/her job description.

Use of medical leave for purposes other than personal illness or abuse of the medical leave provisions may result in disciplinary action, including cancellation of the medical leave provision for the employee or termination.

Personal Leave. Personal leave may be granted to employees for the purpose of meeting business obligations or for unforeseen emergencies. Personal leave days are taken from unspecified leave days. No personal leave will be approved after the ten unspecified days are used up. Requests for Personal leave should be submitted to the immediate supervisor via the ODIE System as far in advance as possible. All personal leave requests must be submitted to the office of the superintendent for consideration. Personal leave requests made during the first or last

scheduled week of school will not be granted-unless an emergency exists.

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Bereavement Leave. Classified employees are eligible for full pay for absence in case of death or critical illness in the immediate family (child, spouse, parent- as defined by the Family and Medical Leave Act) or close, personal friends. Bereavement days will be taken from unspecified and accumulated medical leave as needed.

Leave Without Pay. A leave of absence without pay may be granted the employee's immediate supervisor for a period of time up to three (3) consecutive days provided:

1. You present to your supervisor your reason(s) in writing.
2. The time requested does not negatively affect the efficiency of the school operation.
3. A substitute, if necessary, can be employed prior to the commencement of your leave.

Extensions and/or longer requests for absence without pay shall be at the discretion of the Superintendent of Schools.

Holidays: Full-time classified employees are eligible for the following paid holidays which fall during their months of employment:

- Labor Day
- Thanksgiving Day
- Memorial Day
- Christmas Day
- January 1
- July 4

An employee must be actively employed the workday before and after the holiday, or vacation, to be paid for the holiday.

Vacation: Twelve-month employees are eligible for paid vacation according to the following schedule:

- 0-1 year 5 days per year
- 2-5 years 10 days per year
- 6-10 years 12 days per year
- 11+ years 15 days per year

Nine-month employees and part-time employees do not receive paid vacation days.

There is no carry-over or accumulation of unused vacation leave from one year to the next. Any unused vacation days remaining at the end of the year shall be subtracted from the number of vacation days the employee can accumulate, such that the total vacation days will not exceed the maximum in the above schedule. Upon ending employment, unused vacation days will not be paid except to the extent required by law.

No more than ten (10) days may be taken consecutively. In most cases, the head custodian and Superintendent will arrange two-week periods of vacation time for custodial and maintenance personnel during the summer. All vacation days must be approved by the supervisor prior to using the days. If an emergency arises for which an employee wishes to use vacation days, the employee should notify the supervisor of such intention at the earliest possible opportunity. Normally, vacation days are to be scheduled during the summer months when school is not in session and a substitute is not required. Vacation days are non-accumulative and may not be carried over to the succeeding year.

Personal leave cannot be granted during scheduled vacations nor used immediately prior to or following vacation days. All vacations must be used prior to August 1st of each employment year.

Military and Family Military Leave:

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave. Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the

leave request as soon as practicable.

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Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the employee's regular annual leave.

When the governor of this state declares that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

Retirement:

District employees who are over age 21 and employed fifteen (15) or more hours per week must participate in the Public Retirement System of the State of Nebraska. The cost of participation is set by the Legislature and is deducted from the monthly payroll check. The district and the state also make contributions for each eligible employee. Upon termination of employment, an employee may apply to the Retirement Office, PO Box 94816, Lincoln, NE 68509, for return of the employee's contributions made to the Nebraska School Employees Retirement System. However, the employee also may leave the money in his/her account. The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefits. For information, write to: Director, Nebraska Retirement System, PO Box 94816, Lincoln, NE 68509.

Article IV – Duties and Responsibilities

Bus Drivers:

Regular route bus drivers will be paid an hourly rate. Drivers will be responsible for keeping track of their hours on their bus logs. Route hours must be turned in at the end of each month.

Activity drivers will be paid an hourly rate to be determined each year by the Board of Education. Drivers will be paid from the time they start the pre-trip inspection until they put the bus away after the trip, except for overnight trips. For overnight trips, drivers will be paid from the time they start the pre-trip inspection until they bring the students back to the hotel for the night for each day they are on the trip. Activity drivers will be expected to stay at the event and the school will pay for their entry fee. Drivers may choose to stay on the bus during the event, but will need to stay at the location of the event.

Bus drivers living outside of the city limits of Loup City shall be reimbursed for their mileage to the school at the state rate.

Staff filling in for bus routes will need to clock out of their full time position and clock back in at the conclusion of the route.

Cell Phone Use:

Classified Staff shall refrain from using their cell phones for non-work related activities while they are "clocked in", especially when supervising students. Cell phones during work time should be restricted to emergencies and work specific communication.

Classified Staff are not allowed to use cell phones while operating a school vehicle. If it is necessary to use a cell phone while operating a school vehicle, the staff member must pull over and place the vehicle in park before using their phone.

Any misuse of cell phones while at work or while operating a school vehicle will result in disciplinary action up to, and including, termination of employment.

Dispensing Medication:

Employees are not permitted to give any medication to students unless trained under state statute. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Duty Day:

Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Hours of Work, Duties & Meetings:

Regular, dependable attendance at work is an essential function for all employees.

Employees shall attend meetings called by the administration, department heads and team leaders, except those meetings which are designated for optional attendance. Classified employees will clock in for any meetings that are held on non-regular work days.

Leaving School:

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the administration or supervisor. Employees who leave the school during their designated lunch period must check out with the office. Employees who leave during their work hours for an approved absence must check out with the office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reasons of illness or emergency are to check out with their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

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Managing Student Conduct:

All employees are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch.

Reporting Child Abuse:

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- a) Placed in a situation that endangers his or her life or physical or mental health;
- b) Cruelly confined or cruelly punished;
- c) Deprived of necessary food, clothing, shelter, or care;
- d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- e) Sexually abused; or
- f) 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.

Employees are to inform their principal or supervisor in the event they become aware of child abuse or neglect.

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities. The employee shall make an oral report to the local law enforcement agency by telephone, followed by a written report if necessary. The report will include all information required by law.

Role of Paraprofessionals:

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more

efficient and effective manner. A Paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Para educator in a supportive role.

Paraprofessionals may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher. Paraprofessionals are scheduled and supervised by the building principal(s). Paraprofessionals are to work only on their assigned work days and within their assigned work day. If a teacher requests a Para educator to work hours other than the assigned work hours or assigned work day, the administration should be contacted for approval.

Supervision of Students:

Proper supervision of students is an important responsibility for ALL employees.

Contact the Office for Assistance: The administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances • presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches: Administration should also be contacted before performing searches of students or their belongings. Employees may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties

Article V – Personal and Professional Conduct

Attire:

It is important for employees to project a professional, responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming is one of the means of projecting such an image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that be necessary.

Ethics Standards:

The Loup City Public Schools expects all its employees to adhere to high ethical standards.

Classified employees must adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee: Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.

- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible. E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members. G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent any known violation of paragraphs B or E above.
- I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student: Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the employee:

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public: The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

- A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.

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Article V – Personal and Professional Conduct

- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices: The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Evaluations:

Evaluations of classified employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise, or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration. Employee performance and/or actions which interfere with the District's goal to provide a positive and safe educational environment are not tolerated.

New classified employees are evaluated formally at the end of the 60 or 90 day training period. All classified personnel are evaluated at least once a year by the assigned supervisors. Employees needing to improve their performance may be evaluated more frequently. An Employee Performance Review form is used to conduct the annual evaluation. As part of the evaluation process, the supervisor meets with the employee, shares the evaluation, and makes plans for improvement if necessary. The Performance Review form is placed in the employee's personnel file. If an employee wants to respond to the evaluation, he/she must submit a written response to the supervisor and request that it be attached to the evaluation. If the overall rating of the "Performance Review" is "not satisfactory", an improvement plan is filed with the evaluation.

Medical Examinations: Medical examinations are not routinely required of all applicants or employees. However, certain minimum standards of health and physical ability are required of employees in some job categories. If the District requires a physical exam as a condition of employment, the exam will be conducted after an offer of employment has been made, will relate to job performance capabilities, and will be required for all new employees in the same category (Title I of ADA). Cost of these exams will be at District expense.

Special examinations or clinical tests may be necessary to determine an employee's fitness to return to work due to injury or illness. In such cases, the District will select the physician, make arrangements for the examination, and assume responsibility for the expenses. The District may also require reports from employees' own health care providers, at the expense of the employees. Since medical office hours are limited to the common work day, a supervisor may excuse an employee, without loss of pay or leave, to go for job-related examinations or tests which cannot be scheduled during the employee's off-duty hours.

Outside Employment: Employees shall not perform other work or duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment.

Professional Boundaries Between Employees and Students: All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

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Article V – Personal and Professional Conduct

Relationships:

It is important for employees to maintain an effective working relationship with the administration and co-workers - including teachers and other support staff – as well as students, parents, and district patrons. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Role Model: All employees serve as role models for students and their actions and conduct reflect on the school as a whole. All employees are in all respects to conduct themselves in a manner supportive of the mission of the school.

Article VI – Use of School Facilities and Equipment

Asbestos Notification:

The Loup City Public Schools is in compliance with all health laws and the Environment Protection Agency (EPA) in regard to asbestos in our school buildings. Asbestos has been identified in the following areas:

Primary Building: Vinyl floor tile and flue insulation on boiler

Original Middle School Structure: Vinyl floor tile

None of the above asbestos materials pose an immediate health problem to employees or students. The school will continue to periodically inspect and monitor these areas. Our Asbestos Management Plan is available for review at all buildings and the Office of the Superintendent, 800 North 8th Street, Loup City.

Bulletins, Announcements, Displays:

Employees are responsible for keeping current with daily/weekly announcements, bulletin updates, and electronic messages for administrative memos, announcements, and/or changes. Likewise, daily announcements must be submitted to the office by 2 p.m. the previous day.

Bulletin boards, display cases, doors, walls, hallways, windows, lockers, etc. are available for school-related and approved materials to be posted and displayed. All display items posted or materials for distribution in the school must be appropriate for school use, meeting the approval of the administration. The person or organization responsible for displaying or distributing the materials is responsible for cleanup after the event.

Care of School Property:

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the administration or supervisor. If you learn that a student or employee has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the administration or supervisor so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Copyright and Fair Use Policy:

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and • the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

District Website and Social Media:

The district website and other approved social media outlets provide means of discriminating information to the community about school events and classroom activities, and provide an effective line of communication between the community, staff and students. The superintendent's administrative assistant is responsible for implementing the web site regulations and posting materials to be published on the web site. All web s on the web site will conform to this policy and the corresponding regulations.

Individual staff members may be granted rights to post information on the district's social media outlets. Staff members who post to social media should keep in mind the purpose, goals and high academic standards of the district when using social media.

Drug-Free Workplace:

The district will implement regulations and practices which will insure compliance with the Federal Drug-Free Schools and Communities Act and with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Drugs and Alcohol Prohibited - Standards of Conduct for Employed Staff: The unlawful manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor in the workplace on school grounds or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited. The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial

interference with school purposes, is prohibited. The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on authorized use

Employed Staff

1. Violation of this policy may result in disciplinary sanctions, including but not limited to, suspension, non renewal, termination or cancellation of a certificated employee's contract pursuant to Neb. Rev. Stat. § 79- 829 R.R.S., the suspension or termination of employment of a non-certificated employee, completion of an appropriate rehabilitation program, referral to law enforcement authorities for prosecution, and filing of a complaint with the Professional Practices Commission.
2. All employees shall be given a copy of the standards of conduct and disciplinary sanctions required, and notified that compliance with the standards of conduct is mandatory.

Lost and Found:

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Safety:

Safety Program and Safety Committee: The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained from the office. The District also has a safety committee to address employee accidents, injuries and workplace conditions. Representatives are appointed by the administration to serve on the committee. If you have a desire to serve on the committee, you should contact the administration or your supervisor. Employees can make suggestions and/or report concerns to the safety committee or the administration.

Safety Practices: Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Keep your work area/room clean and pick up clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete an accident report.
9. Wear seatbelts when in school vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the office.
11. Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles: Employees who drive school vehicles must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Employees 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. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Accidents: Every accident which results in a personal injury must be reported to the office immediately. In the event the injury involves a student, the employee responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation: Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

District Crisis Team: Loup City Public Schools has a team of faculty and administrators organized should a crisis issue arise for the District (i.e. death of a student, death of a teacher, disaster, etc.). School operational guidelines and procedures have been developed and will be monitored by this committee. The committee is headed by the High School Guidance Counselor. Should a faculty member learn of a situation that may require the attention of the crisis team, they should alert the administration or the High School Guidance Counselor. Other faculty will be notified as conditions develop. Every teacher should be knowledgeable of the proper emergency procedures and instruct their students of such procedures, and have the District's "Emergency Procedures Guide" flipchart accessible for immediate reference.

District Exposure Control Plan: To safeguard the health and well-being of District employees and promote a safe work environment, the Loup City Public Schools has developed this "Exposure Control Plan" to reduce exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens to which employees may be exposed in their workplace. Copies of the Exposure Control Plan are kept in the office of the Superintendent, 7-12 Principal's Office, and the Nurse's Office.

The employees of the Loup City Public Schools have the most important role in the blood borne pathogens compliance program, for the ultimate execution of much of the Exposure Control Plan rests in their hands. In this role the employees function as follows:

1. Know what tasks they perform that have occupational exposure.
2. Attend the blood borne pathogens training sessions applicable to their exposure/risk level.
3. Plan and conduct all activities in accordance with established work practice controls.
4. Develop and practice good personal hygiene habits.
5. Read the school's Exposure Control Plan and training handbooks (may be obtained from the administration or school nurse).

Personal Protective Equipment (PPE) Locations

Types of PPE Location(s)

Disposable Gloves Nurse's Office, School Offices
Custodial Offices
Teacher Work Areas
Pocket/CPR Mask Nurse's Office
School Offices
Gloves, CPR Mask & Sponges Elementary Buildings' Fanny Packs
Utility Gloves/Dustpan & Broom Custodian's Office

Emergency Protocol: The Board recognizes that emergencies may arise that justify the use of emergency response to life threatening asthma and systemic allergic reactions ("anaphylaxis"). To this end, the Board adopts the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol ("Emergency Protocol") as required by state regulation and directs the administration to establish rules and procedures to implement the protocol.

Emergency Protocol –Students: The administration adopts the Emergency Protocol set forth in Nebraska Department of Regulation Rule 59, Appendix A, as such protocol may be amended from time to time.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. The administration shall designate employees to be responsible for implementing the Emergency Protocol and will provide training to such designated employees.

For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 7:50 a.m. and ending at 3:50 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made at the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation

of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

Employee Indemnification for Emergency Protocol: The Board understands that employees may be reluctant to undertake the task of administering the Emergency Protocol due to the potential threat of personal liability. Accordingly, it shall be the policy of this District to indemnify and hold harmless those employees who take actions in accordance with and pursuant to the Emergency Protocol. This indemnification shall be secondary to and not replace any insurance coverage applicable to any claim against the employee. To receive such indemnification, the Board of Education shall by majority vote of a quorum of the Board determine that the employee had completed the training to administer the Emergency Protocol, did not intentionally fail to follow the Emergency Protocol or was not grossly negligent in the administration of the Emergency Protocol, and acted in good faith and in a manner which the employee reasonably believed to be in or not opposed to the best interests of the school district.

Salespersons:

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the administration. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the administration. Employees shall not use time for which they are on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Security of Desks and Lockers:

Offices, desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school, are on property owned by the school, and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse, or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Smoke and Nicotine-Free Workplace:

The use of nicotine products in the District's buildings and on school grounds, all owned or leased facilities and vehicles are prohibited.

Use of District Computer Network and Internet Acceptable Use:

The use of computers, technology and the Internet must be consistent with the educational objectives of the School District. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action, dismissal and/or appropriate legal action.

Privileges: The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

Unacceptable Use: The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.

7. Gaining unauthorized access to resources, files, passwords or other users' accounts.
8. Accessing the Internet from a School District access point using a nonschool district Internet account.
9. Accessing fee services via district technology without specific permission from the Building Principal.
10. Accessing, receiving, transmitting or re-transmitting material regarding students, parents/guardians or district employees that are protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with School District policies and regulations.
11. Invading the privacy of individuals.
12. Disrupting the work of others.
13. Posting material authorized or created by another without his/her consent.
14. Impersonation of another user, anonymity and pseudonyms.
15. Sending or accessing encrypted information.
16. Commercial or private advertising or political lobbying.
17. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
18. Using or attempting to use the resources while access privileges are suspended or revoked.

No Expectation of Privacy: Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures. File: 606.06R2

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

Vandalism: Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses

Limited Resource: Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals

EMPLOYEE USE OF SOCIAL NETWORKS: The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
2. Teachers may not list current students as "friends" on networking sites.
3. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
4. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the principal.
5. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
- 6.

Inappropriate contact via e-mail or phone is prohibited.

7. Inappropriateness of posting items with sexual content
8. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
9. Examples of inappropriate behavior from other districts, as behavior to avoid
10. Monitoring and penalties for improper use of district computers and technology
11. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District. The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS

1. Know and follow District policies and regulations relating to online communications.
2. District employees are personally responsible for the content they publish on blogs, wikis or any other form of user generated media. Remember that what you publish will be public for a long time—protect your privacy.
3. Anonymity or false screen names should only be used in personal, non-work related online communications. Identify yourself, and when relevant, your District, when you discuss professional matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the District.
4. If you publish content to a website and it has something to do with work you do or subjects associated with your District, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my District's positions, policies or practices."
5. Respect copyright, fair use and financial disclosure laws. When you do use material from others, where possible link back to the source.
6. Never provide confidential or other proprietary information about your District, your students, or your co-workers. Ask permission prior to publishing or reporting on conversations that are meant to be, or might be assumed to be, private or internal to the District and your work.
7. Be particularly aware of student privacy laws including FERPA.
8. Don't cite or reference fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the District without their approval.
9. Always maintain professional standards. Absolutely never use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
10. Find out who else is blogging or publishing on the topic, and cite them.
11. Be aware of your professional responsibilities with online social networks. When you identify yourself as an educator, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
12. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
13. Be thoughtful about everything published online. If you are angry or frustrated, it is best to avoid using online communications.
14. Be very judicious in disclosing any personal details, as they will be available online for a long time.
15. Try to add value. Provide worthwhile information and perspective. The District is best represented by its people and what you publish will reflect on your District and your community.
16. Maintaining the trust of others with whom you communicate is critical. If you have a vested interest in something you are discussing, be the first to point it out. Nothing gains you more notice in the online social media environment than honesty—or dishonesty.
17. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected Intranet environment should not be used for internal communications among fellow employees. It is fine for fellow employees to disagree, but don't use your external blog or other online social media to air your differences in an inappropriate manner.
18. When speaking about other districts or teachers at other districts, be careful about identifying them if the remark may be interpreted as being critical of them. You must make sure that what you say is factual and that it does not disparage others.
19. Avoid arguments. Don't try to settle scores or goad others into inflammatory debates.
20. There are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to your work or the District, feel free to discuss it with your administrator. Ultimately, however, you have sole

responsibility for what you post to your blog or publish in any form of online social media

Use of School Facilities --- Security, Keys, Valuables (Money): Employees and authorized personnel who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees shall never share their security codes or key cards with students. Employees are expected not to copy or possess unauthorized keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When employees leave the building, they are to close all windows, lock interior doors, make sure that the entry door(s) is fully closed and locked, and properly arm the building security alarm system. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage (i.e. outside of regular school hours). Security includes not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment, and as well as the safe practices in the use of electrical, plumbing, and heating equipment. Records and funds shall be kept in a safe place under lock and key.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Access to school buildings and grounds outside of regular school hours is endorsed on an organized basis. School grounds are available to be used as playgrounds for corresponding neighborhoods but supervision is only provided for LCPS students during school hours. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Adequate lighting is provided as one of the best safeguards against illegal entry and vandalism. Employees should be alert to strangers or suspicious activity on the school premises. Employees should not hesitate to ask for the name and business of any person found on the grounds or in the buildings. Questionable persons or activities should be reported to the supervisor or administration immediately. License numbers of unfamiliar cars on or near school grounds should also be reported. This aspect also applies to all employees with regard to any and all school property, whether during the school day, after school, or at night. Strangers or suspicious activity should be reported to the local police.

Employees are provided with a key card that allows them access to the weight room. Employees may use the weight room during off hours and the summer at no charge. It is also requested that employees refrain from using the weight room during scheduled student time. Immediate family members of employees may also use the weight room. Children under the age of 19 must be accompanied by the employee. Students in elementary school may not use the weight room.

For the employee's own protection, no money should ever be left in classrooms. Collection of money for items purchased by students or for school-related aspects will be handled through the administrative offices. Proceeds from sale of concessions and/or fundraisers should be taken directly to the central office or left in the bank night depository in a locked deposit bag. All funds need to be receipted and purchases paid by school check to comply with auditors recommended procedures.

Use of School Vehicles: Whether the teacher is using the vehicle for student activity or business trips, the following procedures shall be followed:

Reservations: Teachers are required to fill out the transportation request form and submit it to the appropriate office at least five days before the scheduled trip. Teachers may request certain vehicles for their business trips, but are not guaranteed their first preference.

1. Practice Transportation will be arranged by the Athletic Director and Transportation Director.
2. Activities Director and Athletic Director will schedule transportation for events and meetings with the Transportation Director, including leave times from school.
3. Field trips, professional development training, meeting trips, and all other transportation shall be requested through the appropriate principal's office and will be arranged by the Principal and Transportation Director.

Business Trips: The Transportation Director will provide the keys to the teacher through the Principal's Office. Only one vehicle will be sent to any particular meeting or training, unless the number of staff members attending necessitates another vehicle. Any staff that does not go with the assigned vehicles must take their own and will not be reimbursed for their travel.

Date of the trip: No matter the reason for the trip, the following procedures will be expected of all staff members using school vehicles:

1. Conduct a pre-trip inspection based on the list provided in each vehicle.
2. Write down the date, starting mileage, destination, and any issues noted in the pre-trip inspection on the vehicle log. 3. Upon return, write down the ending mileage, total mileage for the trip, and any other issues noted during the trip on the vehicle log.
4. Make sure that all garbage is picked up and the vehicle is clean before returning the keys.

5. Upon return, make sure that the vehicle is parked in the appropriate labeled spot.
6. If the vehicle has less than ½ tank of gas, staff shall fill the tank before turning in the keys. Any time gas is added to the vehicle, write down the amount of gas added and the total cost on the vehicle form. The receipt for the gas shall also be left in the binder provided in each vehicle.

Use of Telephone:

To enhance better communication between home and school, as well as internally within the school itself, each classroom is equipped with a phone. The use of the phones are not meant to disrupt instruction, so should be used at only appropriate times (planning time, breaks, noon, between classes, etc.). Personal telephone calls shall not be made during duty time except in the event of an emergency. All personal long distance calls must be made utilizing the employee's personal cell phone or calling card. Please use your own assigned security phone code number. Only long distance calls relating to Loup City Public Schools business should be made unless cleared by the office.

Long Distance calls can only be made from the K-3, 4-6, 7-12, or the Superintendent's offices. Local calls can be made from the classrooms. To make long distance calls within the 308 area code: dial 1-700-xxx-xxxx (Use 700 instead of 308); you will then hear a solid tone. Enter your assigned 3-digit code to complete the connection. For calls outside the 308 area code, dial the number with the proper area code and enter your personal code at the tone.

All faxes will be sent and received through the Elementary office. When you send a FAX, the call is long distance so it will be made on your calling code. The secretary will assist with all faxes.

Video Surveillance:

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 to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student, employee, or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student, employee, or other building user and may also be provided to law enforcement agencies

Visitors:

Employees are not to have visitors on school property except on a short-term basis and only with permission of the administration. Visitors should follow posted procedures for being on school property.

Weapon-Free Workplace: The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device; 5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and 8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employer who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action. 9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee

has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Article VII – State and Federal Programs

Anti-discrimination & Harassment Policy

Elimination of Discrimination: The Loup City Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Loup City Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Loup City Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment. • Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

An individual who believes he/she has been abused shall notify Angela Simpson, the designated investigator. The alternate investigator is Roger Reikfoski. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If the investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred. The written investigative report shall include:

1. The name, age, addresses and attendance center of the student named in the report.
 2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
 3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
 4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
 5. A general review of the investigation.
 6. Any actions taken for the protection and safety of the student.
 7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - a. Unfounded. (It is not likely that an incident, as defined in district rules, took place), or
 - b. Founded. (It is likely that an incident took place.)
 8. The applicability of exceptions to the investigated incident, or reason for the contact or force used. 9.
- A statement that, in the investigator's opinion, any physical contact that occurred was:
- a. Appropriate. (Actions not requiring any disciplinary process), or
 - b. Inappropriate. (Actions invoking a disciplinary process as defined in district rules).
10. The disposition or current status of the investigation and recommendations regarding the need for further investigation.
 11. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - a. Contacting law enforcement officials.
 - b. Contacting private counsel for the purpose of filing a civil suit or complaint.
 - c. Filing a complaint with the Nebraska Professional Practices Commission if the employee is a certificated employee.

The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in

the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services.

Information of unfounded abuse shall not be put in the employee's personnel file.

Breakfast and Lunch Programs:

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

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 Ave, SW
Washington, DC 20250-9410

Or call (202) 720-5964 (voice and TDD)
USDA is an equal opportunity provider and employer.

Confidentiality of Protected Health Information:

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Designation of Coordinators:

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Loup City Public Schools, 800 N. 8th St, PO Box 628, Loup City, NE 68853-0628, (308) 745-0120.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent

Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
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Disclosure of Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. The District designates the following information as “directory information” and will give parents/guardians such information upon request:

1. Whether the paraprofessional has met qualifications required and which of the qualifications they have not.

Disclosure of Student Information to Military Recruiters and Colleges:

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Grievance Procedure for Persons with a Disability:

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant’s disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator’s designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint. 4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such a time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator’s proposed resolution of the Complaint, and shall be forwarded to the Complainant 5. The Complainant shall have ten (10) days from the date the Coordinator’s decision is sent to the Complainant to accept or reject the Coordinator’s proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator’s division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Homeless Students:

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Notice of Nondiscrimination:

It is the policy of Loup City Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its education program, activities or employment policies and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dean Tickle
Superintendent
800 N 8th Street
Loup City, NE 68853
308-745-0120
dean.tickle@lcpublic.org

Complaints or concerns involving discrimination or needs for accommodations or access should be addressed to the above named employee. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

Office for Civil Rights
601 East 12th Street, Room 353
Kansas City, MO 64106
1-800-368-1019 (phone)
1-816-426-3686 (fax)
1-800-537-7697 (telecommunications device for the deaf)
ocr.kansascity@ed.gov

Notification of Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants, and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health, and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or

transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION: The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she

does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

A form for students to participate in school public relations activities has been added to the last section of this handbook, as well as information related to the disclosure of student information as it pertains to the Nebraska School Activities Association (NSAA) in conjunction with the Loup City Public Schools as a member school of the NSAA.

Student Directory information will be released to the Loup City Booster Organization for the purpose of committee assignments, unless notified in writing.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION: The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit. The District designates the Sherman County Sheriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Parental Involvement:

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year.

Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.

Title I Parental Involvement: The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring – (A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Student Privacy Protection:

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 - a. Political affiliations or beliefs of the student or the student’s parent;
 - b. Mental or psychological problems of the student or the student’s parent;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; g. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Appendix A – Classified Staff Evaluation Form

**LOUP CITY SCHOOL DISTRICT
CLASSIFIED STAFF EVALUATION**

Name:		Position				
Supervisor:		Date:				
			1	2	3	4
Quality of Work: Accuracy, acceptability, and thoroughness of work.						
Quantity of Work: Volume of work; ability to plan and organize workload; meeting work schedule expectations.						
Job Knowledge: Degree of knowledge; operations/care of equipment/materials.						
Attendance, Punctuality, and Dependability						
Communication Skills; Oral or written; with co-workers/supervisors/ subordinates; with public.						
Interpersonal Skills/Teamwork						
Personal Characteristics: Initiative, attitude, adaptability, flexibility.						
Adherence to Loup City Public School Policies.						
Knowledge and Practice of Safety Rules						
Personal and Professional Growth						
Comments:						
<p>Supervisor's Recommendation for Next Year:</p> <p>_____ Do not retain _____ Retain; <i>no</i> additional step; improvement plan (attach plan to evaluation form).</p> <p>_____ Retain: <i>no</i> additional step on salary _____ Retain: <i>with</i> additional step on salary</p>						
<p><i>The signature below indicates that this employee review has been given to the listed employee. Signing this form does not indicate agreement with this review. Employees must sign within 7 days of receiving this review. Employees have 14 days to include a response to this review in their file.</i></p>						
Employee Signature:		Date:				
Supervisor Signature:		Date:				

Appendix A – Classified Staff Evaluation Form

Job Standard	1 – Unsatisfactory	2 – Basic	3 – Proficient	4 – Distinguished
Quality of Work	Quality of work is poor; errors are not corrected; does not fully complete duties	Quality of work is satisfactory, but to the lowest standards; errors are corrected after they are noticed by the supervisor; completes duties, but to the lowest degree.	Quality of work is above satisfactory; errors are self-corrected; completes duties thoroughly and completely.	Quality of work is exemplary; few errors are made, but are always immediately corrected; completes duties above and beyond expectations.
Quantity of Work	Does not meet deadlines or schedule expectations; daily work load is lighter than job requirements expect; unable to prioritize work assignments	Usually meets deadlines and schedule expectations; daily work load is generally in line with job requirements; able to prioritize work assignments with some mistakes	Meets deadlines and schedule expectations regularly; daily work load is always in line with job requirements; able to prioritize work assignments with no mistakes	Completes tasks ahead of deadlines and schedule expectations; daily work load is above job requirement expectations, without causing problems with quality of work; priorities work assignments seamlessly.
Job Knowledge	Demonstrates insufficient or no job knowledge of key responsibilities; Does not follow or ignores recommended care and use of equipment; wastes supplies	Demonstrates job knowledge of key responsibilities; follows recommended care and use of equipment; uses supplies appropriately	Demonstrates thorough job knowledge of key responsibilities and shows organizational job knowledge beyond responsibilities; provides for additional care of equipment beyond recommended care and use of equipment; uses supplies appropriately	Demonstrates and shares thorough job knowledge of key responsibilities and organizational job knowledge beyond responsibilities; follows recommended care and use of equipment, share knowledge of equipment, and repairs equipment; plans for the appropriate use of supplies.
Attendance, Punctuality, and Dependability	Frequently arrives to work late or leaves early; fails to notify supervisor of tardiness or absence; regularly does not adhere to regular work schedule	Arrives to work on time; informs supervisor of absence, but not in a timely manner; occasionally does not adhere to regular work schedule	Prepared to start work on time; informs supervisor of absence in a timely manner; adheres strictly to regular work schedule.	Adjusts schedule based on organizational needs; makes arrangements for coverage during scheduled absences and informs supervisor in timely manner; strictly adheres to regular work schedule.

Communication Skills	Communicates in a manner that is neither tactful nor positive; does not seek help or clarity in performing job duties as needed; does not respond in a timely manner; complaints have been received from other stakeholders	Communicates in a manner that is neither negative nor positive, but is respectful; occasionally seeks help or clarity in performing job duties as needed; responds to most requests in a timely manner;	Communicates in a positive and helpful manner; regularly seeks help or clarity in performing job duties as needed; responds to all request in a timely manner.	Communicates in a positive, helpful, and professional manner; seeks help and clarity in performing job duties and constantly initiates helpful suggestions; is proactive in most situations and responds in a timely manner
Interpersonal Skills/Teamwork	Unsuccessful in interpersonal situations; interactions are mostly negative with other workers; works alone; makes critical, demeaning, or	Shows limited interpersonal skills; interactions range from positive to negative; cooperates with others when required; does not make negative nor	Shows good interpersonal skills; interactions are mostly positive with other workers; works well with others; makes only positive and helpful	Shows great interpersonal skills; interactions are always positive with other workers; works well with others and seeks out opportunities to work together; makes only

Appendix A – Classified Staff Evaluation Form

	condescending remarks to or about coworkers.	positive comments to or about coworkers.	comments to or about coworkers.	positive and helpful comments to or about coworkers.
Personal Characteristics	Lacks energy for the job; unable to adapt to change in workplace; fails to accept responsibilities; requires constant guidance or regular feedback to complete job requirements.	Approaches their job with satisfactory energy; complains about changes in the workplace; takes time to adjust to responsibilities; requires some feedback but minimal guidance to complete job requirements.	Approaches their job energetically and positively; recognizes and adapts to changes in the workplace; accepts and adjusts well to responsibilities; takes the initiative to complete job requirements	Approaches their job with passion and suggests ideas for improvement; recognizes, recommends, and adapts to change; takes initiative for responsibilities; recognizes and meets demands and deadlines.
Adherence to Loup City Policies	Unaware of, or consistently chooses to ignore, school policies; does not complete required forms; accumulates excessive overtime; does not follow the chain of command	Is aware of school policies and follows them with guidance; asks questions when necessary to understand; fills out required forms; accumulates some overtime hours; usually follows the chain of command	Is aware and knowledgeable of school policies and follows them as written; seeks out clarification and interprets policies on their own; fills out required forms; accumulates little to no overtime; always follows the chain of command	Is aware and knowledgeable of school policies and follows them as written; other workers seek them out to help interpret or understand policies; fills out required forms in a timely manner; accumulates no overtime; always follows chain of command and helps others follow the appropriate process.

<p>Knowledge and Practice of Safety Rules</p>	<p>In unaware of basic safety rules and procedures and fails to comply with these rules; does not follow departmental expectations of safety (including safety rules for students)</p>	<p>Is aware of basic safety rules and follows them with some guidance; usually follows departmental expectations of safety (including safety rules for students).</p>	<p>Is aware and knowledgeable of safety rules and follows them as written; follows departmental expectations of safety (including safety rules for students).</p>	<p>Is aware and knowledgeable of safety rules and follows them as written; other workers seek them out to help understand or clarify safety rules; follows departmental expectations of safety and provides input to other workers on student safety.</p>
<p>Personal and Professional Growth</p>	<p>Does not engage in opportunities for professional or personal growth and development.</p>	<p>Engages in opportunities for professional or personal growth that are provided by the district.</p>	<p>Seeks out and engages in opportunities for professional or personal growth whenever possible; participates in professional organizations.</p>	<p>Seeks out and engages in opportunities for professional and personal growth; develops and communicates a professional growth plan; participates in professional organizations.</p>

Receipt
2021-2022 Classified Staff Handbook
Loup City Public Schools

This signed receipt acknowledges receipt of the 2020-2021 Classified Staff Handbook of Loup City Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Employee's Signature: _____

Printed Employee Name: _____

Date: _____

Return to:

Superintendent
Loup City Public Schools

CONTRACT

Educational Service Unit Number 10 (the “ESU”) and Loup City Public Schools (the “District”) (collectively, the “Parties”) hereby enter into this Contract for the benefit of both Parties and to comply with applicable laws and regulations regarding Title 1A and other federal funds.

1. ESU’s Support to the District. Due to changes in the interpretation and enforcement of certain federal funds, the ESU will no longer facilitate a Title 1A “Co-Op” for school districts within the ESU’s service area. Instead, the ESU and District intend to contract for the ESU to assist the District with its obligations related to its Title 1A and other federal funds. As such, the ESU will continue to provide the same supports and assistance to the District as the ESU has historically provided, including the following:

- a. Assist the District with monitoring and reporting;
- b. Provide reasonable support of ESU staff members to assist the District with monitoring and reporting;
- c. Facilitate trainings for District staff to understand monitoring, reporting and other requirements;
- d. Coordinate timely communications and updates from the Nebraska Department of Education;
- e. Assist Districts with collecting, maintaining and reporting Time and Effort logs, Risk Assessments, A133 Audits, and the like;
- f. Make staff available for any monitoring visits that occur at the District;
- g. Other services or supports as agreed to by both Parties.

2. District’s Payment to the ESU. In exchange for the ESU’s supports, services and staff time, the District will pay to the ESU an administrative fee equal to 7% of allocated Title 1A funds. Such payment shall be made to the ESU by October 1, 2021. If the District fails to make such payment, then the ESU may, with or without notice, decline to provide the services and supports identified in this Contract.

3. Other Services. The Parties agree that this Contract is intended to be a guiding document, and not a detailed or itemized list of every service and support that the ESU will provide to the District. As such, the Parties agree to work together to identify what additional services and supports the ESU will provide to the District, and whether any such additional services and supports will necessitate an increased administrative fee to be paid by the District to the ESU. Both Parties agree that all such discussions will be conducted in good faith and in the best interests of both Parties.

4. Risk and Liability. Since the ESU will not operate the Title 1A “Co-Op” any longer, the District hereby expressly acknowledges and agrees that it will indemnify and hold harmless the ESU from any fine, penalty or other sanction related to the District’s receipt, use, monitoring, or reporting of Title 1A or other federal funds. To the extent that the ESU incurs or has been advised that the ESU must pay any fine, penalty or other sanction related to the District’s receipt, use, monitoring, or reporting of Title 1A or other federal funds, then the

ESU 10 Title IA District Support

Title IA Monitoring and Reporting Requirements

- Schoolwide Program: Consult and assist with grant management applications, rubrics and plan reviews, etc.
- Targeted Assistance Program: Consult and assist with management applications, rubrics and plan reviews, etc.
- NDE On-Site Title IA Review: Consult and assist with preparation and visit
- Attestation: Communicate yearly document requirements and assist with collecting and filing on site
- District Homeless Liaison Training (McKinney-Vento Training): Communicate with District administration on yearly training requirements and assist with collecting, maintaining, and reporting training completion
- Head Start LEA Agreement (if applicable): Communicate with District superintendents about receiving yearly agreements from their local Head Start and assist with collecting and filing on site
- Policies: Communicate with District administration on policy requirements and assist with collecting, maintaining, and reporting. (ex. homeless policy, family engagement policy, parent school compact, etc.)
- Time and Effort Logs: Communicate with District administration about collecting, maintaining, and reporting time and effort logs for any individual paid by Title I funds
- Daily Schedules: Communicate with District administration about collecting, maintaining, and reporting daily schedules for any individual paid by Title I funds
- District Website: Communicate Title IA related information that is required to be posted on the District website
- Non-Public Consultation: Receive from NDE, disburse to District, collect, and assist in submitting to NDE
- Other documentation as required.

Teacher Professional Development

- Title I Rules and Regulations: Communicate, consult, and assist with implementation, reporting, and other requirements
- Title I Teacher Trainings: Professional development in the areas of literacy and mathematics
- Teacher Resources: Provide Parent Institute Newsletter (September-May), books, articles, manipulatives, etc.
- Parent Involvement Activities: Encourage and showcase engagement activity ideas
- NWEA MAP: Professional development on reports, updates, and data analysis
- Student Progress: Consult and support in the creation and data analysis of intervention plans in literacy and math
- NebraskaREADS: Communicate assessment updates and requirements from NDE.

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Loup City Public Schools (82-0001-000) in Sherman County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 7th day of September, 2021 at 7:00 o'clock, PM, at Loup City Public Schools Library Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve	Total Available Resources Before Property Taxes	Total Personal and Real Property Tax Requirement
	2019-2020 (1)	2020-2021 (2)	2021-2022 (3)			
General	\$ 4,893,132.00	\$ 5,598,785.00	\$ 6,645,000.00	\$ 5,000.00	\$ 1,912,003.00	\$ 4,785,856.00
Depreciation	\$ 143,290.00	\$ 70,000.00	\$ 1,005,933.00		\$ 1,005,933.00	
Employee Benefit	\$ 53,705.00	\$ 54,000.00	\$ 87,593.00	\$ -	\$ 87,593.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 141,039.00	\$ 149,642.00	\$ 275,600.00	\$ -	\$ 275,600.00	
School Nutrition	\$ 266,246.00	\$ 266,247.00	\$ 336,167.00	\$ -	\$ 336,167.00	
Bond	\$ -	\$ -	\$ 8,570.00	\$ -	\$ 8,570.00	\$ -
Special Building	\$ 1,300.00	\$ 1,300.00	\$ 696,437.00		\$ 556,437.00	\$ 141,414.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ 8,684.00	\$ -	\$ 8,684.00	\$ -
Cooperative	\$ 73,099.00	\$ 75,000.00	\$ 80,560.00	\$ -	\$ 80,560.00	
Student Fee	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 5,571,811.00	\$ 6,214,974.00	\$ 9,144,544.00	\$ 5,000.00	\$ 4,271,547.00	\$ 4,927,270.00

Notice of Special Hearing To Set Final Tax Request

Loup City Public Schools (82-0001-000) in Sherman County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1601.02, that the governing body will meet on the 13 day of, September 2021 at 7 o'clock P.M., at Loup City Public Schools Library Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

Property Valuations	2020-2021	2021-2022	Change
	606,747,052	615,400,028	1%

2020/21 Budget Information

Fund	2020-2021 Operating Budget	2020-2021 Property Tax Request	2020 Tax Rate	Property Tax Rate (2020-2021 Request Divided By 2021 Valuation)
General Fund	6,495,000.00	4,646,465.00	0.765799	0.755032
Bond Fund(s) K - 12	8,644.00		0.000000	0.000000
Bond Fund(s) K - 8			0.000000	0.000000
Bond Fund(s) 9 - 12			0.000000	0.000000
Bond Fund			0.000000	0.000000
Special Building Fund	626,000.00	181,818.00	0.029966	0.029545
Qualified Capital Purpose Undertaking Fund K - 12	8,691.00		0.000000	0.000000
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	0.000000
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	0.000000
Total	7,138,335.00	4,828,283.00	0.795765	0.784577

2021/22 Budget Information

Fund	2021-2022 Operating Budget	2021-2022 Proposed Property Tax Request	Proposed 2021 Tax Rate	Change in Tax Rate	Change in Operating Budget
General Fund	6,645,000.00	4,785,856.00	0.777682	2%	2%
Bond Fund(s) K - 12	8,570.00	-	0.000000	#DIV/0!	-1%
Bond Fund(s) K - 8			0.000000	#DIV/0!	
Bond Fund(s) 9 - 12			0.000000	#DIV/0!	
Bond Fund			0.000000	#DIV/0!	
Special Building Fund	696,437.00	141,414.00	0.022979	-23%	11%
Qualified Capital Purpose Undertaking Fund K - 12	8,684.00	-	0.000000	#DIV/0!	0%
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	#DIV/0!	
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	#DIV/0!	
Total	7,358,691.00	4,927,270.00	0.800661	1%	3%

Elementary Principal Report

Loup City Public Schools Regular Board Meeting - September 13, 2021

Roger Reikofski - Elementary Principal

Summer School Update:

Total # of Students in attendance: 24 out of 36 invites. Total number of days attended 367
Total number of hours in attendance 1065. Instruction provided by 5 different teachers at 5
different levels of student performance.

MTSS Update:

MTSS team continues to meet and review and conduct items including, but not limited to,
updating decision rules and MTSS process as well as establish testing schedules and continually
assess assessment protocols. Co-chairs for this team for this year have been selected.

Assessment Update

Wrapping up Aimsweb and MAP assessment this week. Results will be shared with parents at
PT Conferences.

Enrollment Update:

As of today we have 20 new students enrolled for fall semester. We have 6 students who have
moved out of the district. Our current K-6 enrollment is 150 students.

R Star Update:

Students are being reinforced for good behaviors with stars. Special recognitions are given
periodically for students who earn stars throughout the school year.

Loup City Public Schools

Transportation, Buildings and Grounds Committee

Friday, September 9, 2021

Meeting Agenda/Minutes

1. ESSER fund expenditures for facility needs.

Discussion on the allowable uses of ESSER III funds. 20% of funds must go directly to academic remediation due to the impact of Covid-19 on student achievement.

2. Safety Improvements

- a. Safety Straps for basketball hoops: We need 6 straps in the school. Stadium Seat Safety: CBS Constructors in McCook, NE is looking at the safety rails for the back bleachers at the football field.
- b. Handicap Accessible Door: Glass Edge in Gibbon, NE is coming up to look at our doors next week and give us a quote for retrofitting it with an ADA compliant door. We have a quote from Island Glass for \$10,500, without electrical.

3. HVAC Report

Tom gave a report on the status of the HVAC system and the need to have a staged replacement plan.

4. Discussion of copier lease agreement and opportunities for savings.

5. Special Building Fund project plan discussion

6. Transportation report: *vehicle mileage was reviewed.*

7. Other:

The removal of trees at the football field/track was discussed. Tom and I re-scoped the project after removal of all trees was cost prohibitive. Additional bids for trimming trees are coming.

ABC Constructors is formulating a cost for retrofitting the portable stands at the football field with safety railing.

The Rasmussen Service Agreement renewal for \$7,332 is up for approval.

There was discussion about the bus purchase schedule and what a timetable for rotating out the oldest bus would look like. *Currently there are no Clean Diesel rebates available, but that status may change in the future.*

Continued discussion about replacement of the scoreboards in the gym. Do we want to be contractually tied to a beverage company?

Mileage Per Vehicle	Sep-20	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	Total	September 10, 2021
														Odometer Reading
2019 Van	214	350	102	5	2	97	147	565	300	0	0	337	2119	3642
2018 Van	745	494	392	639		1103	232	290	531	740	562	204	5932	33820
2009 Blue Taurus	202	404	122	101	21	246	490	249	293	770	378	84	3360	133962
2013 Red Expedition	483	998	6	580	407	692	256	375	784	288	343	505	5717	75221
2016 White Expedition	694	179	2	122	2	171	211	382	471	287	317	116	2954	46478
2011 Silver Expedition	758	914	58	520	364	253	190	97	131	720	703	229	4937	85343
06 Bus	565	290	478	1	35	75	219	181	43	0	0	574	2461	134844
18 Bus	984	495	335	596	569	266	369	944	557	0	0	74	5189	28719
05 Bus	169	824	747	753	726	670	1031	883	277	0	0	0	6080	176377
13 Bus	1082	1207	928	932	939	797	1180	1102	761	0	0	388	9316	109073
10 Bus	1584		812	1332	1254	1196	1588	1520	480	0	0	335	10101	150978
20 Bus	1429	1567	1113	1132	1131	969	1426	1360	1187	0	0	566	11880	32818
09 Bus	885	1607	849	129	338	159	46	309	0	0	0	0	4322	155826
Mini-Bus 10		71	106	106		0	230	89	0	0	0	0	602	74347
vehicle 15	775	865	689	676	642	611	827	378	0	0	0	677	6140	65703
Total	10569	10265	6739	7624	6430	7305	8442	8724	5815	2805	2303	4089	81110	
Total from reports	10568	10265	6740	7122	7066	7305	8442	8724	5815	2805	2319	4080	81251	