

July Board Meeting  
Monday, July 15, 2024 7:00 PM

Kenesaw Public School Library  
110 N Fifth Avenue  
Kenesaw, NE 68956-1563

## **Agenda**

1. Opening the Meeting
  - 1.A. Call to Order
  - 1.B. Recite the Pledge of Allegiance
  - 1.C. Nebraska Open Meetings Law
  - 1.D. Publication of Meeting - The Meeting was Published in the Hastings Tribune on Wednesday, July 10, 2024
  - 1.E. Roll Call
2. Welcome Visitors and Public Comment
3. Reports
  - 3.A. Comments from Principal Webben
  - 3.B. Comments from Principal Breckner
  - 3.C. Comments from Superintendent Masters
  - 3.D. Board Committees
    - 3.D.1. Board Policy Committee Update - June 21, 2024 Meeting
4. Consent Agenda
  - 4.A. Approve Minutes from June Regular Board Meeting
  - 4.B. Approval of July Treasurer's Report
  - 4.C. Approval of July Claims - Payroll: \$322,000.52 Claims \$171,025.14
  - 4.D. Software Unlimited Renewal (Accounting Software) for 2024-2025 School Year - \$7,750
5. Action Items
  - 5.A. Second Reading - Approve Graduation Policy 5205
  - 5.B. Second Reading - Approve Student-Parent Handbook and Combined Employee Handbook
  - 5.C. First Reading - High Ability Learner (HAL) Board Policy 5414
  - 5.D. Approve Paid Holidays For Nine Month Classified Staff & Paid Bereavement Day - Five Paid Holidays - Labor Day, Thanksgiving, Winter Break, New Years, Spring Break. One Bereavement Day
  - 5.E. Approve Activity Ticket Prices for 2024-2025 School Year
  - 5.F. Approve Resolution for Staff Trainings
  - 5.G. Approve Reallocation of Depreciation Funds for School Nutrition Project - Summer 2024 - \$75,000
6. Discussion Items
  - 6.A. Educators Rising - Grow Your Own - Work-Based Learning - Johnna Burr to Present
  - 6.B. Summer Projects Update - Garrett Bunde to Present
  - 6.C. Discussion of Kitchen Project - Jennifer Whitesel
  - 6.D. Discuss Foreign Exchange Student Policy

- 6.E. Discussion - Town Hall Meeting, August 27th @ 7:30pm in the New Gym  
Commons of Kenesaw Public Schools
- 6.F. Discussion of Strategic Plan & District Goals and Priorities
- 6.G. Discussion of Budget Goals and Priorities
- 6.H. Sign Classified Employee Contracts
- 6.I. Review Summer School Program
- 6.J. Discuss LB 243 - Possibility to Increase Tax Request by an Additional 7% Above  
the Base Growth Percentage
- 6.K. Discuss Moving the August 2024 Regular Board Meeting from August 12th to  
August 14th
- 6.L. Review Board Policies 5418 thru 5601
- 7. August Master Board Calendar Items
  - 7.A. Review and Approve Plan for Staff Development
  - 7.B. Review and Approve District Goals for the 2024-2025 School Year
  - 7.C. Establish and Approve Maximum Capacities for 2025-2026 School Year - Policy  
5006A
  - 7.D. Review Proposed Budget
  - 7.E. Set a Date for the Budget and Tax Request Hearings (If a Joint Public Meeting is  
Not Needed)
  - 7.F. Special Meeting at the End of August to Pay "Extra Claims" (if necessary)
  - 7.G. Review of School Insurance (if available)
  - 7.H. Review Board Policies 6,000 thru 6,282
- 8. Executive Session
- 9. Adjourn
- 10. Next Meeting - August 12th (Monday) or August 14th (Wednesday)      Financial  
review with      at 6:30pm.



**Principal's Monthly Report for School Board  
Elementary Principal - Don Webben  
July 15, 2024**

*Updates & Upcoming Events*

**Acadience testing:** We will be moving toward a digital version of the Acadience progress monitoring test. Previously we've been completing these in the paper pencil format. The price is the same for both but with the digital format it is easier to access student data and compare their progress. A number of teachers and paras will be attending a training to learn how to properly administer the assessment on Aug. 1st at ESU 9.



## Superintendent's Comments - July 2024

### **NDE School Safety and Security-Related Infrastructure Grant -**

CEI has installed the other six exterior door electric digital access FOB system doors. This leave about \$7,000 of the safety grant that can go toward replacing the existing 1960 classroom doors that are in need of being replaced.

### **Safety Grant Proposal - COPS Grant -**

I have not heard back regarding the COPS grant - It may be September before we hear anything. The total for this grant was \$150,000 and the school would be responsible for \$37,500. The grant would then cover \$112,500. I wrote the grant to replace/upgrade the camera system, finish updating the old classroom doors, purchase a safety app, and also to possibly replace the intercom system.

### **reVISION Action Grant -**

Mr. Breckner and I completed the GMS portion of the grant. This has been accepted and we now need to complete the purchases itemized in the grant by September 30th. Reimbursement must be made soon after. I will have Mr. Breckner give the board a short overview of what all is included in the grant.

### **Summer Projects Update -**

- Garrett will provide an update to the board at the meeting.

### **CTE Grant -**

I completed the CTE grant this week which provides every school with \$7,500. Some of the items I placed on the budget for this grant were not eligible purchases. We ended up using the money to purchase two new digital cameras with lens for the multimedia and journalism classes. The remainder of the funds will be used to pay for a portion of the new shop dust collection system.

### **2024-2025 Budget Worksheets -**

I have a good start on the budget worksheets but not yet complete. I would like to have a majority of this completed by July 25th when I am at Administrator Days where NDE Finance is there to support with school budgets and review school tax request documents.

### **REAP Expenditures for 23-24 -**

Total REAP Funds available for 23-24 was \$29,903.00. I work closely with Christian Kroos to determine how to best spend these funds. I then work with Shandra and Deb to make sure that everything is coded correctly and accounted for.

- 50 Chromebooks for 5th, 6th, and 7th grade students. These typically last the district 6 years
- Teacher computers for Johnna Burr, Jan Dassinger, Jennette Tompkin, Brent Breckner, Kristen Benton, Dusty Perry
- Projector for Jack Einrem
- Three Interactive TVs - Placed in Sarah Mack and Jace Morgan classrooms but other teachers can use. The additional interactive TV will be used by teachers as needed. (this gives us a total of 4 interactive TVs)

### **Old Gym Floor -**

The old gym floor has been refinished for the 24-25 school year. I was disappointed that the wheel indentions remain in the floor. I plan to have one or two other gym floor finishers take a look at our floor and provide their perspective on how to move forward. I will contact ALICAP to let them know that we have an issue. We believe that one particular roller wheel was causing this problem.

### **Bond Fund Review -**

Year 4 of 6 (24-25 School Year) Principal of \$325,000 and Interest of \$9,681.25 = **\$334,681.25**

Year 5 of 6 (25-26 School Year) Principal of \$325,000 and Interest of \$5,131.25 = **\$330,131.25**

Year 6 of 6 (26-27 School Year) Principal of \$185,000 and Interest of \$1,387.50 = **\$186,387.50**

**Total of all payments - \$851,200.00**

### **Replacing Teacher Desks and Teacher Chairs -**

We are looking to replace teacher desks and teacher chairs that are in rough shape. We have walked all of the classrooms and have come up with a list of both desks and chairs.

## **Reminder**

**6:00 pm - July Financial Statement Review - July 15, 2024 - Tonya Hansen, Katheryn Schneider, Troy Legg**

**6:30 pm - Kenesaw Foundation Meeting - July 15, 2024**

**7:00 pm - July 15, 2024 - Monday - Regular Board Meeting**

### **Next Board Meeting -**

**August Financial Statement Review - 6:30 pm - Marlin Kimle, Kay Sidders, Shandra Uden**

**Regular Board Meeting - To Be Determined Monday, August 12th or Wednesday, August 14th, 2024 -**

**7:00 pm**

Jul-24

Vehicle Service/Repair

Vehicle	Service / Repair	Other	Total	Explanation
ALL				
	<b>**Wash buses and supplies</b>			CPI / Hi-Line Motor / Fleet Pride / Coach Masters/Cummins
2011				
2012				
2021				
2012				
Total		0.00	0.00	

Vehicle	Service / Repair	Other	Total	Explanation
MICRO 2012				
MINOTOUR 2018				
VAN				
EXPEDITION				
Pickup	NEW TIRES/ALLIGNMENT		1,026.00	HASTINGS FORD
Excursion				
Total		0.00	1,026.00	
		0.00	0.00	
		0.00	1,026.00	

JULY 2024 PAYROLL

\$ 322,000.52

JULY 2024 GF Claims

\$ 171,025.14

Total JULY 2024 Payments GF

\$ 493,025.66

FUND ACCOUNT TOTALS

HOT LUNCH	\$	1,150.55
DEPRECIATION	\$	21,952.18
ACTIVITIES - CURR MO	\$	16,791.73
ACTIVITIES - PRIOR MO	\$	12,044.67
BOND	\$	-
SPECIAL BUILDING	\$	-
	\$	51,939.13
	\$	544,964.79

## MONTHLY EXPENSE SPREADSHEET 2023-2024

MONTH YEAR	GEN. FUND ACCT. PAY.	GEN. FUND PAYROLL	TOTAL General Fund A/P & PAYROLL	HOT LUNCH ACCT. PAY.	HOT LUNCH PAYROLL	TOTAL HOT LUNCH A/P & PAYROLL														
SEPT. 2023		160,178.45			842.37															
	185,545.00	164,394.36	<b>510,117.81</b>	9,242.46	788.67	<b>10,873.50</b>														
		<b>324,572.81</b>			<b>1,631.04</b>															
OCT. 2023		164,502.07			1,100.27															
	44,192.31	164,680.49	<b>373,374.87</b>	9,434.41	911.25	<b>11,445.93</b>														
		<b>329,182.56</b>			<b>2,011.52</b>															
NOV. 2023		171,924.90			1,227.62															
	88,546.62	174,213.37	<b>434,684.89</b>	16,593.54	971.80	<b>18,792.96</b>														
		<b>346,138.27</b>			<b>2,199.42</b>															
DEC. 2023		173,336.20			1,318.27															
	75,750.98	173,215.08	<b>422,302.26</b>	13,043.27	999.78	<b>15,361.32</b>														
		<b>346,551.28</b>			<b>2,318.05</b>															
JAN. 2024		154,255.79			2,851.35															
	88,536.77	166,363.98	<b>409,156.54</b>	<b>8,577.88</b>	2,786.88	<b>14,216.11</b>														
		<b>320,619.77</b>			<b>5,638.23</b>															
FEB. 2024		155,123.94			2,603.99															
	71,314.33	165,266.35	<b>391,704.62</b>	14,763.66	2,256.99	<b>19,624.64</b>														
		<b>320,390.29</b>			<b>4,860.98</b>															
MAR. 2024		165,601.52			4,567.28															
	57,519.75	170,606.68	<b>393,727.95</b>	15,096.36	3,449.01	<b>23,112.65</b>														
		<b>336,208.20</b>			<b>8,016.29</b>															
April-24		158,365.16			2,967.21															
	103,023.00	167,780.10	<b>429,168.26</b>	12,434.86	2,561.07	<b>17,963.14</b>														
		<b>326,145.26</b>			<b>5,528.28</b>															
May-24		169,863.24			4,140.22															
	64,139.33	173,424.12	<b>407,426.69</b>	13,667.14	3,198.78	<b>21,006.14</b>														
		<b>343,287.36</b>			<b>7,339.00</b>															
June-24		152,156.69			2,101.92															
	21,523.35	165,579.33	<b>339,259.37</b>	4,698.69	1,874.01	<b>8,674.62</b>														
		<b>317,736.02</b>			<b>3,975.93</b>															
July-24		150,552.67			767.06															
	171,025.14	171,447.85	<b>493,025.66</b>	1,150.55	1,225.65	<b>3,143.26</b>														
		<b>322,000.52</b>			<b>1,992.71</b>															
AUG. 2024																				
			<b>0.00</b>			<b>0.00</b>														
		<b>0.00</b>			<b>0.00</b>															
AUG. 2024																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 14.28%;"></td> <td style="width: 14.28%; text-align: right;"><b>971,116.58</b></td> <td style="width: 14.28%; text-align: right;"><b>3,632,832.34</b></td> <td style="width: 14.28%; text-align: right;"><b>4,603,948.92</b></td> <td style="width: 14.28%; text-align: right;"><b>118,702.82</b></td> <td style="width: 14.28%; text-align: right;"><b>45,511.45</b></td> <td style="width: 14.28%; text-align: right;"><b>164,214.27</b></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">4,603,948.92</td> <td></td> <td></td> <td></td> <td style="text-align: right;">164,214.27</td> </tr> </table>								<b>971,116.58</b>	<b>3,632,832.34</b>	<b>4,603,948.92</b>	<b>118,702.82</b>	<b>45,511.45</b>	<b>164,214.27</b>			4,603,948.92				164,214.27
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		4,603,948.92				164,214.27														

Regular; Processing Month 06/2024; Accounts to Include Accounts with Activity

Fund: 01

GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL DIST TAXES 3425000.00 3724780.00	3,425,000.00	341,896.50	3,337,050.71	97.43	87,949.29
01 1115	CARLINE TAX	12,000.00	0.00	10,271.33	85.59	1,728.67
01 1120	PUBLIC POWER DISTRICT TAX	21,500.00	0.00	37,605.81	174.91	(16,105.81)
01 1125	MOTOR VEHICLE TAXES	160,000.00	14,518.83	159,679.43	99.80	320.57
01 1140	PENALTIES & INTEREST ON TAXES	7,500.00	0.00	5,012.15	66.83	2,487.85
01 1370	PRESCHOOL TUITION AND FEES	1,000.00	0.00	0.00	0.00	1,000.00
01 1510	INTEREST ON INVESTMENTS	15,000.00	3,998.75	30,590.00	203.93	(15,590.00)
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	700.00	70.00	300.00
01 1921	POLICE COURT FINES	0.00	1,314.79	1,314.79	0.00	(1,314.79)
01 1925	CATEGORICAL GRANTS FROM CORPORATIONS & O	2,500.00	0.00	0.00	0.00	2,500.00
01 1951	MISC REVENUE FROM OTHER SCHOOLS	2,000.00	0.00	0.00	0.00	2,000.00
Subtotal: LOCAL RECIEPTS		3,647,500.00	361,728.87	3,582,224.22	98.21	65,275.78
01 2110	COUNTY FINES & LICENSES	14,000.00	73.91	12,887.05	92.05	1,112.95
01 2210	ESU ED SERVICE UNIT RECEIPTS	1,500.00	0.00	225.00	15.00	1,275.00
Subtotal: COUNTY AND ESU RECEIPTS		15,500.00	73.91	13,112.05	84.59	2,387.95
01 3110	STATE AID	730,459.00	73,045.00	730,459.00	100.00	0.00
01 3120	SPED PROGRAM (SCHOOL AGE)	300,000.00	52,489.00	335,194.00	111.73	(35,194.00)
01 3125	SPED TRANSP (SCHOOL AGE)	5,000.00	0.00	0.00	0.00	5,000.00
01 3130	HOMESTEAD EXEMPTION	27,500.00	5,083.10	20,587.81	74.86	6,912.19
01 3131	PROPERTY TAX CREDIT	265,000.00	0.00	309,697.04	116.87	(44,697.04)
01 3180	PRO RATE MOTOR VEHICLES	10,000.00	0.00	3,654.63	36.55	6,345.37
01 3400	STATE APPORTIONMENT	38,000.00	0.00	45,495.92	119.73	(7,495.92)
01 3540	STATE EARLY CHILDHOOD	19,529.00	0.00	51,942.00	265.97	(32,413.00)
01 3599	State Other Programs	3,500.00	17,793.82	17,793.82	508.39	(14,293.82)
Subtotal: STATE RECEIPTS		1,398,988.00	148,410.92	1,514,824.22	108.28	(115,836.22)
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	37,500.00	0.00	0.00	0.00	37,500.00
01 4310	REAP	29,903.00	0.00	23,329.00	78.02	6,574.00
01 4421	IDEA PART-B SA ARP BASE/ENROLL.	0.00	0.00	13,369.00	0.00	(13,369.00)
01 4422	IDEA PRE K ARP BASE/ENROLL	0.00	0.00	1,093.00	0.00	(1,093.00)
01 4505	TITLE I	0.00	0.00	35,604.00	0.00	(35,604.00)
01 4506	TITLE I NCLB IMPROVING BASIC PRGRMS ACCO	29,744.00	0.00	0.00	0.00	29,744.00
01 4509	TITLE 11, PART A, ESSA SUPPORTING	4,342.00	0.00	0.00	0.00	4,342.00
01 4516	IDEA BELOW AGE 5	2,152.00	0.00	4,175.00	194.01	(2,023.00)
01 4518	IDEA SPED GMS 6408/4518	85,000.00	0.00	76,007.00	89.42	8,993.00
01 4521	IDEA PART B Proportionate Share	7,391.00	0.00	1,525.00	20.63	5,866.00
01 4525	FED VOC & TECH (CARL PERKINS)	2,500.00	0.00	0.00	0.00	2,500.00
01 4708	MEDICAID PUBLIC SCHOOLS (MIPS)	500.00	728.13	2,353.52	470.70	(1,853.52)
01 4709	Medicaid Administrative Coding MAC / MAP	2,000.00	83.87	291.64	14.58	1,708.36
01 4969	TITLE IV (GMS)	10,000.00	0.00	7,809.00	78.09	2,191.00
01 4991	MCKINNEY VENTO HOMELESS	0.00	0.00	7,500.00	0.00	(7,500.00)
01 4997	ESSERS II	0.00	0.00	119,943.00	0.00	(119,943.00)
01 4998	ESSERS III	70,762.00	0.00	70,586.00	99.75	176.00
Subtotal: FEDERAL RECEIPTS		281,794.00	812.00	363,585.16	129.03	(81,791.16)
01 5690	OTHER NON-REVENUE RECEIPT	10,000.00	3,141.62	92,278.02	922.78	(82,278.02)
Subtotal: NON-REVENUE RECEIPTS		10,000.00	3,141.62	92,278.02	922.78	(82,278.02)
Fund Total:		5,353,782.00	514,167.32	5,566,023.67	103.96	(212,241.67)

Revenue Summary Report

Processing Month: 06/2024

Regular; Processing Month 06/2024; Accounts to Include Accounts with Activity

Fund: 02 DEPRECIATION

<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>
02 1510	INTEREST ON INVESTMENTS	10,000.00	1,088.41	11,485.70	114.86	(1,485.70)
	Subtotal: LOCAL RECIEPTS	10,000.00	1,088.41	11,485.70	114.86	(1,485.70)
02 5200	TRANSFER FROM OTHER FUNDS	200,000.00	0.00	0.00	0.00	200,000.00
02 5690	OTHER NON-REVENUE RECEIPTS	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal: NON-REVENUE RECEIPTS	210,000.00	0.00	0.00	0.00	210,000.00
	Fund Total:	220,000.00	1,088.41	11,485.70	5.22	208,514.30

Revenue Summary Report

Processing Month: 06/2024

Regular; Processing Month 06/2024; Accounts to Include Accounts with Activity

Fund: 05      ACTIVITY 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>
05 1700 3374	ED RISING	0.00	0.00	1,080.00	0.00	(1,080.00)
05 1710 0100	ATHLETICS	0.00	862.70	59,913.74	0.00	(59,913.74)
05 1710 0283	CTE REVENUE	0.00	0.00	7,000.00	0.00	(7,000.00)
05 1710 0332	FFA / AG	0.00	0.00	16,211.00	0.00	(16,211.00)
05 1710 0500	ANNUAL	0.00	0.00	12,231.92	0.00	(12,231.92)
05 1710 0510	K-CLUB	0.00	0.00	1,203.98	0.00	(1,203.98)
05 1710 0520	NATIONAL HONOR SOCIETY	0.00	0.00	725.08	0.00	(725.08)
05 1710 0530	STUDENT COUNCIL	0.00	0.00	989.90	0.00	(989.90)
05 1710 1520	LIBRARY	0.00	62.00	72.00	0.00	(72.00)
05 1710 1530	DANCE SQUAD	0.00	0.00	434.50	0.00	(434.50)
05 1710 1535	CHEERLEADER	0.00	0.00	1,658.11	0.00	(1,658.11)
05 1710 2024	CLASS OF 2024	0.00	0.00	344.00	0.00	(344.00)
05 1710 2025	CLASS OF 2025	0.00	0.00	7,188.48	0.00	(7,188.48)
05 1710 2026	CLASS OF 2026	0.00	0.00	603.47	0.00	(603.47)
05 1710 2027	CLASS OF 2027	0.00	0.00	885.09	0.00	(885.09)
05 1710 2028	CLASS OF 2028	0.00	0.00	389.27	0.00	(389.27)
05 1710 2530	FBLA	0.00	0.00	1,462.85	0.00	(1,462.85)
05 1710 2662	CONCESSIONS	0.00	0.00	31,953.98	0.00	(31,953.98)
05 1710 2782	ART CLUB RECEIPTS	0.00	0.00	1,706.30	0.00	(1,706.30)
05 1710 2874	BUSINESS/ACCT. CLASS	0.00	0.00	0.00	0.00	0.00
05 1710 3030	MISCELLANEOUS	0.00	702.14	15,362.41	0.00	(15,362.41)
05 1710 3035	POP MACHINE	0.00	0.00	819.85	0.00	(819.85)
05 1710 3040	QUEST	0.00	0.00	100.00	0.00	(100.00)
05 1710 3429	EHA Wellness Committee	0.00	0.00	5,390.00	0.00	(5,390.00)
05 1710 3668	FOOTBALL FUNDRAISING	0.00	0.00	4,629.00	0.00	(4,629.00)
05 1710 3669	VOLLEYBALL	0.00	0.00	3,819.00	0.00	(3,819.00)
05 1710 3670	WRESTLING FUNDRAISING	0.00	0.00	468.00	0.00	(468.00)
05 1710 4724	CHROME BOOK ACCOUNT	0.00	0.00	980.00	0.00	(980.00)
05 1710 7274	SCRIP CARD	0.00	1,034.69	28,482.00	0.00	(28,482.00)
05 1710 7545	SKILLS USA	0.00	3,500.00	9,482.51	0.00	(9,482.51)
05 1710 7733	SPEECH FUND RAISER REVENUE	0.00	0.00	208.00	0.00	(208.00)
05 1710 7867	SCHOOL STORE PRE K - 6	0.00	0.00	416.89	0.00	(416.89)
05 1730 2026	CLASS OF 2026 ORGANIZATION DUES	0.00	0.00	200.00	0.00	(200.00)
05 1730 2029	CLASS OF 2029 DUES	0.00	0.00	320.00	0.00	(320.00)
05 1730 2662	CONCESSIONS ORGANIZATION FEES	0.00	0.00	43.88	0.00	(43.88)
Subtotal: LOCAL RECIEPTS		0.00	6,161.53	216,775.21	0.00	(216,775.21)
05 5200 0100	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	25,000.00	0.00	(25,000.00)
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	25,000.00	0.00	(25,000.00)
Fund Total:		0.00	6,161.53	241,775.21	0.00	(241,775.21)

Regular; Processing Month 06/2024; Accounts to Include Accounts with Activity

Fund: 06 NUTRITION 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>
06 1510	OTHER INCOME	500.00	11.57	278.18	55.64	221.82
06 1611	STUDENT LUNCHES	72,500.00	0.00	53,387.40	73.64	19,112.60
06 1612	Daily Breakfast Sales	5,000.00	0.00	842.00	16.84	4,158.00
06 1620	ADULT LUNCHES	7,500.00	0.00	5,602.80	74.70	1,897.20
06 1990	MISCELLANEOUS LOCAL RECEIPTS	1,000.00	0.00	0.00	0.00	1,000.00
	Subtotal: LOCAL RECIEPTS	86,500.00	11.57	60,110.38	69.49	26,389.62
06 3150	LUNCH REIMB. FED/STATE	2,000.00	621.21	621.21	31.06	1,378.79
	Subtotal: STATE RECEIPTS	2,000.00	621.21	621.21	31.06	1,378.79
06 4210	FEDERAL REIMBURSEMENT(OF NUTRIT PRGMS)	110,000.00	7,447.26	69,350.68	63.05	40,649.32
	Subtotal: FEDERAL RECEIPTS	110,000.00	7,447.26	69,350.68	63.05	40,649.32
06 5200	TRANSFERS FROM FUNDS (INCOMING)	10,000.00	0.00	0.00	0.00	10,000.00
06 5690	OTHER NON-REVENUE RECEIPTS	5,000.00	0.00	2,828.46	56.57	2,171.54
	Subtotal: NON-REVENUE RECEIPTS	15,000.00	0.00	2,828.46	18.86	12,171.54
06 8000	TRANSFER FROM GF	20,000.00	0.00	0.00	0.00	20,000.00
	Subtotal: TRANSFER FROM GF	20,000.00	0.00	0.00	0.00	20,000.00
	Fund Total:	233,500.00	8,080.04	132,910.73	56.92	100,589.27

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Fund: 07

BOND 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>
07 1100	LOCAL DISTRICT TAXES	350,000.00	32,125.99	309,168.25	88.33	40,831.75
07 1110	LOCAL DISTRICT TAXES	0.00	0.00	(30.02)	0.00	30.02
07 1115	CARLINE TAXES	1,000.00	0.00	957.88	95.79	42.12
07 1120	PUBLIC POWER DIST SALES TAX	2,000.00	0.00	3,671.90	183.60	(1,671.90)
07 1140	PENALTIES & INTEREST ON TAXES	500.00	0.00	452.31	90.46	47.69
07 1510	INTEREST ON INVESTMENTS	2,750.00	381.20	2,785.59	101.29	(35.59)
Subtotal: LOCAL RECIEPTS		356,250.00	32,507.19	317,005.91	88.98	39,244.09
07 3130	HOMESTEAD EXEMPTION	2,500.00	477.64	1,913.29	76.53	586.71
07 3131	PROPERTY TAX CREDIT	20,000.00	0.00	29,152.94	145.76	(9,152.94)
07 3132	PERSONAL PROPERTY TAX CREDIT	500.00	0.00	0.00	0.00	500.00
07 3180	PRO RATE MOTOR VEHICLE	750.00	0.00	350.76	46.77	399.24
Subtotal: STATE RECEIPTS		23,750.00	477.64	31,416.99	132.28	(7,666.99)
Fund Total:		380,000.00	32,984.83	348,422.90	91.69	31,577.10

Regular; Processing Month 06/2024; Accounts to Include Accounts with Activity

Fund: 08 SPECIAL BUILDING

<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>
08 1100	LOCAL DISTRICT TAXES	400,000.00	36,712.87	332,112.59	83.03	67,887.41
08 1115	CARLINE TAXES	1,000.00	0.00	1,059.59	105.96	(59.59)
08 1120	PUBLIC POWER DIST SALES TAX	2,000.00	0.00	3,853.91	192.70	(1,853.91)
08 1125	MOTOR VEHICLE TAXES	500.00	0.00	0.00	0.00	500.00
08 1140	PENALTIES & INTEREST ON TAXES	500.00	0.00	719.14	143.83	(219.14)
08 1510	INTEREST ON INVESTMENTS	6,000.00	1,017.32	9,221.62	153.69	(3,221.62)
08 1920	MISCELLANEOUS LOCAL RECEIPTS	500.00	0.00	0.00	0.00	500.00
	Subtotal: LOCAL RECIEPTS	410,500.00	37,730.19	346,966.85	84.52	63,533.15
08 3130	HOMESTEAD EXEMPTION	2,500.00	545.86	2,204.67	88.19	295.33
08 3131	PROPERTY TAX CREDIT	20,000.00	0.00	33,257.90	166.29	(13,257.90)
08 3132	Personal Property Tax Credit	500.00	0.00	0.00	0.00	500.00
08 3180	PRO RATE MOTOR VEHICLE	750.00	0.00	343.86	45.85	406.14
	Subtotal: STATE RECEIPTS	23,750.00	545.86	35,806.43	150.76	(12,056.43)
08 5690	MISC. LOCAL REVENUE	500.00	0.00	0.00	0.00	500.00
	Subtotal: NON-REVENUE RECEIPTS	500.00	0.00	0.00	0.00	500.00
	Fund Total:	434,750.00	38,276.05	382,773.28	88.04	51,976.72

Revenue Summary Report

Processing Month: 06/2024

Regular; Processing Month 06/2024; Accounts to Include Accounts with Activity

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	6,622,032.00	600,758.18	6,683,391.49	100.93	(61,359.49)

Revenue/Expenditure Summary Report with Profit and Loss

Regular, Processing Month 06/2024

Fund Number	Account Type	Budget	Month to Date	Year to Date	Budget Balance
01	GENERAL FUND				
8	Revenue	5,353,782.00	514,167.32	5,566,023.67	(212,241.67)
9	Expenditure	5,344,600.00	339,945.96	4,147,680.13	1,196,919.87
01	GENERAL FUND	9,182.00	174,221.36	1,418,343.54	
02	DEPRECIATION				
8	Revenue	220,000.00	1,088.41	11,485.70	208,514.30
9	Expenditure	650,000.00	23,000.00	96,408.52	553,591.48
02	DEPRECIATION	(430,000.00)	(21,911.59)	(84,922.82)	
05	ACTIVITY FUND				
8	Revenue	0.00	6,161.53	241,775.21	(241,775.21)
9	Expenditure	0.00	12,044.67	227,584.64	(227,584.64)
05	ACTIVITY FUND	0.00	(5,883.14)	14,190.57	
06	NUTRITION FUND				
8	Revenue	233,500.00	8,080.04	132,910.73	100,589.27
9	Expenditure	350,000.00	8,674.62	160,385.96	189,614.04
06	NUTRITION FUND	(116,500.00)	(594.58)	(27,475.23)	
07	BOND FUND				
8	Revenue	380,000.00	32,984.83	348,422.90	31,577.10
9	Expenditure	400,000.00	0.00	339,387.50	60,612.50
07	BOND FUND	(20,000.00)	32,984.83	9,035.40	
08	SPECIAL BUILDING				
8	Revenue	434,750.00	38,276.05	382,773.28	51,976.72
9	Expenditure	1,050,000.00	0.00	74,969.86	975,030.14
08	SPECIAL BUILDING	(615,250.00)	38,276.05	307,803.42	
Grand Total:		(1,172,568.00)	217,092.93	1,636,974.88	

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND	
	72158	AAA STATE OF PLAY	07/03/2024	1,845.00
01 2610 450 000		RUBBER RECYCLED TIMBER/SPIKES PRE K		1,845.00
Total AAA STATE OF PLAY				1,845.00
	174L-TJYP-7FR9	AMAZON CAPITAL SERVICES	07/01/2024	628.03
01 1100 610 001		2025 HS ENGLISH		628.03
	1KMW-69PJ-7Y4P	AMAZON CAPITAL SERVICES	07/01/2024	355.82
01-1100 610 002		2025 1ST GRADE		355.82
	1NCL-9Y6L-6TMX	AMAZON CAPITAL SERVICES	07/01/2024	295.34
01 2410 610 002		2025 WEBBEN SUPPLIES		295.34
	1P66-XX63-C719	AMAZON CAPITAL SERVICES	07/01/2024	296.27
01 1100 610 001		HS SPANISH SUPPLIES		296.27
	1VK6-KD4X-7VLD	AMAZON CAPITAL SERVICES	07/01/2024	446.42
01 1200 610 001		2025 HS SPED		446.42
	1XWV-9PGP-7M4W	AMAZON CAPITAL SERVICES	07/01/2024	1,182.43
01 1100 610 001 1480		2025 BUS/HOSP ME		1,182.43
	1YCG-9PTY-91QN	AMAZON CAPITAL SERVICES	07/01/2024	191.40
01 1100 610 002		2025 5TH GRADE SUPPLIES		191.40
	1YPP-KKV-74C1	AMAZON CAPITAL SERVICES	07/01/2024	117.56
01 1100 610 001		2025 HS SCIENCE #2		117.56
Total AMAZON CAPITAL SERVICES				3,513.27
	318973-2	AMPLIFY EDUCATION INC.	07/09/2024	1,950.00
01 1100 650 001		7-8 AMPLIFY SCIENCE DIG. LIC 24-25		925.00
01 1100 650 002		K-6 AMPLIFY SCIENCE DIG. LIC. 24-25		1,025.00
Total AMPLIFY EDUCATION INC.				1,950.00
	23758138	Bcn Telecom, Inc.	07/01/2024	58.83
01 2510 382 000		LONG DISTANCE CALLING		58.83
Total Bcn Telecom, Inc.				58.83
	35284	BEST RUBBER MULCH	05/22/2024	7,555.50
01 2610 450 000		RUBBER MULCH FOR PRE K PLAYGROUND		7,555.50
Total BEST RUBBER MULCH				7,555.50
	7045439114 JUNE 24	Black Hills Energy	06/25/2024	85.19
01 2610 621 000		NATURAL GAS SERVICE		85.19
Total Black Hills Energy				85.19
	O01111383	BRIGHTARROW	06/19/2024	1,000.00
01 1100 643 001		NOTIFICATION SYSTEM K12 - 12 MONTHS		500.00
01 1100 643 002		NOTIFICATION SYSTEM K12 - 12 MONTHS		500.00
Total BRIGHTARROW				1,000.00
	STIPEND 05/23/24	Burr, Johnna	05/23/2024	200.00
01 2220 330 001 0014		GROW YOUR OWN COURSE 3		200.00

PreK

Molly

Nancy

Benton

K-8  
Science

PreK

Notification  
System

Stipend

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Account Number		Detail Description		Amount
		TEACHER INST.		
Total Burr, Johnna				200.00
	678393	Business World Products	05/15/2024	39.00
01 2320 890 000		PAT ON THE BACK AWARD		39.00
Total Business World Products				39.00
	06-10-24 PEST CONT.	Carey'S Pest Control, Inc.	06/10/2024	154.00
01 2610 431 000		JUNE 24 PEST CONTROL		154.00
Total Carey'S Pest Control, Inc.				154.00
	292523CL	Cenex Fleetcard	06/30/2024	937.74
01 2710 626 000 1112		BUS 12 FUEL		24.80
01 2710 626 000 1997		F150 FUEL		240.91
01 2710 626 000 2004		EXCURSION FUEL		221.78
01 2710 626 000 2008		VAN FUEL		201.67
01 2710 626 000 2024		EXPEDITION FUEL		248.58
Total Cenex Fleetcard				937.74
	15165	Central Nebraska Rehabilitation Services	06/01/2024	1,289.64
01 2161 340 002		SA OT		704.19
01 2162 340 002		3-4 OT		168.23
01 2171 340 002		SA PT		173.25
01 2173 340 002		0-2 PT		243.97
	15278	Central Nebraska Rehabilitation Services	06/30/2024	428.22
01 2173 340 002		PT 0 - 2 JUNE 24		428.22
Total Central Nebraska Rehabilitation Services				1,717.86
	KPS0824	CITY OF HASTINGS	07/01/2024	183.00
01 1100 890 001		FIRE ALARM MONITORING		91.50
01 1100 890 002		FIRE ALARM MONITORING		91.50
Total CITY OF HASTINGS				183.00
	2023526	Communication Engineering, Inc.	06/27/2024	10,073.50
01 3552 431 000		DOORS TOUCHBAR /DOOR ELR KITS		10,073.50
	WO-2463	Communication Engineering, Inc.	06/27/2024	352.50
01 2610 431 000		SMART CARDS		150.00
01 2610 431 000		SMART KEY		187.50
01 2610 431 000		SHIPPING		15.00
Total Communication Engineering, Inc.				10,426.00
	K25831	Cooperative Producers, Inc.	06/27/2024	20.00
01 2610 626 000		TIRE TUBE SEALANT		20.00
Total Cooperative Producers, Inc.				20.00
	1430859	Das State Accounting - Central Finance	06/12/2024	267.63
01 2580 382 001		ERATE		267.63
	1436527	Das State Accounting - Central Finance	07/11/2024	267.63
01 2580 382 001		ERATE JUNE 23		267.63
Total Das State Accounting - Central Finance				535.26
	8961583-0	Eakes Office Solutions	06/27/2024	563.98
01 1100 610 001		PAPER, SUPPLIES		281.99

Fuel

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Account Number		Detail Description		Amount
01 1100 610 002		PAPER, SUPPLIES		281.99
	8961583-1	Eakes Office Solutions	07/02/2024	7.92
01 1100 610 002		WORK ROOM STAPLER		7.92
Total	Eakes Office Solutions			571.90

	S010653597	ECHO GROUP, INC	06/19/2024	3,539.64
01 2610 610 000		SURFACE MOUNT LIGHTS NORTH HALLWAYS		3,539.64
	S010691347.001	ECHO GROUP, INC	06/26/2024	243.00
01 2610 610 000		90 32W FLOUR BULBS		243.00
	S010696430.001	ECHO GROUP, INC	06/28/2024	323.55
01 2610 610 000		LED EXIT COMBO EMERGENCY		323.55
Total	ECHO GROUP, INC			4,106.19

*Hallway lights*

	23-1068 JUNE 2024	Educational Service Unit #9	06/28/2024	17,010.03
01 1200 330 002 0032		TESSA K. TRAINING 23-1014	<i>June</i>	40.00
01 1292 591 002		0-2 ECE HOMEBASE 24244		1,116.25
01 2140 591 002		LMHP 23-1068		2,294.00
01 2141 591 002		SA PSYCH 24244		2,106.00
01 2181 591 002		SA VISION 24244		375.00
01 2151 591 002		SA SPEECH 24261		336.00
01 1100 650 001		JAMF IOS LICENSES 23-993		904.00
01 2151 591 002		SA DEAF ED 24244		35.50
01 2151 591 002		SA SPEECH 24244		5,705.28
01 2152 591 002		3-4 SPEECH 24244		2,520.00
01 2153 591 002		0-2 SPEECH 24244		1,218.00
01 6200 330 002		MORGAN C. TRAINING 23-1014		40.00
01 1100 330 002 0018		HALLIE H. TRAINING 23-1014		40.00
01 1100 330 002 0025		MEGHAN F. TRAINING 23-1014		40.00
01 2320 330 000		RICK M. CIP 23-1022		20.00
01 1100 330 002 0027		BETHANY G. TRAINING 23-923		40.00
01 2410 330 002 0002		DON W. TRAINING 23-923		40.00
01 1100 330 001 0010		KRISTIN B. TRAINING 23-936		20.00
01 2510 810 000		DEBBY K. TRAINING 23-974		40.00
01 2510 810 000		JAN D. TRAINING 23-974		40.00
01 2510 810 000		SHANDRA U TRAINING 23-974		40.00

	23-867 05/24/24	Educational Service Unit #9	05/29/2024	29,572.40
01 1200 591 002		SA ED COORD. 23-895	<i>May</i>	369.00
01 1292 591 002		0-2 HOMEBASE 23-895		229.90
01 2140 591 002		LMHP 23-877-1		4,884.00
01 2141 591 002		SA PSYCH 23-895		2,916.00
01 2151 591 002		SA DEAF ED 23-895		290.00
01 2151 591 002		SA SPEECH 23-895		10,626.00
01 2152 591 002		3-4 SPEECH 23-895		4,851.00
01 1291 591 002		3-4 CENTERBASE		570.00
01 2153 591 002		0-2 SPEECH 23-895		924.00
01 1100 591 002		LARAESHA KUGEL 23-867		963.00
01 1100 591 002		KATIE SOTO 23-868		963.00
01 1200 591 002		CL SA SPEECH 23-896		924.00
01 2181 591 002		SA VISION 23-895		1,062.50
Total	Educational Service Unit #9			46,582.43

	MAY 1 - 17 VISION	EDUCATIONAL SERVICE UNIT 7	06/17/2024	852.50
01 2181 591 001		SPED VISION GRACE MAY 1 - 17		852.50

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Account Number		Detail Description		Amount
Total	EDUCATIONAL SERVICE UNIT 7			852.50
	24802-1	ESU 10	06/20/2024	75.00
01 2410 890 002		DW LEADERSHIP WORKSHOP <i>Don</i>		75.00
	24893	ESU 10	06/24/2024	170.00
01 2510 890 000		JD POWER SCHOOL CONF <i>Jan</i>		150.00
01 1100 330 001 0001		JL ADVISER WORK DAY <i>Jamie</i>		20.00
Total	ESU 10			245.00
	11300 JUNE 2024	Fill-N-Chill	06/30/2024	148.90
01 2610 626 000		MOWER FUEL		93.90
01 2710 626 000 1121		MOWER FUEL		55.00
	11300 MAY 24 FUEL	Fill-N-Chill	06/07/2024	571.07
01 2710 626 000 0112		BUS 12 FUEL		108.00
01 2710 626 000 1121		MINOTOUR FUEL		290.85
01 2710 626 000 0121		BUS 21 FUEL		124.95
01 2610 626 000		MOWER FUEL		47.27
Total	Fill-N-Chill			719.97
	IN380555	Gopher	06/24/2024	386.19
01 1100 610 002		PLAYGROUND BALLS <i>Elem.</i>		386.19
Total	Gopher	<i>Play Equipment</i>		386.19
	68244	Grace'S Locksmith Service	05/28/2024	45.00
01 2610 431 000		REPAIR YALE LEVERSET 68244		45.00
Total	Grace'S Locksmith Service			45.00
	83986	HASTINGS FORD	06/24/2024	185.39
01 2710 732 000 1997		VIBRATION / WHEEL ALIGNMENT		185.39
	84089	HASTINGS FORD	06/25/2024	1,026.00
01 2710 732 000 1997		PICK UP - MOUNT/BALANCE 4 TIRES		1,026.00
Total	HASTINGS FORD			1,211.39
	300149187	Hastings Tribune, The	06/30/2024	8.18
01 2510 540 000		MEETING NOTICE		8.18
	300149214	Hastings Tribune, The	06/30/2024	9.41
01 2510 540 000		MEETING NOTICE		9.41
Total	Hastings Tribune, The			17.59
	22795450 JULY	HOMETOWN LEASING	07/01/2024	1,007.51
01 1100 442 000		COPIER LEASE JULY 24		1,007.51
Total	HOMETOWN LEASING			1,007.51
	135518	Industrial Health Services	07/15/2024	47.90
01 2710 340 000		DOT DRG SCR N DENNIS P.		47.90
Total	Industrial Health Services			47.90
	3704604-2024-001-2	IXL Learning	06/12/2024	9,620.00
01 1100 641 001		IXL SITE LIC.175 STUDENTS 7-8		2,405.00
01 1100 641 002		IXL SITE LIC.175 STUDENTS K-6		7,215.00
Total	IXL Learning			9,620.00

*IXL*

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	2024-25 CATASTROPHIC	JONES GROUP	07/10/2024	701.15
01 1100 890 001		STUDENT ASSURANCE 24-25	350.58	<i>Student Ins.</i>
01 1100 890 002		STUDENT ASSURANCE 24-25	350.57	
Total JONES GROUP			701.15	
	7/2/24 REIMB MJ	JUNKER, MADISON	07/02/2024	29.47
01 1200 890 001		3 SHIRTS TIE DYE KIT	29.47	<i>SPED</i>
Total JUNKER, MADISON			29.47	
	2024 PRIMARY ELEC.	Kearney County Clerk	06/25/2024	100.00
01 2310 890 000		2024 K.C. BOARD ELECTION	100.00	
Total Kearney County Clerk			100.00	
	13586379	KENDALL HUNT PUBLICSHING COMPANY	06/20/2024	626.40
01 1100 640 002		ILLITRATIVE MATH ELEM. 24-25	626.40	<i>Elem. Math</i>
Total KENDALL HUNT PUBLICSHING COMPANY			626.40	
	3299 BUS DEF	Kenesaw Market	06/30/2024	262.90
01 2710 610 000		BUS DEF	262.90	
Total Kenesaw Market			262.90	
	090461646 JUNE 2024	KINETIC BY WINDSTREAM	06/27/2024	218.15
01 2510 382 000		LOCAL CALLING JUNE 2024	218.15	
Total KINETIC BY WINDSTREAM			218.15	
	811867	Kully Pipe And Steel Supply	06/10/2024	95.87
01 2610 890 000		CUT METAL IN HALF	95.87	
Total Kully Pipe And Steel Supply			95.87	
	00152524	Lexia Voyager Sopris Inc.	06/18/2024	1,228.50
01 1200 641 002		ALO READING K-6 DIG. LICENSES	1,228.50	
Total Lexia Voyager Sopris Inc.			1,228.50	
	0602737	MATH LEARNING CENTER, THE	06/30/2024	622.08
01 1100 640 002		BRIDGES MATH ELEM.	622.08	
Total MATH LEARNING CENTER, THE			622.08	
	52350086	Matheson Tri-Gas Inc.	05/31/2024	67.88
01 1100 440 001 1430		TANK RENTAL SHOP	67.88	
	52363566	Matheson Tri-Gas Inc.	06/30/2024	66.14
01 1100 440 001 1430		TANK RENTAL SHOP	66.14	
Total Matheson Tri-Gas Inc.			134.02	
	71410	Menards - Hastings	06/26/2024	318.69
01 2610 431 000		DEEP CLEANER AND NOZZLES	318.69	
	71748	Menards - Hastings	07/03/2024	325.59
01 2610 431 000		PAINTING SUPPLIES	325.59	
Total Menards - Hastings			644.28	
	10748	Mid West Restaurant Supply	06/14/2024	840.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
01 2610 431 000	11113	Mid West Restaurant Supply	06/14/2024	840.00
01 2610 431 000		REMOVAL OF KITCHEN EQUIP/REINSTALL		5,400.00
<b>Total</b>		<b>Mid West Restaurant Supply</b>		<b>6,240.00</b>
	3102746687	MLMH Clinical Lab Services	06/09/2024	25.00
	DENNIS P.			
01 2710 340 000		3102746687 D.P. DOT DRUG SCR		25.00
<b>Total</b>		<b>MLMH Clinical Lab Services</b>		<b>25.00</b>
	40000104227171	Napa Auto Parts	06/03/2024	16.49
	66			
01 2610 610 000		TRUFLEX V-BELT 4L480		16.49
<b>Total</b>		<b>Napa Auto Parts</b>		<b>16.49</b>
	50625	Ne Asso Of School Boards	06/03/2024	185.00
01 2310 810 000		KAY S. SCHOOL LDRS/LAW CONF.		185.00
<b>Total</b>		<b>Ne Asso Of School Boards</b>		<b>185.00</b>
	57-13091	Ne Safety Center @ Unk	07/05/2024	30.00
01 2710 340 000		REMAINING BAL. LEVEL 2 R.S.		30.00
<b>Total</b>		<b>Ne Safety Center @ Unk</b>		<b>30.00</b>
	81807	Nebraska Council Of Sch. Admin.	06/06/2024	92.00
01 1100 330 001 0002		NAEA 10 YR CLUB SOCIAL		50.00
01 1100 330 001 0002		NAEA BANQUET		42.00
<b>Total</b>		<b>Nebraska Council Of Sch. Admin.</b>		<b>92.00</b>
	MEM106	NEBRASKA RURAL COMMUNITY SCHOOLS ASSOC.	07/01/2024	850.00
01 2310 810 000		BOARD NRCSA MEMBERSHIP DUES 24-25		850.00
<b>Total</b>		<b>NEBRASKA RURAL COMMUNITY SCHOOLS ASSOC.</b>		<b>850.00</b>
	SC0148	Nebraska Rural Community Schools Association	03/07/2024	220.00
01 2310 810 000		KAY S. SPRING CONF.		220.00
<b>Total</b>		<b>Nebraska Rural Community Schools Association</b>		<b>220.00</b>
	276	Perry, Guthery, Haase, & Gessford, Pc Llc	06/21/2024	3,885.30
01 2330 317 000		EMAIL AND CALLS MARCH TO JUNE		3,724.50
01 2330 317 000		MILEAGE FOR JUNE 20 MEETING		160.80
<b>Total</b>		<b>Perry, Guthery, Haase, &amp; Gessford, Pc Llc</b>		<b>3,885.30</b>
	405532	Power School Group, Llc	06/19/2024	2,317.43
01 1100 641 001		POWERSCHOOL HOSTING/MAINT. WAYNE ESU10		2,317.42
01 1100 641 002		POWERSCHOOL HOSTING/MAINT. WAYNE ESU10		2,317.42
	Q-928120-1	Power School Group, Llc	06/19/2024	2,025.75
01 1100 641 001		SCHOOLGY LMS STUDENTS		2,025.75
<b>Total</b>		<b>Power School Group, Llc</b>		<b>6,660.60</b>
	59266242	Presto X Lic	04/01/2024	508.20
01 2620 431 000		TERMITE RENEWAL WARRENTY		508.20

*Kitchen*

*Randy S.*

*Board Dues*

*Power School*

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User ID: DJK

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Presto X Llc			508.20
	72857	RAPID FIRE	07/03/2024	1,450.00
01 2610 431 000		5 YR INTERNAL FIRE SPRINKLER INSPECTION		1,450.00
Total	RAPID FIRE			1,450.00
	INV5330145	Renaissance Learning, Inc.	07/01/2024	3,718.55
01 2220 650 001		AR RENEWAL		1,859.27
01 2220 650 002		AR RENEWAL		1,859.28
Total	Renaissance Learning, Inc.			3,718.55
	16968	RUSS'S MARKET STORE #7	05/11/2024	165.00
01 2410 890 001		GRADUATION BALLOON BOUQUETS		165.00
	17492	RUSS'S MARKET STORE #7	06/10/2024	34.22
01 1200 610 001		SUMMER CLASS MJ		34.22
Total	RUSS'S MARKET STORE #7			199.22
	208134249434	School Specialty, LLC	06/25/2024	557.87
01 1100 610 001		WRK RM SUPPLIES		278.94
01 1100 610 002		WRK RM SUPPLIES		278.93
Total	School Specialty, LLC			557.87
	3213-9	Sherwin Williams	07/03/2024	469.60
01 2610 431 000		PAINT 5 GAL 10 EA. SNOWBOUND SW7004		469.60
Total	Sherwin Williams			469.60
	20240628-114	Software Unlimited, INC	06/29/2024	7,750.00
01 2510 650 000		CENSUS/SAS/WEB LINK		7,750.00
Total	Software Unlimited, INC			7,750.00
	11312001 JUNE 24	Southern Power District	06/28/2024	4,608.11
01 2610 621 000		ELECT SERVICE BLDG		4,553.45
01 2610 621 000		ELECT SERVICE SIGN		54.66
Total	Southern Power District			4,608.11
	000888	SQUABBLES INSTITUTE	06/19/2024	20,000.00
01 1100 641 001		2 YR LICENSES SQUABBLES		10,000.00
01 1100 641 002		2 YR LICENSES SQUABBLES		10,000.00
Total	SQUABBLES INSTITUTE			20,000.00
	22658	T-C CEILINGS	07/02/2024	3,010.00
01 2610 890 000		CEILING TILES		3,010.00
Total	T-C CEILINGS			3,010.00
	949233	Teacher Innovations, INC	06/05/2024	432.00
01 1100 650 001		PLANBOOK 12 MONTH 32 TEACHERS/ADMIN		216.00
01 1100 650 002		PLANBOOK 12 MONTH 32 TEACHERS/ADMIN		216.00
Total	Teacher Innovations, INC			432.00

Library

HS SPED

Hallway Tile

SUI Renewal

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User ID: DJK

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	User ID: DJK
Account Number		Detail Description		Amount	
	Q270578	Teaching Strategies	06/19/2024	442.00	Prek
01 1190 650 002		TEACHING STRATEGIES GOLD - PRE K		442.00	
Total	Teaching Strategies			442.00	
	0857	TECHNIK ELECTRIC LLC	06/27/2024	2,388.00	
01 2610 431 000		ELECTRICAL WORK		2,388.00	
Total	TECHNIK ELECTRIC LLC			2,388.00	
	135078	TILLEY SPRINKLERS & LANDSCAPING	06/12/2024	1,385.14	
01 2610 420 000		SPRINKLER REPAIRS		1,385.14	
	135162	TILLEY SPRINKLERS & LANDSCAPING	06/19/2024	361.52	Sprinklers
01 2610 420 000		LABOR - VALVES - PVC ADAPTORS SPRINKLERS		361.52	
Total	TILLEY SPRINKLERS & LANDSCAPING			1,746.66	
	312978	Time Management Systems	07/01/2024	178.98	
01 2510 643 000		TIME MGMT SYSTEM		178.98	
Total	Time Management Systems			178.98	
	042066	TOWER STORAGE	06/20/2024	45.00	
01 2610 441 000		STORAGE UNIT JUNE		45.00	
	042067	TOWER STORAGE	07/02/2024	45.00	
01 2610 441 000		STORAGE UNIT JULY 24		45.00	
Total	TOWER STORAGE			90.00	
	****119940	Us Bank	06/25/2024	50.79	
01 1100 610 001		HS SCIENCE STORAGE BOXES AMAZON		50.79	
	****203641	Us Bank	05/31/2024	308.00	
01 1200 610 002		EYE GLASSES FOR GRACE C.		308.00	
	****593476	Us Bank	06/10/2024	512.34	
01 2130 610 000		AED BATTERY		512.34	
	****620733	Us Bank	06/07/2024	268.00	
01 2130 610 000		AED BATTERY / PADS		268.00	
Total	Us Bank			1,139.13	
	1316005 JUNE 2024	Village Of Kenesaw	06/30/2024	1,065.60	
01 2610 490 000		GARBAGE		240.00	
01 2610 490 000		GARBAGE		97.50	
01 2610 490 000		GARBAGE		30.00	
01 2610 621 000		SEWER		20.00	
01 2610 621 000		SEWER		20.00	
01 2610 621 000		SEWER		33.37	
01 2610 621 000		SEWER		20.00	
01 2610 621 000		SEWER		9.53	
01 2610 410 000		WATER		58.56	
01 2610 410 000		WATER		64.25	
01 2610 410 000		WATER		76.48	
01 2610 410 000		WATER		64.25	
01 2610 410 000		WATER		6.40	
01 2610 410 000		WATER		19.00	
01 2610 410 000		WATER		169.28	
01 2610 410 000		WATER		64.25	
01 2610 410 000		WATER		8.48	

*Garbage  
Sewer  
Water*

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	
Account Number		Detail Description		Amount	
01 2610 410 000		WATER		64.25	
Total Village Of Kenesaw				<u>1,065.60</u>	
	INV59040	Wilson Language Training	06/11/2024		
01 1100 640 002		CONSUMABLES K-2 TEACHERS MANUALS		2,251.80	Elem.
Total Wilson Language Training				<u>2,251.80</u>	
	68852	Zimmerman Printers & Lithographers	06/27/2024		
01 2510 890 000		STAFF ABSENCE REPORTS PERFORATED 1000		167.99	
	69039	Zimmerman Printers & Lithographers	06/12/2024		
01 2410 890 001		GRAD PROGRAMS 500		350.00	
Total Zimmerman Printers & Lithographers				<u>517.99</u>	
Fund Number 01				<u>171,025.14</u>	
Checking Account ID 1				<u>171,025.14</u>	
Checking Account ID 2	Fund Number 02	DEPRECIATION			
	ESTIMATE 2103	CARPET PROS	06/19/2024		
02 2900 730 000		CARPET TILE FOR CLASSROOM		4,597.18	HS Math Jamie
Total CARPET PROS				<u>4,597.18</u>	
	10748	Mid West Restaurant Supply	07/03/2024		
02 2900 731 000		DISHWASHER		17,355.00	Kitchen
		KITCHEN DISHWASHER / LABOR / SUPPLIES		17,355.00	
Total Mid West Restaurant Supply				<u>17,355.00</u>	
Fund Number 02				<u>21,952.18</u>	
Checking Account ID 2				<u>21,952.18</u>	
Checking Account ID 5	Fund Number 05	ACTIVITY FUND			
	INV-009064	All Volleyball	05/07/2024		
05 2900 610 000 0100		VOLLEYBALLS/ANTENNAS 009064		1,241.65	VB
Total All Volleyball				<u>1,241.65</u>	
	AM RED CROSS	EDWARDS, KATELYN	07/10/2024		
05 2900 610 000 0520		AM RED CROSS		500.00	Scholarship
Total EDWARDS, KATELYN				<u>500.00</u>	
	NLC-24-1046	GRAFTON & ASSOCIATES	06/19/2024		
05 2900 610 000 7545		4720 NATIONAL SKILLS & LDRSHP CONF BUS		600.00	SKILLS
Total GRAFTON & ASSOCIATES				<u>600.00</u>	
	H00081552	HUDL	07/02/2024		
05 2900 610 000 0100		HUDL ASSIST PKG		8,700.00	HUDL
Total HUDL				<u>8,700.00</u>	
	AM RED CROSS	LARSON, JILLIAN	07/10/2024		
SCH				500.00	

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
05 2900 610 000 0520		AM RED CROSS		500.00
Total	LARSON, JILLIAN			500.00
	REIMB BB CKS TO KPS	Morgan, Jace	07/10/2024	117.00
05 2900 610 000 0100		BBALL - WIESE REIMB JM		67.00
05 2900 610 000 0100		BBALL - HARMON REIMB JM		50.00
Total	Morgan, Jace			117.00
	KENESAW 24/25 KROOS	Nebraska Coaches Association	07/10/2024	140.00
05 2900 610 000 0100		CHRISTIAN KROOS		140.00
Total	Nebraska Coaches Association			140.00
	2141	SMALL TOWN FAMOUS	05/22/2024	356.28
05 2900 610 000 3669		VOLLEYBALL TANK TOPS		356.28
Total	SMALL TOWN FAMOUS			356.28
	INV4614	Sport Decals	02/22/2024	85.00
05 2900 610 000 0100		FEB. 24 HAMMER/PANCAKE DECALS		85.00
Total	Sport Decals			85.00
	****791611	Us Bank	06/17/2024	1,858.74
05 2900 610 000 0500		2023-2024 YEAR BOOKS		1,858.74
Total	Us Bank			1,858.74
	68900406	Varsity Spirit Fashions	06/28/2024	2,648.05
05 2900 610 000 1535		CHEER OUTFITS TO BE PD BY STUDENTS		2,648.05
Total	Varsity Spirit Fashions			2,648.05
	9965951604	Verizon Wireless	06/28/2024	45.01
05 2900 610 000 0100		JETPACK ATHLETICS		45.01
Total	Verizon Wireless			45.01
Fund Number	05			16,791.73
Checking Account ID	5			16,791.73
Checking Account ID	6	Fund Number 06	NUTRITION FUND	
1VTR-JI6N-9K9P		AMAZON CAPITAL SERVICES	07/01/2024	43.55
06 3100 610 000		2025 KITCHEN CLIPS		43.55
Total	AMAZON CAPITAL SERVICES			43.55
	SCHOOL NUTR. 7/11/24	Jaeschke, Becky	07/12/2024	14.35
06 3100 333 000		BECKY J FOOD 7/11		14.35
Total	Jaeschke, Becky			14.35
	SCHOOL NUTRITION 7/1	JEREMIAS, CHRISTINE	07/11/2024	12.84
06 3100 333 000		CHRISTINE J. FOOD 7/11		12.84
Total	JEREMIAS, CHRISTINE			12.84

Scholarship

VB Fund Raiser

FB Stickers

Shelf Clips

Training

Training

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User ID: DJK

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	REIM. CC CHARGES 7/2	Krontz, Debby	07/07/2024	150.03
06 3100 580 000		HOTEL RESERV. JEN W.		150.03
Total	Krontz, Debby			150.03
	695356	Us Bank	06/10/2024	535.00
06 3100 580 000		HOTEL JENNIFER WHITESEL TRAINING LINCOLN		535.00
Total	Us Bank			535.00
	MILEAGE/FOOD 7/11/24	WHITESEL, JENNIFER	07/11/2024	72.40
06 3100 333 000		JEN W. MILEAGE SNT 7/11		52.93
06 3100 333 000		JEN W. FOOD		19.47
	REIMB 7/8-7/9/24	WHITESEL, JENNIFER	07/15/2024	282.42
06 3100 580 000		REIMB MEALS		53.28
06 3100 333 000		REIMB MILEAGE		229.14
	TRAINING REIMB. FOOD	WHITESEL, JENNIFER	06/07/2024	39.96
06 3100 580 000		FOOD SERVICE TRAINING MEALS		39.96
Total	WHITESEL, JENNIFER			394.78
Fund Number	06			1,150.55
Checking Account ID	6			1,150.55
Grand Total:				210,919.60

*Placed on Deb's  
Credit Card*

*Trainings*

*Training  
Mileage/Food*

BOARD

Kenesaw Public Schools  
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Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 07/2024

Page: 1  
User ID: SLU

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
<b>Checking Account ID: 1</b>							
<b>ADD</b>							
HR Y1 Hourly			13,835.18				
INCENTIVE Incentive Pay			15,300.00				
INCENTIVE2 STIPEND			2,500.00				
OVT1 Overtime			38.30				
PERSONAL Personal			3,821.12				
PROFESSION Professional			293.82				
SICK Sick			204.50				
VACATION Vacation			804.00				
			<u>36,796.92</u>				
<b>CONTRACT</b>							
7THSPON 7TH GR SPONSOR			50.93				
8THSPON 8TH GRADE SPONSOR			50.93				
AD ATHLETIC DIRECTOR			477.50				
C01 Salary			156,636.10				
C02 Salary			1,297.21				
C03 Salary			6,250.00				
CROSSCO CROSS COUNTRY COACH			509.33				
ELEMSAT ELEMENTARY SAT CHAIR PERSON			25.00				
EXTENDCONT EXTENDED CONTRACT			475.77				
FBLASPON FBLA SPONSOR			175.08				
FFASPON FFA SPONSOR			254.67				
FRESHSPON FRESHMAN SPONSOR			50.93				
HEADBOYBB HEAD BOYS BASKETBALL COACH			477.50				
HEADBOYTRA HEAD BOYS TRACK COACH			477.50				
HEADFB HEAD FOOTBALL COACH			445.67				
HEADGIRLBB HEAD GIRLS BASKETBALL COACH			477.50				
HSASSBTRA HS ASSISTANT BOYS TRACK			557.09				
HSASSGTRA HS ASSISTANT GIRLS TRACK			254.67				
HSASSTBBB HS ASSISTANT BOYS BB			318.33				
HSASSTFB HS ASSISTANT FB COACH			811.75				
HSASSTGBB HS ASSISTANT GIRLS BASKETBALL COACH			286.50				
HSASSTVB HS ASSISTANT VOLLEYBALL			652.58				
HSSAT HS SAT CHAIR PERSON			25.00				
HSWREST HS WRESTLING COACH			350.17				
JHASSTBTRA JH ASSISTANT BOYS TRACK			111.42				
JHASSTFB JH ASSISTANT FB COACH			111.42				
JHASSTGTRA JH ASSISTANT GIRLS TRACK			111.42				
JHBOYSBB JH BOYS BB			111.42				
JHBOYSTRAC JH BOYS TRACK			111.42				
JHFB JH FOOTBALL COACH			95.50				
JHGIRLBB JH GIRLS BB			111.42				
JHVB JH VOLLEYBALL			175.08				
JHWREST JH WRESTLING COACH			95.50				
JUNIORSPOON JUNIOR SPONSOR			140.07				
MENTORING Teacher Mentoring			100.00				
MUSICIV MUSIC I & V			254.67				
NHS NATIONAL HONOR SOCIETY SPONSOR			50.93				
ONEACT ONE ACT COACH			286.50				

0.006+

Gross Wages

A  
 pg 2 \* 36,796.92 +  
 Total 182,118.08 +  
 218,915.006+

Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 07/2024

PIK/Gross	Amount	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name
QUIZBOWL QUIZ BOWL SPONSOR		76.40				
SALARY SALARY		7,803.00				0.00G+
SENIORSPON SENIOR SPONSOR		66.85				
SKILLSUSA SKILL USA SPONSOR		254.67				
SOCIALMEDI SOCIAL MEDIA/WEB PAGE		70.03				
SOPHSPON SOPHOMORE SPONSOR		50.93				
SPEECH SPEECH SPONSOR		270.58				
STRIVTV STRIV TV SPONSOR		111.42				
STUCOSPON STUDENT COUNCIL SPONSOR		76.40				
XTRADUTY1 Extra Duty		83.32				
		<u>182,118.08</u>				

**Total Deductions**  
**A** 72,789.88 +  
**B** 41,590.45 +  
**C** 57,067.52 +  
 171,447.85G+

DEDUCTION	PIK/Gross	Amount	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name
AFLAC AFLAC Insurance	32,504.09	489.54			489.54	AFLAC	AFLAC of Columbus
AMERITAS AMERITAS		326.84	26.48	(1.89)	351.43	AMERITAS	AMERITAS LIFE INSURANCE CORP
DAYCARE Day Care	5,188.85	150.00			150.00	KENECRAFT	Kenesaw Public School
DENTAL Pre-Tax Dental	153,351.95	1,101.12	1,141.40		2,242.52	BCBS	Bluecrossblue Shield Of Nebraska
HEALTH Health	153,351.95		63,611.58		63,611.58	BCBS	Bluecrossblue Shield Of Nebraska
MEDEXP Med Exp-Flex	38,726.52	1,050.00			1,050.00	KENECRAFT	Kenesaw Public School
TSAAMERICA TSAAMERICA		600.00			600.00	TSAAMERICA	AMERICAN FUNDS
TSAEMPOWNT TSAEmpower No	11,352.91	2,750.00	894.81		3,644.81	EMPOWER	GREAT WEST LIFE & ANNUITY
TSAEMPOWTA TSAEmpower Tax	9,615.30	650.00			650.00	EMPOWER	GREAT WEST LIFE & ANNUITY
	<b>D</b>	7,117.50	65,674.27	(1.89)	72,789.88	<b>A</b>	

RET DEDUCTION	PIK/Gross	Amount	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name
NPERS RETIREMENT	211,512.00	20,685.86	15,551.43		36,237.29	RET	NEBRASKA SCHOOL RETIREMENT A SYS
NPERS2 INCREASED RETIR	211,797.50		5,353.16		5,353.16	RET	NEBRASKA SCHOOL RETIREMENT A SYS
	<b>E</b>	20,685.86	20,904.59	0.00	41,590.45	<b>B</b>	

TAX	PIK/Gross	Amount	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name
FIT FIT	191,761.64	16,627.80			16,627.80	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM
FUTA FUTA	198,128.22						
MEDICARE MEDICARE	215,797.50	3,129.08	3,129.08		6,258.16	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM
SITNE SIT NE	191,761.64	7,422.62			7,422.62	SITNE	NEBRASKA DEPARTMENT OF REVENUE
SOCSEC SOC SEC	215,797.50	13,379.47	13,379.47		26,758.94	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM
SUTANE SUTA NE	191,761.64						
WCNE WORK COMP NE	218,839.08						
	<b>F</b>	40,558.97	16,508.55	0.00	57,067.52	<b>C</b>	

Net Pay: 150,552.67  
Cash Total: 322,000.52

Non - FIT Taxable Deductions	27,153.36
Non - SIT Taxable Deductions	27,153.36
Non - SOC SEC Taxable Deductions	5,867.50
Non - MEDICARE Taxable Deductions	5,867.50
Direct Deposits	150,490.94
Automatic Payments	98,657.97
Adds + Contracts + Deduction Adds	218,915.00

**Employee Deductions**  
**D** 7,117.50 +  
**E** 20,685.86 +  
**F** 40,558.97 +  
**G** 68,362.33G+  
**G** 68,362.33G+  
**P91 Total** 218,915.00 +  
**(H) Net Pay** 150,552.67G+  
 0.00G+

Payroll Register - Totals

BOARD

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 07/2024

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>	
Checking Account ID: 6								
ADD								
HR1HL HOURLY HOT LUNCH			999.37					
			<u>999.37</u>					
DEDUCTION								
DENTAL Pre-Tax Dental	999.37		29.54		29.54	BCBS	Bluecrossblue Shield Of Nebraska	
HEALTH Health	999.37		788.61		788.61	BCBS	Bluecrossblue Shield Of Nebraska	
			<u>818.15</u>		<u>818.15</u>			
RET DEDUCTION								
NPERS2HL HL INC. RET.	999.37		25.26		25.26	KENERETHL	Kenesaw Public School Retirement HOT LUNCH	D
NPERSHL HL RETIREMENT	999.37	97.74	73.48		171.22	KENERETHL	Kenesaw Public School Retirement HOT LUNCH	D
		<u>97.74</u>	<u>98.74</u>		<u>196.48</u>			
TAX								
FIT FIT	901.63	40.16			40.16	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
FUTA FUTA	901.63							
MEDICARE MEDICARE	999.37	14.49	14.49		28.98	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SITNE SIT NE	901.63	17.96			17.96	SITNE	NEBRASKA DEPARTMENT OF REVENUE	A
SOCSEC SOC SEC	999.37	61.96	61.96		123.92	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SUTANE SUTA NE	901.63							
WCNE WORK COMP NE	999.37							
		<u>134.57</u>	<u>76.45</u>		<u>211.02</u>			

Net Pay: 767.06  
Cash Total: 1,992.71

Non - FIT Taxable Deductions	97.74
Non - SIT Taxable Deductions	97.74
Non - SOC SEC Taxable Deductions	0.00
Non - MEDICARE Taxable Deductions	0.00
Direct Deposits	963.54
Automatic Payments	211.02
Adds + Contracts + Deduction Adds	999.37

0.000+  
Total Deductions

A 818.15 +  
B 196.48 +  
C 211.02 +  
1,225.650+

0.000+

D 999.37 +  
E 97.74 -  
F 134.57 -  
767.060+  
Net Pay (H)  
0.000+

Expenditure Report by Function/Object -  
Summary

Regular; Processing Month 07/2024

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01								
1100	2,363,986.00	223,744.78	2,115,765.92	89.50	248,220.08	0.00	0.00	248,220.08
1160	12,600.00	993.47	10,944.87	86.86	1,655.13	0.00	0.00	1,655.13
1190	114,550.00	4,446.94	52,563.19	45.89	61,986.81	0.00	0.00	61,986.81
1195	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	450,900.00	22,023.52	378,481.17	83.94	72,418.83	0.00	0.00	72,418.83
1291	124,150.00	5,983.77	102,244.28	82.36	21,905.72	0.00	0.00	21,905.72
1292	10,000.00	1,346.15	6,455.49	64.55	3,544.51	0.00	0.00	3,544.51
1300	3,500.00	0.00	0.00	0.00	3,500.00	0.00	0.00	3,500.00
2120	89,200.00	6,622.22	72,931.56	81.76	16,268.44	0.00	0.00	16,268.44
2130	14,025.00	780.34	12,317.16	87.82	1,707.84	0.00	0.00	1,707.84
2140	45,000.00	7,178.00	38,246.58	84.99	6,753.42	0.00	0.00	6,753.42
2141	23,000.00	5,022.00	29,841.94	129.75	(6,841.94)	0.00	0.00	(6,841.94)
2142	3,500.00	0.00	13,156.00	375.89	(9,656.00)	0.00	0.00	(9,656.00)
2143	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
2151	123,900.00	16,992.78	87,324.65	70.48	36,575.35	0.00	0.00	36,575.35
2152	14,100.00	7,371.00	41,771.43	296.25	(27,671.43)	0.00	0.00	(27,671.43)
2153	8,000.00	2,142.00	7,824.88	97.81	175.12	0.00	0.00	175.12
2161	20,500.00	704.19	10,234.39	49.92	10,265.61	0.00	0.00	10,265.61
2162	5,500.00	168.23	5,639.83	102.54	(139.83)	0.00	0.00	(139.83)
2163	900.00	0.00	0.00	0.00	900.00	0.00	0.00	900.00
2170	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2171	17,700.00	173.25	5,743.02	32.45	11,956.98	0.00	0.00	11,956.98
2172	3,250.00	0.00	3,180.83	97.87	69.17	0.00	0.00	69.17
2173	500.00	672.19	4,043.29	808.66	(3,543.29)	0.00	0.00	(3,543.29)
2181	7,500.00	2,290.00	16,875.00	225.00	(9,375.00)	0.00	0.00	(9,375.00)
2180	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
2213	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
2220	129,400.00	12,638.46	109,389.17	84.54	20,010.83	0.00	0.00	20,010.83
2310	37,800.00	1,355.00	16,177.01	42.80	21,622.99	0.00	0.00	21,622.99
2320	186,250.00	13,686.89	145,016.81	77.86	41,233.19	0.00	0.00	41,233.19
2330	10,000.00	3,885.30	6,393.04	63.93	3,606.96	0.00	0.00	3,606.96
2410	258,000.00	20,143.37	217,925.71	84.47	40,074.29	0.00	0.00	40,074.29
2510	282,200.00	25,614.04	259,910.06	99.13	2,289.94	0.00	0.00	2,289.94
2530	3,700.00	0.00	5,657.59	152.91	(1,957.59)	0.00	0.00	(1,957.59)
2550	5,000.00	535.25	6,328.27	126.57	(1,328.27)	0.00	0.00	(1,328.27)
2610	272,250.00	36,129.16	285,383.82	104.82	(13,133.82)	0.00	0.00	(13,133.82)
2620	199,250.00	18,407.86	179,004.35	89.84	20,245.65	0.00	0.00	20,245.65
2630	6,000.00	0.00	501.74	8.36	5,498.26	0.00	0.00	5,498.26
2660	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710	204,150.00	5,615.00	131,183.06	64.26	72,966.94	0.00	0.00	72,966.94
2712	5,300.00	0.00	0.00	0.00	5,300.00	0.00	0.00	5,300.00
2725	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3535	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	0.00	(1,000.00)
3540	20,629.00	6,652.15	89,855.55	435.58	(69,226.55)	0.00	0.00	(69,226.55)
3552	0.00	10,073.50	20,073.50	0.00	(10,073.50)	0.00	0.00	(10,073.50)
3599	0.00	20,912.69	20,912.69	0.00	(20,912.69)	0.00	0.00	(20,912.69)
4300	0.00	0.00	10,381.00	0.00	(10,381.00)	0.00	0.00	(10,381.00)
4500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	30,744.00	2,467.41	30,122.01	97.98	621.99	0.00	0.00	621.99
6210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TITLE INCLB IMPROVING BSC PRGRMS ACCT

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User ID: DJK

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
6212	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6402	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6404	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	2,114.00	0.00	0.00	0.00	2,114.00	0.00	0.00	2,114.00
6408	90,000.00	0.00	0.00	0.00	90,000.00	0.00	0.00	90,000.00
6410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	7,391.00	0.00	0.00	0.00	7,391.00	0.00	0.00	7,391.00
6418	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6890	0.00	0.00	750.00	0.00	(750.00)	0.00	0.00	(750.00)
6700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
6990	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	29,903.00	0.00	4,113.99	13.76	25,789.01	0.00	0.00	25,789.01
6996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	70,758.00	6,256.63	70,042.83	98.99	715.17	0.00	0.00	715.17
8000	45,000.00	0.00	25,000.00	55.56	20,000.00	0.00	0.00	20,000.00
9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	5,344,600.00	493,027.55	4,640,707.68	86.83	703,892.32	0.00	0.00	703,892.32

Expenditure Report by Function/Object -

Summary

Regular, Processing Month 07/2024

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
02								
2900 DEPRECIATION	650,000.00	21,952.18	118,360.70	18.21	531,639.30	0.00	0.00	531,639.30
4700 DEPRICIATION FUND DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 NON-PROGRAM DEPRECIATION	650,000.00	21,952.18	118,360.70	18.21	531,639.30	0.00	0.00	531,639.30

05 ACTIVITY FUND  
 2900 DEPRICIATION FUND DISBURSEMENTS  
 9000 NON-PROGRAM  
 05 ACTIVITY FUND

Revised Budget	Expended During Month	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
0.00	16,791.73	16,791.73	244,376.37	0.00	(244,376.37)	0.00	0.00	(244,376.37)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	16,791.73	16,791.73	244,376.37	0.00	(244,376.37)	0.00	0.00	(244,376.37)

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Expenditure Report by Function/Object - Summary

Regular; Processing Month 07/2024

User ID: DJK

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
06 NUTRITION FUND								
3100 FOOD SERVICES OPERATIONS	233,250.00	3,143.26	161,678.73	69.32	71,571.27	0.00	0.00	71,571.27
6800 FEDERAL NUTRITION PROGRAMS	0.00	0.00	1,850.49	0.00	(1,850.49)	0.00	0.00	(1,850.49)
6996 CARES ACT/ESSERS I FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000 NON-PROGRAM	116,750.00	0.00	0.00	0.00	116,750.00	0.00	0.00	116,750.00
06 NUTRITION FUND	350,000.00	3,143.26	163,529.22	46.72	186,470.78	0.00	0.00	186,470.78

Expenditure Report by Function/Object -

Summary

Regular; Processing Month 07/2024

User ID: DJK

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
07								
2330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	339,988.00	0.00	339,387.50	99.82	600.50	0.00	0.00	600.50
9000	60,012.00	0.00	0.00	0.00	60,012.00	0.00	0.00	60,012.00
07	400,000.00	0.00	339,387.50	84.85	60,612.50	0.00	0.00	60,612.50

07 BOND FUND  
 2330 DISTRICT LEGAL SERVICES  
 5000 DEBT SERVICES  
 9000 NON-PROGRAM  
 07 BOND FUND

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Regular, Processing Month 07/2024

User ID: DJK

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
08 SPECIAL BUILDING								
2330 DISTRICT LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610 OPERATION OF BUILDING CUSTODIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700 BUILDING IMPROVEMENTS	718,000.00	0.00	0.00	0.00	718,000.00	0.00	0.00	718,000.00
5000 DEBT SERVICES	77,000.00	0.00	74,969.86	97.36	2,030.14	0.00	0.00	2,030.14
8000 TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000 NON-PROGRAM	255,000.00	0.00	0.00	0.00	255,000.00	0.00	0.00	255,000.00
9003 INTERFUND LOAN FROM SPEC. BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 SPECIAL BUILDING	1,050,000.00	0.00	74,969.86	7.14	975,030.14	0.00	0.00	975,030.14

Expenditure Report by Function/Object -

Summary

Regular; Processing Month 07/2024

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
7,794,600.00	534,914.72	5,581,331.33	71.61	2,213,268.67	0.00	0.00	2,213,268.67

07/2024 - 07/2024

Regular, Beginning Month 07/2024; Processing Month 07/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704	FUND BALANCE	*Previous Balance	0.00	0.00	0.00	0.00	0.00	12,271.43
		*Ending Balance:						12,271.43
		*Previous Balance						32,164.37
05 704 0100	ATHLETICS	Nebraska Coaches Association	140.00	0.00	0.00	0.00		
05 704 0100	ATHLETICS	Morgan, Jace	67.00	0.00	0.00	0.00		
05 2900 610 000 0100	ATHLETICS	Morgan, Jace	50.00	0.00	0.00	0.00		
07/10/2024	CD KENESAW 24/25 KROOS	CHRISTIAN KROOS						
07/10/2024	CD REIMB BB CKS 5	REIMB - WIESE REIMB JM						
07/10/2024	CD REIMB BB CKS 5	REIMB - HARMON REIMB JM						
07/15/2024	CD INV4614	FEB. 24 HAMMER/PANCAKE DECALS	85.00	0.00	0.00	0.00		
07/15/2024	CD 9865951604	JETPACK ATHLETICS	45.01	0.00	0.00	0.00		
07/15/2024	CD H00081552	HUDL ASSIST PKG	8,700.00	0.00	0.00	0.00		
07/15/2024	CD INV-009064	ALL VOLLEYBALL ANTENNAS 009064	1,241.65	0.00	0.00	0.00		
05 704 0100	ATHLETICS	*Current Activity	10,328.66	0.00	0.00	0.00	0.00	(10,328.66)
		*Ending Balance:						21,835.71
		*Previous Balance						6,670.59
		*Ending Balance:						6,670.59
		*Previous Balance						1,480.59
05 704 0500	ANNUAL	Us Bank	1,858.74	0.00	0.00	0.00		
05 704 0500	ANNUAL	*Current Activity	1,858.74	0.00	0.00	0.00	0.00	(1,858.74)
		*Ending Balance:						(378.15)
		*Previous Balance						5,853.28
		*Ending Balance:						5,853.28
		*Previous Balance						3,203.63
05 704 0510	K-CLUB	LARSON, JILLIAN	500.00	0.00	0.00	0.00		
05 704 0520	NATIONAL HONOR SOCIETY	EDWARDS, KATELYN	500.00	0.00	0.00	0.00		
05 704 0520	NATIONAL HONOR SOCIETY	*Current Activity	1,000.00	0.00	0.00	0.00	0.00	(1,000.00)
		*Ending Balance:						2,203.63
		*Previous Balance						5,046.83
		*Ending Balance:						5,046.83
		*Previous Balance						131.40
05 704 0530	STUDENT COUNCIL							
05 704 1500	BAND							





07/2024 - 07/2024

Regular; Beginning Month 07/2024; Processing Month 07/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4724					CHROME BOOK ACCOUNT	*Previous Balance						8,106.97
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	8,106.97
05 704 7274					SCRIP CARD	*Previous Balance						18,238.16
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	18,238.16
05 704 7545					SKILLS USA	*Previous Balance						7,037.83
05 704 7545					SKILLS USA							
05 2900 610 000 7545					SKILLS USA							
07/15/2024	CD	NLC-24-1046		5	4720 NATIONAL SKILLS & LDRSHIP CONF BUS	GRAFTON & ASSOCIATES	600.00	0.00	0.00	0.00		
						13801						
05 704 7545					SKILLS USA	*Current Activity						(600.00)
						*Ending Balance:	600.00	0.00	0.00	0.00	0.00	6,437.83
05 704 7733					SPEECH FUND RAISER	*Previous Balance						446.03
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	446.03
05 704 7737					PRESCHOOL PARTNERSHIP	*Previous Balance						900.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	900.00
05 704 7867					SCHOOL STORE PRE K - 6	*Previous Balance						1,375.30
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,375.30
05 765					FUND BALANCE	*Previous Balance						819.85
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	819.85
						Fund Total: 05	16,791.73	0.00	0.00	0.00	0.00	158,526.20



06/2024 - 06/2024

Regular; Beginning Month 06/2024; Processing Month 06/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 0520	06/12/2024	CD	REIMB. NHS/STUCO	5	13784	NHS REIMB. DRY CLEANING STOLES	Benton, Kristen Louise	90.00	0.00	0.00	0.00		(475.00)
			NATIONAL HONOR SOCIETY				*Current Activity	475.00	0.00	0.00	0.00	0.00	3,203.63
							*Ending Balance:						5,198.99
							*Previous Balance						
05 704 0530			STUDENT COUNCIL				National Association Of Secondary School Principals	95.00	0.00	0.00	0.00		
05 2900 610 000 0530	06/12/2024	CD	9001767622	5	13791	STUDENT COUNCIL AFFILIATION 2024 - 25	Benton, Kristen Louise	57.16	0.00	0.00	0.00		(152.16)
			REIMB. NHS/STUCO			BEADS SPRING FLING/COFFEE TEACH APP	*Current Activity	152.16	0.00	0.00	0.00	0.00	5,046.83
							*Ending Balance:						131.40
							*Previous Balance						131.40
05 704 1500			BAND					0.00	0.00	0.00	0.00		251.96
05 704 1510			DRAMATICS					0.00	0.00	0.00	0.00		251.96
05 704 1520			LIBRARY					0.00	62.00	0.00	0.00		5,846.94
05 704 1520			LIBRARY										62.00
05 1710 1520	06/27/2024	CR	4049			LIBRARY BOOK - CASH	*Current Activity	0.00	62.00	0.00	0.00	0.00	5,908.94
							*Ending Balance:						1,311.28
							*Previous Balance						1,311.28
05 704 1530			DANCE SQUAD					0.00	0.00	0.00	0.00		2,933.72
05 704 1535			CHEERLEADER					0.00	0.00	0.00	0.00		2,933.72
05 704 2021			CLASS OF 2021					0.00	0.00	0.00	0.00		0.00
05 704 2022			CLASS OF 2022					0.00	0.00	0.00	0.00		0.00
05 704 2023			CLASS OF 2023					0.00	0.00	0.00	0.00		0.00
05 704 2024			CLASS OF 2024					0.00	0.00	0.00	0.00		0.00
05 2900 610 000 2024	06/12/2024	CD	2024 MAY 24	5	13788	PROM SUPPLIES	Kenesaw Market	45.42	0.00	0.00	0.00		57.25
	06/12/2024	CD	208484	5	13793	208484 SCISSOR LIFT PROM	Us Bank	160.19	0.00	0.00	0.00		57.25
							*Ending Balance:						1,058.01
							*Previous Balance						

06/2024 - 06/2024  
Regular: Beginning Month 06/2024; Processing Month 06/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance			
Entry Date	JR Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance	
06/12/2024	CD	KPS SENIORS	5	13794	110 ROSES FOR SENIOR GRADUATION	WACKEE CACTUS BOUTIQUE AND FLORAL	660.00	0.00	0.00	0.00	(865.61)
05 704 2024					CLASS OF 2024						
05 704 2025					CLASS OF 2025						192.40
05 704 2025					CLASS OF 2025						3,812.34
05 2900 610 000 2025					CLASS OF 2025						
06/12/2024	CD	1969	5	13790	PROM 2024 CATERING 15.50 PER PLATE/DESSE	MNO Hometown Market, Inc	1,962.18	0.00	0.00	0.00	(1,962.18)
05 704 2025					CLASS OF 2025						
05 704 2026					CLASS OF 2026						1,850.16
05 704 2027					CLASS OF 2027						5,103.34
05 704 2520					SHOP						5,103.34
05 704 2530					FBLA						3,271.52
05 704 2662					CONCESSIONS						3,271.52
05 704 2662					CONCESSIONS						1,405.19
05 2900 610 000 2662					CONCESSIONS						1,405.19
06/12/2024	CD	14199033	5	13787	CONC. FOOD	Cash-Wa Distributing Co.	487.92	0.00	0.00	0.00	428.55
06/12/2024	CD	14207692	5	13787	REIMBURSED HOT DOGS CRAIG	Cash-Wa Distributing Co.	85.53	0.00	0.00	0.00	428.55
06/12/2024	CD	2662 MAY 24	5	13788	MAY CONCESSION ITEMS 2662	Kenesaw Market	974.76	0.00	0.00	0.00	11,802.69
05 704 2662					CONCESSIONS						(1,548.21)
05 704 2782					ART CLUB FUND BALANCE						10,254.48
05 704 2874					BUSINESS/ACCOUNT						1,491.85
05 704 3020					PROJ. DC CLASS OF 2020						203.61
05 704 3022					PROJ. DC CLASS OF 2022						203.61
05 704 3024					PROJ. DC CLASS OF 2024 BALANCE						0.00

06/2024 - 06/2024  
Regular; Beginning Month 06/2024; Processing Month 06/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 3030	MISCELLANEOUS	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
05 704 3030	MISCELLANEOUS	*Previous Balance						1,459.33
05 1710 3030	MISCELLANEOUS							
06/21/2024	CR 4043 BLACKBAUD		0.00	19.24	0.00	0.00		
06/21/2024	CR 4043 CASEY'S REWARDS		0.00	18.20	0.00	0.00		
06/21/2024	CR 4046 FB BAGS - PD W CASH		0.00	325.00	0.00	0.00		
06/21/2024	CR 4046 FB BAG - LONG		0.00	65.00	0.00	0.00		
06/21/2024	CR 4046 FB BAG- PARKER		0.00	65.00	0.00	0.00		
06/27/2024	CR 4049 BLACKBAUD		0.00	19.24	0.00	0.00		
06/30/2024	CR 4054 JUNE INTEREST	Adams County Bank	0.00	190.46	0.00	0.00		
05 2900 610 000 3030	MISCELLANEOUS							
06/12/2024	CD 1MXK-QNQT- 5	AMAZON CAPITAL SERVICES	126.60	0.00	0.00	0.00		
	4KPP	MEM. BOOKS						
06/12/2024	CD 16HT-LGL7- 5	AMAZON CAPITAL SERVICES	281.88	0.00	0.00	0.00		
	6CTM	BOOKS						
05 704 3030	MISCELLANEOUS	*Current Activity						293.66
05 704 3035	POP MACHINE	*Ending Balance:	408.48	702.14	0.00	0.00	0.00	1,752.99
		*Previous Balance						923.78
05 704 3040	QUEST	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	923.78
		*Previous Balance						6,611.34
05 704 3429	EHA WELLNESS ACCOUNT	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,611.34
		*Previous Balance						4,312.48
05 704 3536	ELEMENTARY T-SHIRTS	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,312.48
		*Previous Balance						132.00
05 704 3668	FOOTBALL FUNDRAISING	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	132.00
		*Previous Balance						1,775.02
05 704 3668	FOOTBALL FUNDRAISING							
05 704 3668	FOOTBALL FUNDRAISING							
05 2900 610 000 3668	FOOTBALL FUNDRAISING							
06/12/2024	CD * 068369 5	FB FUND RAISER TACKLING DUMMY STAND	1,376.22	0.00	0.00	0.00		
05 704 3668	FOOTBALL FUNDRAISING	*Current Activity						(1,376.22)
		*Ending Balance:	1,376.22	0.00	0.00	0.00	0.00	398.80
		*Previous Balance						6,559.78
05 704 3669	VOLLEYBALL							
05 704 3669	VOLLEYBALL							
05 2900 610 000 3669	VOLLEYBALL							
06/12/2024	CD REIMB. FROM 5	Kenesaw Public School - General Fund	80.00	0.00	0.00	0.00		
	VB FUND							
05 704 3669	VOLLEYBALL	*Current Activity						(80.00)
		*Ending Balance:	80.00	0.00	0.00	0.00	0.00	6,479.78



Regular; Beginning Month 06/2024; Processing Month 06/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number    Chart of Account Description  
Entry Date   JR   Reference #   Check Acct   Check #   Description

<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>
Fund Total: 05	12,044.67	6,161.53	0.00	0.00	0.00	175,317.93

Batch Description: GENERAL FUND JUNE 2024  
Checking Account: 1

GENERAL FUND CHECKING

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	3,499,304.02
<u>Outstanding Checks</u>			
<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
33011	Explorelearning	07/11/2022	1,575.00
33679	WEST MUSIC	06/12/2023	288.68
33692	Carey'S Pest Control, Inc.	07/12/2023	140.00
33846	INFO BASE	09/11/2023	332.97
34225	GRAND ISLAND HIGH SCHOOL	03/11/2024	145.00
34332	Kristen Benton	05/13/2024	150.00
34359	MINDEN VOLLEYBALL	05/13/2024	240.00
34376	AFLAC of Columbus	06/12/2024	489.54
34378	AMERITAS LIFE INSURANCE CORP	06/12/2024	351.43
34413	OMAHA MUSIC THERAPY LLC	06/12/2024	603.71
34423	Brent Schirmer	06/12/2024	612.64
34424	AMERITAS LIFE INSURANCE CORP	06/12/2024	351.43
61423	Kps-Nprs	05/13/2024	1,080.96
	Total:		<u>6,361.36</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
3,499,304.02	(6,361.36)	3,492,942.66	3,494,547.97	(1,605.31)

Cleared Automatic Payment Total:	134,442.78
Cleared Checks Total:	95,891.47
Cleared Direct Deposit Total:	(150,254.50)
Cleared Void Total:	
Cleared Cash Receipt Total:	514,167.32
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

Batch Description: BUS/DEPRECIATION JUNE 2024  
Checking Account: 2 DEPRECIATION

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	590,610.51

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
1624	STONHARD	06/18/2024	21,800.00
		Total:	<u>21,800.00</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
590,610.51	(21,800.00)	568,810.51	568,810.51	0.00

Cleared Automatic Payment Total:  
Cleared Checks Total: 1,200.00  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Cash Receipt Total: 1,088.41  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:

Batch Description: ACTIVITY FUND JUNE 2024  
Checking Account: 5

ACTIVITY FUND

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	173,655.99

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
146	Kenesaw Public School-Activity Fund	02/16/2024	8.00
10157	Chuck Roe	10/14/2016	75.34
10308	Kenesaw Booster Club	01/23/2017	6.25
10773	Preston Schnitzler	02/09/2018	85.00
13357	NSIAAA	09/11/2023	250.00
13378	Doniphan Trumbull High	09/15/2023	100.00
13772	NAEA	05/13/2024	180.00
13784	Kristen Benton	06/12/2024	147.16
	Total:		<u>851.75</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
Check	Reversal: Adjust Posted Entry	10/10/2022	180.74
Check	Reversal: Adjust Posted Entry	10/27/2022	1,259.10
Check	Reversal: Adjust Posted Entry	10/27/2022	494.10
Check	Reversal: Adjust Posted Entry	10/27/2022	674.00
Check	Reversal: Adjust Posted Entry	10/27/2022	661.50
	Total:		<u>3,269.44</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
173,655.99	2,417.69	176,073.68	175,317.93	755.75

Cleared Automatic Payment Total:  
 Cleared Checks Total: 16,214.78  
 Cleared Direct Deposit Total:  
 Cleared Void Total:  
 Cleared Cash Receipt Total: 6,161.53  
 Cleared Manual Journal Entries Total:  
 Cleared Sales Journal Total:

Batch Description: HOT LUNCH JUNE 2024  
Checking Account: 6

HOT LUNCH FUND CHECKING

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	16,541.27

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
2	Kenesaw Public School Retirement HOT LUNCH	10/11/2023	293.19
3	NEBRASKA SCHOOL RETIREMENT SYS	10/11/2023	43.26
39	NEBRASKA DEPARTMENT OF REVENUE	06/14/2019	34.26
45	NEBRASKA DEPARTMENT OF REVENUE	11/15/2019	16.61
47	NEBRASKA DEPARTMENT OF REVENUE	12/13/2019	63.86
90	Kenesaw Public School Retirement HOT LUNCH	09/11/2023	237.73
93	Kenesaw Public School Retirement HOT LUNCH	06/15/2023	564.19
94	NEBRASKA SCHOOL RETIREMENT SYS	06/15/2023	83.25
95	Kenesaw Public School Retirement HOT LUNCH	08/13/2023	85.56
96	NEBRASKA SCHOOL RETIREMENT SYS	08/13/2023	12.63
99	Kenesaw Public School Retirement HOT LUNCH	05/15/2023	1,062.43
100	NEBRASKA SCHOOL RETIREMENT SYS	05/15/2023	156.79
101	Kenesaw Public School Retirement HOT LUNCH	03/15/2023	1,045.74
102	NEBRASKA SCHOOL RETIREMENT SYS	03/15/2023	154.45
103	Kenesaw Public School Retirement HOT LUNCH	04/15/2023	1,273.97
127	NEBRASKA SCHOOL RETIREMENT SYS	11/14/2022	130.61
130	NEBRASKA SCHOOL RETIREMENT SYS	12/12/2022	158.83
133	NEBRASKA SCHOOL RETIREMENT SYS	01/11/2023	105.72
136	NEBRASKA SCHOOL RETIREMENT SYS	02/13/2023	134.08
144	NEBRASKA SCHOOL RETIREMENT SYS	04/14/2023	187.99
	Total:		<u>5,845.15</u>

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
61166	Bluecrossblue Shield Of Nebraska	11/15/2021	1,915.66
61185	Bluecrossblue Shield Of Nebraska	01/10/2022	3,772.24
61203	Bluecrossblue Shield Of Nebraska	03/14/2022	1,886.12
61225	Bluecrossblue Shield Of Nebraska	05/11/2022	1,886.12
61235	Shelly Gallagher	05/11/2022	2.00
61298	Bluecrossblue Shield Of Nebraska	01/11/2023	2,000.11
61344	JANICE KUEHN	05/11/2023	19.20
	Total:		<u>11,481.45</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Correction: Adjust Posted Entry	12/29/2020	272.59
	ACH payment out of wrong account	05/31/2023	43,584.08
3125	Receipt 3125	10/31/2022	24.26
3245	Receipt 3245	01/18/2023	5,945.14
AJE #2	ADJUSTING ENTRY AUDIT 22-23	08/31/2023	5,156.24
AJE #3	ADJUSTING ENTRY AUDIT 22-23	08/31/2023	114.73
AJE #4	ADJUSTING ENTRY AUDIT 22-23	08/31/2023	11,460.25
AJE #5	ADJUSTING ENTRY AUDIT 22-23	08/31/2023	(5,945.14)
AJE #6	ADJUSTING ENTRY AUDIT 22-23	08/31/2023	(43,880.93)
	Total:		<u>16,731.22</u>

Batch Description: BOND FUND JUNE 2024  
Checking Account: 7

BOND FUND

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	338,693.71
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
338,693.71	0.00	338,693.71	338,693.71
			<u>Difference</u>
			0.00

Cleared Automatic Payment Total:  
Cleared Checks Total:  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Cash Receipt Total: 32,984.83  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:

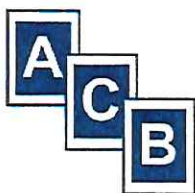
Batch Description: SPECIAL BLDG JUNE 2024  
Checking Account: 8

SPECIAL BUILDING

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	934,112.50
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
934,112.50	0.00	934,112.50	934,112.50
			<u>Difference</u>
			0.00

Cleared Automatic Payment Total:  
Cleared Checks Total:  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Cash Receipt Total: 38,276.05  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

GENERAL FUND

Super NOW			
06/01/2024	Beginning Balance		3,367,321.03
	12 Deposits/Other Credits	+	514,167.32
	51 Checks/Other Debits	-	382,184.33
06/30/2024	Ending Balance	30 Days in Statement Period	3,499,304.02

----- Deposits/Other Credits -----			
06/03/2024	ACH Deposit		728.13
	STATE OF NE	ST PAYMENT	
06/13/2024	ACH Deposit		41,883.40
	Hall County	Disbursmnt	
06/13/2024	ACH Deposit		278,655.65
	ADAMS COUNTY TRE	Disbursmnt	
06/14/2024	ACH Deposit	KENESAW PUBLIC S PAYROLL	528.22
06/21/2024	Deposit		280.00
06/21/2024	Deposit		2,333.40
06/21/2024	Deposit		42,729.00
06/26/2024	ACH Deposit		83.87
	STATE OF NE	ST PAYMENT	
06/27/2024	Deposit		17,793.82
06/27/2024	ACH Deposit		52,489.00
	STATE OF NE	ST PAYMENT	
06/28/2024	ACH Deposit		73,045.00
	STATE OF NE	ST PAYMENT	
06/30/2024	Accr Earning Pymt	Added to Account	3,617.83

----- Checks listed in numerical order; (\*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
33947	06/03	9.50	34389	06/21	383.03
34301*	06/11	285.00	34390	06/24	63.47
34368*	06/03	45.00	34391	06/24	241.59
34373*	06/18	371.32	34392	06/25	40.64
34374	06/18	211.20	34393	06/18	31.50
34375	06/18	707.03	34394	06/18	753.65
34377*	06/18	600.00	34395	06/18	1,419.64
34379*	06/18	65,908.71	34396	06/18	1,315.00
34380	06/21	4,661.48	34397	06/20	50.00
34381	06/21	1,200.00	34398	06/18	170.00
34388*	06/20	200.00	34399	06/20	1,375.00



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL

----- Checks listed in numerical order; (\*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
34400	06/21	330.00	34411	06/18	75.00
34401	06/21	140.11	34412	06/24	125.00
34402	06/20	135.00	34414*	06/20	2,025.75
34403	06/20	17.59	34415	06/21	48.01
34404	06/18	1,007.51	34416	06/21	92.65
34405	06/17	158.60	34417	06/18	3,932.28
34406	06/24	728.56	34418	06/20	178.98
34407	06/18	266.00	34419	06/21	2,298.75
34408	06/21	218.15	34420	06/21	763.01
34409	06/18	101.90	34421	06/17	817.12
34410	06/20	854.98	34422	06/20	561.17

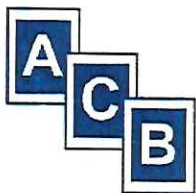
----- Other Debits -----

06/03/2024 ACH Withdrawal		972.59
IRS USATAXPYMT		
06/03/2024 ACH Withdrawal		43,502.17
RETIREMENT DEBIT RETIREMENT		
06/14/2024 ACH Withdrawal	KENESAW PUBLIC S PAYROLL	1,594.39
06/14/2024 ACH Withdrawal	KENESAW PUBLIC S PAYROLL	148,660.11
06/17/2024 ACH Withdrawal		46,058.69
IRS USATAXPYMT		
06/18/2024 ACH Withdrawal		6,359.87
NEB DEPT REVENUE NBF BUS TX		
06/26/2024 ACH Withdrawal		40,117.63
RETIREMENT DEBIT RETIREMENT		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----

06/01	3,367,321.03	06/11	3,323,234.90	06/14	3,494,047.67
06/03	3,323,519.90	06/13	3,643,773.95	06/17	3,447,013.26



*Adams County Bank*

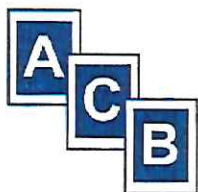
Jun 30, 2024

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KENESAW PUBLIC SCHOOL

----- Daily Ending Balance -----					
06/18	3,363,782.65	06/24	3,392,432.77	06/27	3,422,641.19
06/20	3,358,384.18	06/25	3,392,392.13	06/28	3,495,686.19
06/21	3,393,591.39	06/26	3,352,358.37	06/30	3,499,304.02

----- Earnings Summary -----					
** Below is an itemization of the Earnings **					
** paid this period. **					
Interest Paid This Period	3,617.83	Annual Percentage Yield Earned	1.30 %		
Interest Paid YTD	18,205.33	Days in Earnings Period	30		
			Earnings Balance	3395,193.60	



*Adams County Bank*

Jun 30, 2024

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1

KENESAW PUBLIC SCHOOL  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

BUS & DEPRECIATION

MMA NonPersonal  
 06/01/2024 Beginning Balance 590,722.10  
     1 Deposits/Other Credits + 1,088.41  
     1 Checks/Other Debits - 1,200.00  
 06/30/2024 Ending Balance 30 Days in Statement Period 590,610.51

----- Deposits/Other Credits -----  
 06/30/2024 Accr Earning Pymt Added to Account 1,088.41

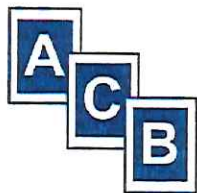
----- Checks listed in numerical order; (\*) indicates gap in sequence -----  

Check	Date	Amount	Check	Date	Amount
1623	06/17	1,200.00			

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----  
 06/01 590,722.10 06/17 589,522.10 06/30 590,610.51

----- Earnings Summary -----  
 \*\* Below is an itemization of the Earnings \*\*  
 \*\* paid this period. \*\*  
 Interest Paid This Period 1,088.41 Annual Percentage Yield Earned 2.27 %  
 Interest Paid YTD 6,610.74 Days in Earnings Period 30  
 Earnings Balance 590,162.10



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

ACTIVITY FUND

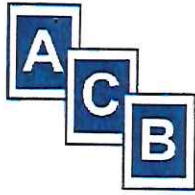
Super NOW			
06/01/2024	Beginning Balance		183,709.24
	6 Deposits/Other Credits	+	6,161.53
	24 Checks/Other Debits	-	16,214.78
06/30/2024	Ending Balance	30 Days in Statement Period	173,655.99

----- Deposits/Other Credits -----			
06/04/2024	ACH Deposit		224.14
	RAISERIGHT	RaiseRight	
06/07/2024	Deposit	606	3,500.00
06/21/2024	Deposit	665	1,359.44
06/24/2024	ACH Deposit		60.55
	RAISERIGHT	RaiseRight	
06/27/2024	Deposit	666	826.94
06/30/2024	Accr Earning Pymt	Added to Account	190.46

----- Checks listed in numerical order; (\*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
13614	06/04	100.00	13785*	06/21	267.50
13704*	06/03	50.00	13786	06/18	385.00
13735*	06/03	215.00	13787	06/18	573.45
13738*	06/03	215.00	13788	06/17	1,221.70
13741*	06/03	1,593.50	13789	06/21	80.00
13764*	06/05	362.90	13790	06/21	1,962.18
13778*	06/03	770.87	13791	06/20	480.00
13780*	06/06	880.00	13792	06/20	604.00
13781	06/06	130.00	13793	06/21	3,316.41
13782	06/20	190.00	13794	06/17	660.00
13783	06/21	408.48	13795	06/21	1,200.00

----- Other Debits -----			
06/03/2024	ACH Withdrawal		395.50
	RAISERIGHT	RaiseRight	
06/10/2024	ACH Withdrawal		153.29
	RAISERIGHT	RaiseRight	



*Adams County Bank*

Jun 30, 2024

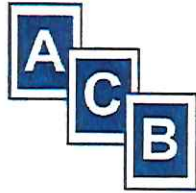
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KENESAW PUBLIC SCHOOL

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

Daily Ending Balance					
06/01	183,709.24	06/07	182,720.61	06/21	172,578.04
06/03	180,469.37	06/10	182,567.32	06/24	172,638.59
06/04	180,593.51	06/17	180,685.62	06/27	173,465.53
06/05	180,230.61	06/18	179,727.17	06/30	173,655.99
06/06	179,220.61	06/20	178,453.17		

Earnings Summary			
** Below is an itemization of the Earnings **			
** paid this period. **			
Interest Paid This Period	190.46	Annual Percentage Yield Earned	1.30 %
Interest Paid YTD	1,211.30	Days in Earnings Period	30
		Earnings Balance	178,739.03



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

SCHOOL LUNCH

Super NOW		
06/01/2024	Beginning Balance	17,135.85
	3 Deposits/Other Credits	+ 8,080.04
	8 Checks/Other Debits	- 8,674.62
06/30/2024	Ending Balance	16,541.27
	30 Days in Statement Period	

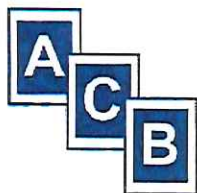
----- Deposits/Other Credits -----		
06/17/2024	ACH Deposit	7,447.26
	STATE OF NE ST PAYMENT	
06/27/2024	ACH Deposit	621.21
	STATE OF NE ST PAYMENT	
06/30/2024	Accr Earning Pymt Added to Account	11.57

----- Checks listed in numerical order; (*) indicates gap in sequence -----					
Check	Date	Amount	Check	Date	Amount
	06/14	567.00		06/18	3,934.96
	06/17	281.28	61431	06/21	482.45
	06/18	818.15			

----- Other Debits -----		
06/14/2024	ACH Withdrawal	2,063.14
	KENESAW PUBLIC S PAYROLL	
06/17/2024	ACH Withdrawal	491.55
	IRS USATAXPYMT	
06/18/2024	ACH Withdrawal	36.09
	NEB DEPT REVENUE NBF BUS TX	

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----					
06/01	17,135.85	06/18	16,390.94	06/27	16,529.70
06/14	14,505.71	06/21	15,908.49	06/30	16,541.27
06/17	21,180.14				



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL

----- Earnings Summary -----

\*\* Below is an itemization of the Earnings \*\*  
 \*\* paid this period. \*\*

Interest Paid This Period	11.57	Annual Percentage Yield Earned	0.85 %
Interest Paid YTD	154.80	Days in Earnings Period	30
		Earnings Balance	16,606.86



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

BOND ACCOUNT

Super NOW

06/01/2024	Beginning Balance		305,708.88
	4 Deposits/Other Credits	+	32,984.83
	0 Checks/Other Debits	-	.00
06/30/2024	Ending Balance	30 Days in Statement Period	338,693.71

----- Deposits/Other Credits -----

06/13/2024	ACH Deposit		3,885.54
	Hall County Disbursmnt		
06/13/2024	ACH Deposit		24,767.54
	ADAMS COUNTY TRE Disbursmnt		
06/21/2024	Deposit		3,986.26
06/30/2024	Accr Earning Pymt	Added to Account	345.49

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----

06/01	305,708.88	06/21	338,348.22	06/30	338,693.71
06/13	334,361.96				

----- Earnings Summary -----

** Below is an itemization of the Earnings **			
** paid this period. **			
Interest Paid This Period	345.49	Annual Percentage Yield Earned	1.30 %
Interest Paid YTD	1,398.13	Days in Earnings Period	30
		Earnings Balance	324,229.48



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

SPECIAL BLDG

Super NOW

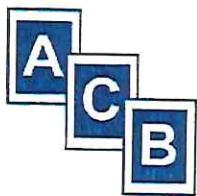
06/01/2024	Beginning Balance		895,836.45
	4 Deposits/Other Credits	+	38,276.05
	0 Checks/Other Debits	-	.00
06/30/2024	Ending Balance	30 Days in Statement Period	934,112.50

----- Deposits/Other Credits -----		
06/13/2024	ACH Deposit	4,440.63
	Hall County Disbursmnt	
06/13/2024	ACH Deposit	28,302.63
	ADAMS COUNTY TRE Disbursmnt	
06/21/2024	Deposit	4,555.66
06/30/2024	Accr Earning Pymt	977.13
	Added to Account	

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----					
06/01	895,836.45	06/21	933,135.37	06/30	934,112.50
06/13	928,579.71				

----- Earnings Summary -----		
** Below is an itemization of the Earnings **		
** paid this period. **		
Interest Paid This Period	977.13	Annual Percentage Yield Earned 1.30 %
Interest Paid YTD	5,411.38	Days in Earnings Period 30
		Earnings Balance 917,000.96



*Adams County Bank*

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
 CAFETERIA PLAN  
 110 N 5TH AVE  
 PO BOX 129  
 KENESAW NE 68956-0129

Hold at Bank

Reg Checking  
 06/01/2024 Beginning Balance 15,832.52  
     1 Deposits/Other Credits + 1,200.00  
     2 Checks/Other Debits - 1,783.43  
 06/30/2024 Ending Balance 30 Days in Statement Period 15,249.09

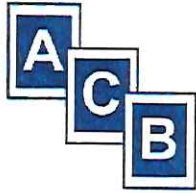
----- Deposits/Other Credits -----  
 06/21/2024 Deposit 1,200.00

----- Checks listed in numerical order; (\*) indicates gap in sequence -----  

Check	Date	Amount	Check	Date	Amount
1854	06/03	481.43	1855	06/24	1,302.00

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----  
 06/01 15,832.52 06/21 16,551.09 06/24 15,249.09  
 06/03 15,351.09



Adams County Bank

Jun 30, 2024

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KENESAW PUBLIC SCHOOL  
REIMBURSEMENT ACCOUNT  
110 N 5TH AVE  
PO BOX 129  
KENESAW NE 68956-0129

Hold at Bank

Super NOW			
06/01/2024	Beginning Balance		5,206.20
	1 Deposits/Other Credits	+	3.20
	0 Checks/Other Debits	-	.00
06/30/2024	Ending Balance	30 Days in Statement Period	5,209.40

----- Deposits/Other Credits -----			
06/30/2024	Accr Earning Pymt	Added to Account	3.20

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

----- Daily Ending Balance -----			
06/01	5,206.20	06/30	5,209.40

----- Earnings Summary -----			
** Below is an itemization of the Earnings **			
** paid this period. **			
Interest Paid This Period	3.20	Annual Percentage Yield Earned	0.75 %
Interest Paid YTD	19.22	Days in Earnings Period	30
		Earnings Balance	5,206.20

Trial Balance Report

06/2024 - 06/2024

Regular, Beginning Month 06/2024; Processing Month 06/2024

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
01 101	CASH	3,320,612.61	514,748.41	339,840.46	3,495,520.56
01 102	General Reimbursement	5,271.71	0.00	0.00	5,271.71
01 103	INVESTMENT	7,451.54	0.00	0.00	7,451.54
01 150	General County Treasurer Cash	952,265.13	0.00	0.00	952,265.13
Total: Current Assets		4,285,600.99	514,748.41	339,840.46	4,460,508.94
<b>Current Liabilities</b>					
01 431	ACCOUNTS PAYABLE	8,772.26	179,430.27	179,144.27	8,486.26
Total: Current Liabilities		8,772.26	179,430.27	179,144.27	8,486.26
<b>Fund Balance</b>					
01 704	FUND BALANCE	809,737.05	352,536.98	527,945.28	985,145.35
01 765	FUND BALANCE	3,467,091.68	214.35	0.00	3,466,877.33
Total: Fund Balance		4,276,828.73	352,751.33	527,945.28	4,452,022.68
<b>Revenue</b>					
01 1100	LOCAL DIST TAXES 3425000.00 3724780.00	2,995,154.21	0.00	341,896.50	3,337,050.71
01 1115	CARLINE TAX	10,271.33	0.00	0.00	10,271.33
01 1120	PUBLIC POWER DISTRICT TAX	37,605.81	0.00	0.00	37,605.81
01 1125	MOTOR VEHICLE TAXES	145,160.60	0.00	14,518.83	159,679.43
01 1140	PENALTIES & INTEREST ON TAXES	5,012.15	0.00	0.00	5,012.15
01 1510	INTEREST ON INVESTMENTS	26,591.25	0.00	3,998.75	30,590.00
01 1911	LOCAL LICENSE FEES	700.00	0.00	0.00	700.00
01 1921	POLICE COURT FINES	0.00	0.00	1,314.79	1,314.79
01 2110	COUNTY FINES & LICENSES	12,813.14	0.00	73.91	12,887.05
01 2210	ESU ED SERVICE UNIT RECEIPTS	225.00	0.00	0.00	225.00
01 3110	STATE AID	657,414.00	0.00	73,045.00	730,459.00
01 3120	SPED PROGRAM (SCHOOL AGE)	282,705.00	0.00	52,489.00	335,194.00
01 3130	HOMESTEAD EXEMPTION	15,504.71	0.00	5,083.10	20,587.81
01 3131	PROPERTY TAX CREDIT	309,697.04	0.00	0.00	309,697.04
01 3180	PRO RATE MOTOR VEHICLES	3,654.63	0.00	0.00	3,654.63
01 3400	STATE APPORTIONMENT	45,495.92	0.00	0.00	45,495.92
01 3540	STATE EARLY CHILDHOOD	51,942.00	0.00	0.00	51,942.00
01 4310	REAP	23,329.00	0.00	0.00	23,329.00
01 4421	IDEA PART-B SA ARP BASE/ENROLL.	13,369.00	0.00	0.00	13,369.00
01 4422	IDEA PRE K ARP BASE/ENROLL	1,093.00	0.00	0.00	1,093.00
01 4505	TITLE I	35,604.00	0.00	0.00	35,604.00
01 4516	IDEA BELOW AGE 5	4,175.00	0.00	0.00	4,175.00
01 4518	IDEA SPED GMS 6408/4518	76,007.00	0.00	0.00	76,007.00
01 4521	IDEA PART B Proportionate Share	1,525.00	0.00	0.00	1,525.00
01 4708	MEDICAID PUBLIC SCHOOLS (MIPS)	1,625.39	0.00	728.13	2,353.52
01 4709	Medicaid Administrative Coding MAC / MAP	207.77	0.00	83.87	291.64
01 4969	TITLE IV (GMS)	7,809.00	0.00	0.00	7,809.00
01 4991	MCKINNEY VENTO HOMELESS	7,500.00	0.00	0.00	7,500.00
01 4997	ESSERS II	119,943.00	0.00	0.00	119,943.00
01 4998	ESSERS III	70,586.00	0.00	0.00	70,586.00
01 5690	OTHER NON-REVENUE RECEIPT	89,136.40	0.00	20,935.44	110,071.84
Total: Revenue		5,051,856.35	0.00	514,167.32	5,566,023.67
<b>Expenditure</b>					
01 1100 110 001 1199	MUSIC ACCOMPANIST SALARY (7-12)	0.00	0.00	0.00	0.00
01 1100 111 001	SALARY HS (7 - 12)	532,414.08	55,900.97	0.00	588,315.05
01 1100 111 001 1199	MUSIC SALARY HS (7 - 12)	36,564.57	4,062.73	0.00	40,627.30
01 1100 111 001 1430	SHOP SALARY	34,430.00	3,820.00	0.00	38,250.00
01 1100 111 001 1480	BUSINESS SALARY HS (7 - 12)	48,873.22	5,427.58	0.00	54,300.80

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1100 111 002	SALARY ELEM (K - 6)	313,866.63	39,288.98	4,117.98	349,037.63
01 1100 111 002 1199	MUSIC SALARY ELEM. (K - 6)	11,424.24	1,269.36	0.00	12,693.60
01 1100 112 002	ELEMENTARY AIDE SALARY (MARY G.)	20,637.63	1,569.66	0.00	22,207.29
01 1100 114 001	TECHNOLOGY CORD. SALARY HS 7-12	8,438.22	937.58	0.00	9,375.80
01 1100 114 002	TECHNOLOGY CORD. SALARY (K-6)	8,438.22	937.58	0.00	9,375.80
01 1100 123 001	SUB SALARY (SEC) HS 7 - 12	22,992.92	1,200.00	0.00	24,192.92
01 1100 123 001 1199	MUSIC SUB SALARY HS (7-12)	525.00	0.00	0.00	525.00
01 1100 123 001 1430	SHOP SUB SALARY	1,237.50	0.00	0.00	1,237.50
01 1100 123 001 1480	BUSINESS SUB SALARY HS (7 - 12)	3,487.52	1,425.00	0.00	4,912.52
01 1100 123 002	SUB SALARY (ELEM) K - 6	40,186.93	2,443.29	0.00	42,630.22
01 1100 123 002 1199	MUSIC SUB SALARY ELEM (K-6)	225.00	0.00	0.00	225.00
01 1100 211 001	HEALTH INS SEC (7-12) Include Extra Du	159,939.04	17,229.81	0.00	177,168.85
01 1100 211 001 1199	MUSIC HEALTH INSURANCE HS (7-12)	15,208.84	1,689.87	0.00	16,898.71
01 1100 211 001 1430	SHOP HEALTH INSURANCE	20,221.30	2,253.17	0.00	22,474.47
01 1100 211 001 1480	BUSINESS HEALTH INS HS (7-12)	13,395.96	1,488.44	0.00	14,884.40
01 1100 211 002	HEALTH INS ELEM (K-6)	140,973.88	24,118.61	8,139.17	156,953.32
01 1100 211 002 1199	HEALTH INSURANCE MUSIC ELEM (K-6)	5,069.69	563.30	0.00	5,632.99
01 1100 214 001	TECHNICAL CORD HEALTH INS HS 7-12	3,374.37	374.93	0.00	3,749.30
01 1100 214 002	TECHNICAL CORD HEALTH INS ELEM K-6	3,374.28	374.92	0.00	3,749.20
01 1100 221 001	FICA/SS SEC (7-12) Include Extra Duty	39,952.10	4,276.36	48.35	44,180.11
01 1100 221 001 1199	MUSIC FICA/SS HS (7-12)	2,755.71	310.79	4.60	3,061.90
01 1100 221 001 1430	SHOP FICA/SS	2,565.91	292.23	7.78	2,850.36
01 1100 221 001 1480	BUSINESS FICA/SS HS (7-12)	3,708.70	415.21	3.13	4,120.78
01 1100 221 002	FICA/SS (ELEM) K-6	23,432.12	3,093.03	462.53	26,062.62
01 1100 221 002 1199	MUSIC FICA/SS ELEM (K-6)	860.19	97.11	1.53	955.77
01 1100 222 002	FICA/SS (ELEM AIDE) - MARY G	1,559.32	120.08	2.43	1,676.97
01 1100 223 001	FICA/SS SUB TEACHER (SEC) HS (7-12)	1,759.00	91.82	0.00	1,850.82
01 1100 223 001 1199	FICA/SS MUSIC SUB TEACHER HS (7-12)	40.17	0.00	0.00	40.17
01 1100 223 001 1430	FICA/SS SHOP SUB TEACHER (7-12)	94.69	0.00	0.00	94.69
01 1100 223 001 1480	FICA/SS BUSINESS SUB TEACHER HS 7-12	266.83	109.02	0.00	375.85
01 1100 223 002	FICA/SS SUB TEACHERS ELEM (K-6)	3,074.46	186.92	0.00	3,261.38
01 1100 223 002 1199	FICA/SS MUSIC SUB TEACHER ELEM K-6	17.22	0.00	0.00	17.22
01 1100 224 001	FICA/SSTECH COORDINATOR HS (7-12)	616.31	71.73	3.22	684.82
01 1100 224 002	FICA/SS TECH COORDINATOR ELEM (K-6)	616.31	71.73	3.22	684.82
01 1100 230 001	Retirement NON EDUCATIONAL	0.00	0.00	0.00	0.00
01 1100 231 001	RETIREMENT SEC (7-12) Include Extra Duty	47,274.64	5,435.87	0.00	52,710.51
01 1100 231 001 1199	MUSIC RETIREMENT HS (7-12)	3,404.68	395.45	0.00	3,800.13
01 1100 231 001 1430	SHOP RETIREMENT	3,180.16	367.37	0.00	3,547.53
01 1100 231 001 1480	BUSINESS RETIREMENT HS (7-12)	4,542.05	532.19	0.00	5,074.24
01 1100 231 002	RETIREMENT ELEM (K-6)	28,765.54	3,627.05	293.99	32,098.60
01 1100 231 002 1199	MUSIC RETIREMENT ELEM (K - 6)	1,063.19	123.43	0.00	1,186.62
01 1100 232 002	RETIREMENT (ELEM AIDE) - MARY G	1,921.33	151.95	0.00	2,073.28
01 1100 233 001	RETIREMENT TEACHER (SEC)	7.41	0.00	0.00	7.41
01 1100 233 002	RETIREMENT TEACHER (ELEM)	55.48	0.00	0.00	55.48

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1100 234 001	RETIREMENT TECH COORDINAT HS 7-12	773.76	88.46	0.00	862.22
01 1100 234 002	RETIREMENT TECH COORDINAT ELEM K-6	773.76	88.46	0.00	862.22
01 1100 237 001	Increased Retirement Contribution Rate	2,897.03	0.00	0.00	2,897.03
01 1100 237 001 1199	Increased Retirement Contribution Rate	202.36	0.00	0.00	202.36
01 1100 237 001 1430	Increased Retirement Contribution Rate	193.12	0.00	0.00	193.12
01 1100 237 001 1480	Increased Retirement Contribution Rate	274.40	0.00	0.00	274.40
01 1100 237 002	Increased Retirement Contribution Rate	1,965.92	0.00	0.00	1,965.92
01 1100 237 002 1199	Increased Retirement Contribution Rate	63.16	0.00	0.00	63.16
01 1100 290 001	OTHER BENEFITS NON INSTRUCTIONAL	5,316.49	0.00	0.00	5,316.49
01 1100 291 001	OTHER BENEFITS SEC (7-12)	12.36	0.00	0.00	12.36
01 1100 292 002	ANNUITY AIDES & ASSISTANTS	900.00	100.00	0.00	1,000.00
01 1100 293 002	OTHER BENEFITS SUB TEACHERS	7.72	0.00	0.00	7.72
01 1100 330 001 0001	PROF GR (LAY)	300.00	0.00	0.00	300.00
01 1100 330 001 0002	PROF GR (MEYER)	907.00	0.00	0.00	907.00
01 1100 330 001 0003	PROF GR (KOEHLER) HS (7-12)	215.00	0.00	0.00	215.00
01 1100 330 001 0004	PROF GR (HARTMAN)	55.00	0.00	0.00	55.00
01 1100 330 001 0007	PROF GR (KROOS) HS (7-12)	69.00	0.00	0.00	69.00
01 1100 330 001 0009	PROF GR (SCHNITZLER) HS (7-12)	35.00	0.00	0.00	35.00
01 1100 330 001 0010	PROF GR (BENTON)	486.00	0.00	0.00	486.00
01 1100 330 001 0033	PROF GR (JOHNSON)	20.00	0.00	0.00	20.00
01 1100 330 001 1199	STIPEND FOR EDUCATION HS MUSIC	307.00	0.00	0.00	307.00
01 1100 330 001 1480	PROF GR (ENGELHARDT, M) HS (7-12)	75.00	0.00	0.00	75.00
01 1100 330 002 0009	PROF GR (SCHNITZLER) ELEM (K-6)	5.00	0.00	0.00	5.00
01 1100 330 002 0018	PROF GR (CLINE)	60.00	0.00	0.00	60.00
01 1100 340 001	CONTRACTED SERV SEC 7-12 - MAP, PS, QB	350.00	0.00	0.00	350.00
01 1100 340 001 1199	PUPIL SERV MUSIC FEES HS 7-12	175.00	0.00	0.00	175.00
01 1100 340 002	CONTRACTED SERV ELEM (K-6)	483.00	0.00	0.00	483.00
01 1100 440 001 1430	SHOP (MATHASON)	725.44	0.00	0.00	725.44
01 1100 442 000	RENTAL OF EQUIP. (COPIER)	9,117.96	1,007.51	0.00	10,125.47
01 1100 591 001	ESU SERVICES	8,193.45	0.00	0.00	8,193.45
01 1100 591 002	ESU SERVICES	2,899.95	0.00	0.00	2,899.95
01 1100 610 001	SUPPLIES SEC (7-12)	6,356.28	0.00	0.00	6,356.28
01 1100 610 001 1199	MUSIC SUPPLIES HS (7-12)	3,142.94	561.17	0.00	3,704.11
01 1100 610 001 1430	SHOP SUPPLIES	1,154.83	0.00	0.00	1,154.83
01 1100 610 001 1480	BUSINESS SUPPLIES HS (7-12)	2,798.44	38.84	0.00	2,837.28
01 1100 610 002	SUPPLIES ELEM (K-6)	5,728.21	58.37	0.00	5,786.58
01 1100 640 001	PERIODICALS SEC (7-12)	2,354.86	0.00	0.00	2,354.86
01 1100 640 001 1199	MUSIC PERIODICALS HS (7-12)	0.00	50.99	0.00	50.99
01 1100 640 001 1480	BUSINESS PERIODICALS HS (7-12)	419.30	0.00	0.00	419.30
01 1100 640 002	PERIODICALS ELEM (K-6)	13,244.72	0.00	0.00	13,244.72
01 1100 640 002 1199	MUSIC PERIODICALS ELEM (K-6)	115.15	0.00	0.00	115.15
01 1100 650 001	COMP SOFT/HARDWARE 7-12	6,280.69	2,327.87	0.00	8,608.56
01 1100 650 001 1430	COMP SOFT/HARDWARE SHOP	649.99	0.00	0.00	649.99
01 1100 650 002	COMP SOFT/HARDWARE K-6	3,116.08	1,012.88	0.00	4,128.96
01 1100 733 001 1430	SHOP FURN & EQUIP	489.38	0.00	0.00	489.38
01 1100 810 001 1199	MUSIC DUES & FEES HS (7-12)	243.10	0.00	0.00	243.10
01 1100 890 001	OTHER EXPENSE SEC (7-12)	8,493.49	0.00	0.00	8,493.49
01 1100 890 001 1199	MUSIC OTHER EXPENSE HS (7-12)	139.00	0.00	0.00	139.00
01 1100 890 002	OTHER EXPENSE ELEM (K-6)	4,211.50	0.00	0.00	4,211.50
01 1160 111 001	POVERTY SALARY SEC (7-12)	2,854.98	317.22	0.00	3,172.20

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01 1160 111 002	POVERTY ELEM (K-6)	2,849.94	316.66	0.00	3,166.60
01 1160 211 001	HEALTH INSURANCE POVERTY HS 7-12	1,141.65	126.85	0.00	1,268.50
01 1160 211 002	HEALTH INSURANCE PVOERTY ELEM K-6	1,139.67	126.63	0.00	1,266.30
01 1160 221 001	FICA/SS SEC 7-12 POVERTY	208.52	24.27	1.09	231.70
01 1160 221 002	FICA/SS ELEM K-6 POVERTY	208.07	24.22	1.09	231.20
01 1160 231 001	RETIREMENT PVERTY SEC (7-12)	261.79	29.93	0.00	291.72
01 1160 231 002	RETIREMENT PPOVERTY ELEM (K- 6)	261.27	29.87	0.00	291.14
01 1160 237 001	Increased Retirement Contribution Rate	16.04	0.00	0.00	16.04
01 1160 237 002	Increased Retirement Contribution Rate	16.00	0.00	0.00	16.00
01 1190 111 002	PRE K SALARY (TAYLOR H)	22,812.37	2,395.77	0.00	25,208.14
01 1190 123 002	PRE K SUB SALARY	792.00	0.00	0.00	792.00
01 1190 211 002	PRE K TEACHER HLTH INS (TAYLOR H)	11,513.71	1,194.18	0.00	12,707.89
01 1190 221 002	FICA/SS PRE K TEACHER (TAYLOR H)	1,723.83	183.28	2.18	1,904.93
01 1190 223 002	FICA/SS PRE K SUB TEACHER	60.59	0.00	0.00	60.59
01 1190 231 002	PRE K TEACHER RETIR. (TAYLOR H)	2,092.62	233.88	0.00	2,326.50
01 1190 233 002	PRE K FICA/SS SUB TEACHER	55.58	0.00	0.00	55.58
01 1190 237 002	Increased Retirement Contribution Rate	152.72	0.00	0.00	152.72
01 1190 330 002 0019	PRE K PROF GR (TH )	0.00	20.00	0.00	20.00
01 1190 330 002 0020	PRE K PROF GR (HD)	0.00	20.00	0.00	20.00
01 1190 610 002	PRE K FOOD / SUPPLIES	4,592.04	11.86	0.00	4,603.90
01 1190 890 002	PRE K OTHER EXPENSE	264.00	0.00	0.00	264.00
01 1200 111 001	SPED TEACHER SALARY SEC HS (7- 12) CH	65,210.28	7,078.92	0.00	72,289.20
01 1200 111 002	SPED TEACHER SALARY ELEM (K-6) TK	53,697.78	6,010.17	0.00	59,707.95
01 1200 112 001	SPED PARA SALARY HS (7-12)	59,283.48	3,406.02	0.00	62,689.50
01 1200 112 002	SPED PARA SALARY ELEM (GW, JK, KS)	59,685.36	3,966.60	0.00	63,651.96
01 1200 123 001	SPED SUB SALARY HS (7-12)	225.00	0.00	0.00	225.00
01 1200 123 002	SPED SUB SALARY ELEM (K-6)	1,355.50	0.00	0.00	1,355.50
01 1200 132 002	OVERTIME SPED PARA EDU ELEM GW/JK	105.20	0.00	0.00	105.20
01 1200 211 001	HEALTH INS. SPED TEACHER HS (7- 12) CH	7,363.35	818.15	0.00	8,181.50
01 1200 211 002	HEALTH INS. SPED TEACHER ELEM (K-6) TK	15,766.11	1,685.57	0.00	17,451.68
01 1200 221 001	FICA/SS SPED TEACHER HS (7-12)	4,802.07	541.54	7.99	5,335.62
01 1200 221 002	FICA/SS SPED TEACHER ELEM (K-6)	3,898.15	459.79	14.11	4,343.83
01 1200 222 001	SPED PARA FICA/SS HS (7-12)	4,515.70	260.56	2.43	4,773.83
01 1200 222 002	SPED PARA FICA/SS ELEM (K-6) GW/JK/KS	4,573.95	303.45	0.00	4,877.40
01 1200 223 001	SPED SUB TEACHER FICA/SS HS (7- 12)	17.20	0.00	0.00	17.20
01 1200 223 002	SPED SUB TEACHER FICA/SS ELEM (K-6)	103.68	0.00	0.00	103.68
01 1200 231 001	SPED TEACHER RETIREMENT HS (7-12)	5,163.21	441.74	0.00	5,604.95
01 1200 231 002	SPED TEACHER RETIREMENT ELEM (K-6)	4,845.53	563.53	0.00	5,409.06
01 1200 232 001	SPED PARA EDU RETIREMENT HS 7- 12	5,597.73	333.37	0.00	5,931.10
01 1200 232 002	SPED PARA EDU RETIRE ELEM GW/JK/	5,543.74	375.43	0.00	5,919.17
01 1200 233 001	RETIREMENT SUB TEACHERS HS	5.51	0.00	0.00	5.51

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01 1200 233 002	RETIREMENT SUB TEACHERS ELEM	15.39	0.00	0.00	15.39
01 1200 237 001	Increased Retirement Contribution Rate	609.85	0.00	0.00	609.85
01 1200 237 002	Increased Retirement Contribution Rate	596.52	0.00	0.00	596.52
01 1200 292 001	BENEFIT PARA EDU ANNUITY HS (7-12)	2,672.72	309.09	0.00	2,981.81
01 1200 292 002	SPED PARA ANNUITY ELEM. (GW,JK,,MCE)	2,679.92	300.00	0.00	2,979.92
01 1200 330 001 0002	PROF GR HS (7-12) MADISON J	65.00	0.00	0.00	65.00
01 1200 330 002	STIPENDS	25.00	0.00	0.00	25.00
01 1200 330 002 0032	PROF GR ELEM (K-6) TESSA K	25.00	0.00	0.00	25.00
01 1200 340 000	SPED CONTR SERVICES	0.00	0.00	0.00	0.00
01 1200 340 001	SPED CONTR SERVICES OT/PT/AUDIO HS	6,788.27	603.71	0.00	7,391.98
01 1200 591 001	PURCHASED SERVICES ESU9 18+ HS (7-12)	30.00	0.00	0.00	30.00
01 1200 591 002	ESU9 PURCHASED SERVICES ELEM	4,250.98	0.00	0.00	4,250.98
01 1200 610 001	SPED SUPPLIES HS (7-12)	5,075.02	126.72	81.78	5,119.96
01 1200 610 002	SPED SUPPLIES ELEM (K-6)	125.55	40.32	0.00	165.87
01 1200 640 001	SPED PERIODICALS/BOOKS HS (7-12)	64.30	0.00	0.00	64.30
01 1200 640 002	SPED PERIODICAL/BOOKS ELEM (K-6)	226.00	0.00	0.00	226.00
01 1200 650 001	SPED COMPUTER SOFT/HARDWARE HS (7-12)	2,303.30	1,421.09	0.00	3,724.39
01 1200 730 001	SPED EQUIPMENT HS (7-12)	159.99	0.00	0.00	159.99
01 1200 890 001	SPED OTHER EXPENSE HS (7-12)	46.85	0.00	0.00	46.85
01 1291 111 002	PRE K SPED TEACHER SALARY 3-4 (HD & TH)	32,858.34	3,056.00	0.00	35,914.34
01 1291 112 002	PRE K SALARY 3-4 (Para, Bus Dr/CF/AN/MP)	26,477.65	1,842.27	0.00	28,319.92
01 1291 123 002	PRE K SALARY SUB TEACHERS	866.00	0.00	0.00	866.00
01 1291 211 002	PRE K TEACHERS HEALTH INSURANCE	16,741.06	1,554.69	0.00	18,295.75
01 1291 221 002	PRE K FICA/SS TEACHERS (HD, TH)	2,481.82	233.79	2.84	2,712.77
01 1291 222 002	PRE K PARA FICA/SS ( CF, TP, RG)	2,025.51	140.93	0.00	2,166.44
01 1291 223 002	PRE K FICA/SS SUB TEACHER	66.26	0.00	0.00	66.26
01 1291 231 002	PRE K RETIREMENT TEACHERS (HD, TH)	2,945.41	298.26	0.00	3,243.67
01 1291 232 002	PRE K PARA RETIREMENT - All Listed	2,066.13	182.02	0.00	2,248.15
01 1291 233 002	RETIREMENT SUB TEACHERS	39.52	0.00	0.00	39.52
01 1291 237 002	Increased Retirement Contribution Rate	363.37	0.00	0.00	363.37
01 1291 292 002	PARA Annuities (PRE K)	1,578.60	185.72	0.00	1,764.32
01 1291 330 002 0019	PRE K PROF. GR - TAYOR HANSON	80.00	0.00	0.00	80.00
01 1291 330 002 0020	PRE K PROF. Growth (HD)	80.00	0.00	0.00	80.00
01 1291 330 002 0028	PROF GR (FEGTER)	80.00	0.00	0.00	80.00
01 1291 330 002 0029	PROF GR (PRACTH)	0.00	20.00	0.00	20.00
01 1292 591 002	PRE K AGES 0-2 CONTRACT SERVICES	5,109.34	0.00	0.00	5,109.34
01 2120 111 001	GUIDANCE SALARY HS (7-12)	25,355.25	2,817.25	0.00	28,172.50
01 2120 111 002	GUIDANCE SALARY ELEM (K-6)	25,355.25	2,817.25	0.00	28,172.50
01 2120 221 001	GUIDANCE FICA/SS HS (7-12)	1,939.68	215.52	0.00	2,155.20
01 2120 221 002	GUIDANCE FICA/SS ELEM (K-6)	1,939.68	215.52	0.00	2,155.20
01 2120 231 001	GUIDANCE RETIREMENT HS (7-12)	2,362.62	278.34	0.00	2,640.96
01 2120 231 002	GUIDANCE RETIREMENT ELEM (K-6)	2,362.62	278.34	0.00	2,640.96
01 2120 237 001	Increased Retirement Contribution Rate	142.42	0.00	0.00	142.42
01 2120 237 002	Increased Retirement Contribution Rate	142.42	0.00	0.00	142.42
01 2120 330 001	GUIDANCE PROF GR HS (7-12). - CHUCK	45.00	0.00	0.00	45.00

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01 2120 650 001	GUIDANCE SOFT/HARDWARE HS (7-12)	42.18	0.00	0.00	42.18
01 2130 110 000	HEALTH SERVICES (NURSE) WAGES	7,850.76	497.36	0.00	8,348.12
01 2130 220 000	FICA / SS NURSE	600.58	38.05	0.00	638.63
01 2130 230 000	NURSE RETIREMENT FOR NON-INSTRUCTIONAL	733.14	49.14	0.00	782.28
01 2130 237 000	Increased Retirement Contribution Rate	42.51	0.00	0.00	42.51
01 2130 580 000	NURSE TRAVEL & MILEAGE	774.90	60.30	0.00	835.20
01 2130 610 000	NURSE SUPPLIES	677.44	212.64	0.00	890.08
01 2140 591 002	ESU PSYCH SERVICES	31,068.58	0.00	0.00	31,068.58
01 2141 591 002	PSYCH SERVICES ELEM (K-6) ESU9	24,819.94	0.00	0.00	24,819.94
01 2142 591 002	PSYCH SERVICES 3-5 YR ESU9	13,156.00	0.00	0.00	13,156.00
01 2151 591 002	SPEECH/AUDIO ESU9 SERV. ELEM K-6	70,331.87	0.00	0.00	70,331.87
01 2152 591 002	SPEECH/AUDIO ESU 9 SERVICES AGES 3-5	34,400.43	0.00	0.00	34,400.43
01 2153 591 002	SLP ESU9 SERVICES AGES 0-2	5,682.88	0.00	0.00	5,682.88
01 2161 340 001	CONTRACTED OR SECURED SERVICES	38.50	0.00	0.00	38.50
01 2161 340 002	OT CONTRACTED SERVICES SCH AGE ELEM	9,491.70	0.00	0.00	9,491.70
01 2162 340 002	CONTRACTED OR SECURED SERVICES	5,471.60	0.00	0.00	5,471.60
01 2171 340 001	PT CONTRACTED SERVICES HS (7-12)	38.50	0.00	0.00	38.50
01 2171 340 002	PT CONTRACTED SERVICES ELEM (K-6)	5,531.27	0.00	0.00	5,531.27
01 2172 340 002	CONTRACTED OR SECURED SERVICES	3,180.83	0.00	0.00	3,180.83
01 2173 340 002	PT CONTRACTED SERVICES AGES 0-2	3,371.10	0.00	0.00	3,371.10
01 2181 591 001	ESU SERVICES SPED VISION	11,147.50	1,375.00	0.00	12,522.50
01 2181 591 002	ESU SERVICES - VISION	2,062.50	0.00	0.00	2,062.50
01 2220 111 001	LIBRARIAN SALARY HS (7-12)	23,851.08	2,650.12	0.00	26,501.20
01 2220 111 002	LIBRARIAN SALARY ELEM (K-6)	24,151.17	2,650.13	0.00	26,801.30
01 2220 123 001	LIBRARIAN SUB SALARY HS (7-12)	431.25	0.00	0.00	431.25
01 2220 123 002	LIBRARIAN SUB SALARY ELEM (K-6)	431.25	0.00	0.00	431.25
01 2220 211 001	HEALTH INSUR. TEACHERS/PROF. STAFF	10,139.22	1,126.58	0.00	11,265.80
01 2220 211 002	HEALTH INSUR. TEACHERS/PROF. STAFF	10,139.31	1,126.59	0.00	11,265.90
01 2220 220 001 0014	SOC.SEC./FICA/MEDI NON INSTRUCTIONAL	57.37	0.00	0.00	57.37
01 2220 221 001	LIBRARIAN FICA/SS HS (7-12)	1,727.36	202.74	10.72	1,919.38
01 2220 221 002	LIBRARIAN FICA/SS ELEM (K-6)	1,750.31	202.74	10.72	1,942.33
01 2220 223 001	FICA / SS SUB TEACHER HS (7-12)	32.99	0.00	0.00	32.99
01 2220 223 002	FICA / SS SUB TEACHER ELEM (K-6)	33.00	0.00	0.00	33.00
01 2220 231 001	LIBRARIAN RETIREMENT HS (7-12)	2,180.95	247.99	0.00	2,428.94
01 2220 231 002	LIBRARIAN RETIREMENT ELEM (K-6)	2,180.95	247.99	0.00	2,428.94
01 2220 237 001	Increased Retirement Contribution Rate	133.98	0.00	0.00	133.98
01 2220 237 002	Increased Retirement Contribution Rate	133.98	0.00	0.00	133.98
01 2220 330 001 0014	PROF GR (BURR) HS (7-12)	845.00	0.00	0.00	845.00
01 2220 610 001	LIBRARIAN SUPPLIES HS (7-12)	22.45	0.00	0.00	22.45
01 2220 640 001	LIBRARIAN PERIODICALS HS (7-12)	6,065.66	188.59	0.00	6,254.25
01 2220 640 002	LIBRARIAN PERIODICALS ELEM (K-6)	997.54	0.00	0.00	997.54
01 2220 650 001	LIBRARIAN COMP SOFT/HARDWARE	679.88	0.00	0.00	679.88

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	HS (7-12)				
01 2220 650 002	LIBRARIAN COMP SOFT/HARDWARE ELEM (K-6)	679.87	330.00	0.00	1,009.87
01 2220 810 001	LIBRARIAN DUES & FEES HS (7-12)	110.55	0.00	0.00	110.55
01 2220 810 002	LIBRARIAN DUES & FEES ELEM (K-6)	110.55	0.00	0.00	110.55
01 2220 890 002	LIBRARIAN OTHER EXPENSE ELEM (K-6)	0.00	913.01	0.00	913.01
01 2310 580 000	BOARD TRAVEL & MILEAGE	4,423.04	0.00	0.00	4,423.04
01 2310 650 000	BOARD TECHNOLOGY SPARQ	3,920.00	0.00	0.00	3,920.00
01 2310 810 000	BOARD DUES & FEES	6,086.09	0.00	0.00	6,086.09
01 2310 890 000	BOARD OTHER EXPENSE	290.98	101.90	0.00	392.88
01 2320 105 000	SUPERINTENDENT SALARY	99,104.85	11,011.68	0.00	110,116.53
01 2320 225 000	SUPERINTENDENT FICA/SS	7,581.60	842.40	0.00	8,424.00
01 2320 235 000	SUPERINTENDENT RETIREMENT	9,069.57	1,032.91	0.00	10,102.48
01 2320 237 000	Increased Retirement Contribution Rate	556.70	0.00	0.00	556.70
01 2320 580 000	SUPERINTENDENT TRAVEL & MILEAGE	876.30	0.00	0.00	876.30
01 2320 650 000	SUPER. COMPUTER SOFT/HARDWARE	42.18	0.00	0.00	42.18
01 2320 810 000	SUPERINTENDENT DUES & FEES	89.00	75.00	0.00	164.00
01 2320 890 000	SUPERINTENDENT OTHER EXPENSE	961.31	86.42	0.00	1,047.73
01 2330 317 000	LEGAL SERVICES	1,062.13	0.00	0.00	1,062.13
01 2330 340 000	Other Professional Services (Officials/B	1,275.61	170.00	0.00	1,445.61
01 2410 111 001	PRINCIPAL SALARY SEC. NICOLE	71,250.03	7,916.67	0.00	79,166.70
01 2410 111 002	PRINCIPAL SALARY ELEM. DON W	57,083.33	6,250.00	0.00	63,333.33
01 2410 211 001	PRINC HEALTH INSURANCE Nicole	491.49	54.61	0.00	546.10
01 2410 211 002	PRINC HEALTH INSURANCE DON W	20,762.28	2,306.92	0.00	23,069.20
01 2410 221 001	PRINCIPAL FICA/SS HS Nicole	5,439.69	605.63	1.22	6,044.10
01 2410 221 002	PRINCIPAL FICA/SS ELEM DON W	4,354.77	478.13	5.06	4,827.84
01 2410 231 001	PRINCIPAL RETIREMENT HS Nicole	6,634.47	780.59	0.00	7,415.06
01 2410 231 002	PRINCIPAL RETIREMENT ELEM DON W	5,289.62	610.96	0.00	5,900.58
01 2410 237 001	Increased Retirement Contribution Rate	400.24	0.00	0.00	400.24
01 2410 237 002	Increased Retirement Contribution Rate	337.04	0.00	0.00	337.04
01 2410 330 002 0002	STIPEND - DON WEBBEN	60.00	0.00	0.00	60.00
01 2410 580 001	PRINCIPAL TRAVEL & MILEAGE HS Nicole	176.00	0.00	0.00	176.00
01 2410 580 002	PRINCIPAL TRAVEL/MILEAGE ELEM DON	452.37	0.00	0.00	452.37
01 2410 610 001	PRICIPAL SUPPLIES HS Nicole	1,305.65	0.00	0.00	1,305.65
01 2410 610 002	PRICIPAL SUPPLIES ELEM DON W.	805.90	0.00	0.00	805.90
01 2410 650 002	PRINCIPAL COMPUTER SOFT/HARDWARE ELEM	145.18	0.00	0.00	145.18
01 2410 810 001	PRINCIPAL DUES & FEES HS Nicole	548.00	0.00	0.00	548.00
01 2410 890 001	PRINCIPAL OTHER EXPENSES HS Nicole	897.61	477.86	0.00	1,375.47
01 2410 890 002	PRINCIPAL OTHER EXPENSES ELEM DON	1,521.29	352.29	0.00	1,873.58
01 2510 110 000	CLERICAL SALARY (JD/DK/SU)	103,437.64	12,089.17	0.00	115,526.81
01 2510 132 000	CLERICAL OVERTIME (JD/SU)	2,158.05	136.34	0.00	2,294.39
01 2510 210 000	CLERICAL HEALTH INS. (DK/SU)	33,875.43	3,938.74	0.00	37,814.17
01 2510 220 000	CLERICAL FICA/SS (JD/DK/SU)	7,667.76	924.82	25.97	8,566.61
01 2510 222 000	SOC.SEC./FICA/MEDI INSTRUCTIONAL AID	165.11	10.43	0.00	175.54
01 2510 230 000	CLERICAL RETIREMENT NON	9,546.19	1,160.88	0.00	10,707.07

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
	INSTRUCT				
01 2510 232 000	RETIREMENT INSTRUCTIONAL AIDE	192.80	13.47	0.00	206.27
01 2510 237 000	Increased Retirement Contribution Rate	593.11	0.00	0.00	593.11
01 2510 290 000	CLERICAL ANNUITY (JAN)	900.00	100.00	0.00	1,000.00
01 2510 315 000	ACCOUNTING & AUDITING SERVICES	10,450.00	0.00	0.00	10,450.00
01 2510 333 000	MILEAGE PD TO STAFF	309.71	0.00	0.00	309.71
01 2510 382 000	TELEPHONE / COMMUNICATIONS	1,231.82	281.62	0.00	1,513.44
01 2510 530 000	CLERICAL TELEPHONE	875.10	0.00	0.00	875.10
01 2510 531 000	CLERICAL POSTAGE	0.00	266.00	0.00	266.00
01 2510 540 000	CLERICAL ADVERTISING	1,104.45	152.59	0.00	1,257.04
01 2510 610 000	DATA CHECK/SUPPLIES	1,302.81	0.00	0.00	1,302.81
01 2510 643 000	WEB/CLOUD BASED SOFTWARE	1,751.48	178.98	0.00	1,930.46
01 2510 650 000	CLERICAL COMPUTER SOFT/HARDWARE	351.63	0.00	0.00	351.63
01 2510 733 000	CLERICAL FURNITURE & EQUIPMENT	2,067.76	0.00	0.00	2,067.76
01 2510 810 000	DUES AND FEES	890.00	0.00	0.00	890.00
01 2510 890 000	CLERICAL OTHER EXPENSE	35,177.50	48.01	0.00	35,225.51
01 2530 550 001	PRINTING AND BINDING SECONDARY	3,212.75	0.00	0.00	3,212.75
01 2530 550 002	PRINTING AND BINDING ELEMENTARY	2,444.84	0.00	0.00	2,444.84
01 2580 382 001	DAS STATE DISTANCE LEARNING	4,522.51	0.00	0.00	4,522.51
01 2580 591 001	ESU SERVICES TECHNOLOGY SERVICES	443.00	0.00	0.00	443.00
01 2580 591 002	ESU SERVICES TECHNOLOGY SERVICES	827.50	0.00	0.00	827.50
01 2610 410 000	CUSTODIAL WATER	7,059.70	346.72	0.00	7,406.42
01 2610 420 000	LAWN CARE / SNOW REMOVAL	367.50	0.00	0.00	367.50
01 2610 431 000	CONTRACTED BLDG REPAIR/MAINT.	69,559.00	854.98	0.00	70,413.98
01 2610 432 000	TECHNOLOGY RELATED REPAIRS/MAINT.	2,220.50	0.00	0.00	2,220.50
01 2610 441 000	RENTAL - STORAGE/LAND	405.00	0.00	0.00	405.00
01 2610 442 000	RENTAL OF EQUIP.	549.32	160.19	0.00	709.51
01 2610 490 000	CUSTODIAL GARBAGE SERV	3,685.32	367.50	0.00	4,052.82
01 2610 520 000	PROPERTY INSURANCE	79,107.00	0.00	0.00	79,107.00
01 2610 610 000	CUSTODIAL SUPPLIES	17,097.35	869.53	0.00	17,966.88
01 2610 621 000	UTILITIES (GAS/SEWER/ELECTRIC/NATURAL GAS)	58,419.86	4,276.77	0.00	62,696.63
01 2610 626 000	MOWER-TRACTOR (GAS & OIL & REPAIRS)	2,018.89	50.00	0.00	2,068.89
01 2610 890 000	CUSTODIAL OTHER EXPENSES	1,839.53	0.00	0.00	1,839.53
01 2620 110 000	CUSTODIAL SALARY (GARRETT / ZACHARY)	63,160.20	9,589.98	0.00	72,750.18
01 2620 110 000 0125	PT CUSTODIAL SALARY (DENNY;/SUMMER HELP)	826.93	866.55	0.00	1,693.48
01 2620 130 000	CUSTODIAL FULLTIME OVERTIME	2,255.63	220.13	0.00	2,475.76
01 2620 210 000	CUSTODIAL HEALTH INS (GARRETT/ZACHARY)	29,278.18	3,889.47	0.00	33,167.65
01 2620 210 000 0125	CUSTODIAL HEALTH (DENNY)	153.75	339.33	0.00	493.08
01 2620 220 000	CUSTODIAL FICA/SS (GARRETT/ZACHARY)	4,901.17	750.48	16.02	5,635.63
01 2620 220 000 0125	CUSTODIAL FICA/SS (DENNY/SUMMER HELP)	63.10	66.30	0.48	128.92
01 2620 230 000	CUSTODIAL RETIREMENT(GB/ZJ)	6,070.31	948.56	0.00	7,018.87
01 2620 230 000 0125	CUSTODIAL RETIREMENT PT (DENNY)	34.47	84.99	0.00	119.46
01 2620 237 000	Increased Retirement Contribution Rate	348.99	0.00	0.00	348.99
01 2620 237 000 0125	Increased Retirement Contribution Rate	9.22	0.00	0.00	9.22

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2620 431 000	BLDG REPAIRS/MAINT.	19,685.56	0.00	0.00	19,685.56
01 2620 733 000	BLDG FURN & EQUIPMENT	15,337.22	0.00	0.00	15,337.22
01 2620 733 002	BLDG FURN & EQUIP	1,732.47	0.00	0.00	1,732.47
01 2630 420 000	LAWN CARE/SNOW REMOVAL	221.74	0.00	0.00	221.74
01 2630 610 000	GENERAL SUPPLIES AND MATERIALS	280.00	0.00	0.00	280.00
01 2710 110 000	BUS DRIVER SALARY	48,597.58	3,702.55	0.00	52,300.13
01 2710 210 000	GRP. INSURANCE NON INSTURCTIONAL	11,724.23	2,333.40	0.00	14,057.63
01 2710 220 000	BUS DRIVER FICA/SS	3,707.56	283.25	0.73	3,990.08
01 2710 230 000	BUS DRIVER RETIREMENT	3,713.01	236.67	0.00	3,949.68
01 2710 237 000	Increased Retirement Contribution Rate	218.22	0.00	0.00	218.22
01 2710 290 000	BUS DRIVER ANNUITY (RANDY)	900.00	100.00	0.00	1,000.00
01 2710 340 000	BUS DRIVER (PHYS/TESTS/LIC)	2,335.70	0.00	0.00	2,335.70
01 2710 610 000	BUS SUPPLIES AND MATERIALS	3,563.92	0.00	0.00	3,563.92
01 2710 626 000 0111	BUS 2011 GAS	4,341.24	372.32	0.00	4,713.56
01 2710 626 000 0112	BUS 2012 GAS	6,020.22	460.51	0.00	6,480.73
01 2710 626 000 0121	BUS 2021 GAS	3,135.15	0.00	0.00	3,135.15
01 2710 626 000 1112	MICRO BUS 2012 GAS	615.14	0.00	0.00	615.14
01 2710 626 000 1121	MICRO 2018 GAS	3,715.36	190.03	0.00	3,905.39
01 2710 626 000 1997	PICKUP GAS	2,363.55	240.04	0.00	2,603.59
01 2710 626 000 2004	EXCURSION GAS	1,890.91	0.00	0.00	1,890.91
01 2710 626 000 2008	VAN GAS	1,229.33	0.00	0.00	1,229.33
01 2710 626 000 2024	EXPEDITION GAS AND OIL	834.74	156.74	0.00	991.48
01 2710 732 000 0111	BUS 2011 REPAIRS/SERVICE	5,861.73	0.00	0.00	5,861.73
01 2710 732 000 0112	BUS 2012 REPAIRS/SERVICE	3,087.13	0.00	499.31	2,587.82
01 2710 732 000 0121	BUS 2021 REPAIRS/SERVICE	1,805.50	0.00	0.00	1,805.50
01 2710 732 000 1112	MICRO BUS 2012 REPAIRS/SERVICE	1,345.19	160.79	0.00	1,505.98
01 2710 732 000 1121	MINOTOUR BUS 2018 REPAIRS/SERVICE	2,880.73	205.98	0.00	3,086.71
01 2710 732 000 1997	PICKUP REPAIRS/SERVICE	571.00	237.25	0.00	808.25
01 2710 732 000 2004	EXCURSION REPAIRS/SERVICE	562.20	197.25	0.00	759.45
01 2710 732 000 2008	VAN REPAIRS/SERVICE	459.25	212.25	0.00	671.50
01 2710 732 000 2024	EXPEDITION REPAIR	255.00	214.35	0.00	469.35
01 2710 890 000	BUS OTHER EXPENSE	1,031.13	0.00	0.00	1,031.13
01 3535 591 001	ESU SERVICES HIGH ABILITY LEARNERS	1,000.00	0.00	0.00	1,000.00
01 3540 111 002	TEACHERS ST. EARLY CHILDHOOD WAGES	23,116.73	3,302.39	0.00	26,419.12
01 3540 111 002 0105	Early Childhood Superintendent Salary	7,620.12	846.69	0.00	8,466.81
01 3540 112 002	AIDES/PARAS/BUS ST.EARLY CHLD WAGES	20,942.10	90.00	0.00	21,032.10
01 3540 123 002	PRE K SUB TEACHERS	117.00	0.00	0.00	117.00
01 3540 211 002	PRE K HEALTH INS. (HD)	12,302.29	1,757.47	0.00	14,059.76
01 3540 212 002	INSURNACE AIDES/ASSISTANTS	3,272.60	0.00	0.00	3,272.60
01 3540 221 002	PRE K FICA/SS/MEDICAID (HD)	1,745.88	252.62	3.21	1,995.29
01 3540 221 002 0105	SOC.SEC./FICA/MEDI TEACHERS/PROF. STAFF	582.93	64.77	0.00	647.70
01 3540 222 002	FICA/ SOCIAL SECURITY AID/PARA	1,602.08	6.89	0.00	1,608.97
01 3540 223 002	FICA/ SOCIAL SECURITY SUB TEACHER	8.94	0.00	0.00	8.94
01 3540 231 002	PRE K RETIREMENT (HD)	2,271.60	322.14	0.00	2,593.74
01 3540 231 002 0105	EARLY CHILDHOOD RETIRE SUPER	697.32	79.42	0.00	776.74
01 3540 232 002	RETIREMENT AIDE/PARA	1,918.98	8.89	0.00	1,927.87
01 3540 237 002	Increased Retirement Contribution Rate	233.96	0.00	0.00	233.96
01 3540 237 002 0105	Increased Retirement Contribution Rate	42.80	0.00	0.00	42.80
01 3540 610 002	PRE K SUPPLIES / FOOD	0.00	0.00	0.00	0.00

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 4300 340 000	PROFESSIONAL SERVICE - ARCHITECTS	10,381.00	0.00	0.00	10,381.00
01 6200 111 002	TITLE I SALARY (MORGAN CLINE)	17,116.40	1,375.20	0.00	18,491.60
01 6200 111 002 0100	CHRIST LUTHERAN SUMMER SCHOOL	(1,431.42)	0.00	0.00	(1,431.42)
01 6200 123 002	TITLE I SUB SALARY	633.00	54.00	0.00	687.00
01 6200 211 002	HEALTH INS. TITLE 1 (AIMEE CHIPPS)	7,084.91	811.14	0.00	7,896.05
01 6200 221 002	TITLE I FICA/SS (AIMEE CHIPPS)	1,309.39	105.20	0.00	1,414.59
01 6200 221 002 0100	CL TITLE 1 FICA	(118.58)	0.00	0.00	(118.58)
01 6200 223 002	TITLE I SUB TEACHER FICA/SS	48.43	4.12	0.00	52.55
01 6200 231 002	TITLE I RETIREMENT (AIMEE CHIPPS)	1,234.12	135.87	0.00	1,369.99
01 6200 330 002	TITLE I STIPENDS/ PROF GR	20.00	0.00	0.00	20.00
01 6200 640 002	TITLE 1 BOOKS AND PERIODICALS	(727.18)	0.00	0.00	(727.18)
01 6690 395 000	STIPEND - FEDERAL PROG. AWARD	750.00	0.00	0.00	750.00
01 6969 591 002	ESU SERVICES TITLE IV LMPH	0.00	0.00	0.00	0.00
01 6992 650 000	SUPPLIES TECHNOLOGY SOFTWARE	1,365.99	0.00	0.00	1,365.99
01 6992 890 000	REAP	2,748.00	0.00	0.00	2,748.00
01 6998 111 001	ESSER III SALARIED REG. TEACHERS	29,821.71	3,891.62	0.00	33,713.33
01 6998 123 001	SALARY LONG TERM SUB TEACHERS	6,899.22	0.00	0.00	6,899.22
01 6998 211 001	HEALTH INSURANCE TEACHERS / PROF. STAFF	15,208.88	1,689.87	0.00	16,898.75
01 6998 221 001	SOC.SEC./FICA/MEDI TEACHERS/PROF. STAFF	2,137.63	297.71	3.08	2,432.26
01 6998 223 001	SOC.SEC./FICA/MEDI SUB TEACHER	527.79	0.00	0.00	527.79
01 6998 231 001	RETIREMENT TEACHERS / PROF. STAFF	2,737.60	380.51	0.00	3,118.11
01 6998 237 001	Increased Retirement Contribution Rate	196.74	0.00	0.00	196.74
01 8000 913 000	TRANSFER - ACTIVITY FUND	25,000.00	0.00	0.00	25,000.00
	Total: Expenditure	3,807,734.17	352,751.33	13,777.96	4,146,707.54
	Total: 01	17,430,792.50	1,399,681.34	1,574,875.29	18,633,749.09

**Trial Balance Report**

06/2024 - 06/2024

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 02 DEPRECIATION

			<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>						
02 101		CASH	590,722.10	1,088.41	23,000.00	568,810.51
	Total:	Current Assets	590,722.10	1,088.41	23,000.00	568,810.51
<b>Fund Balance</b>						
02 765		FUND BALANCE	590,722.10	23,000.00	1,088.41	568,810.51
	Total:	Fund Balance	590,722.10	23,000.00	1,088.41	568,810.51
<b>Revenue</b>						
02 1510		INTEREST ON INVESTMENTS	10,397.29	0.00	1,088.41	11,485.70
	Total:	Revenue	10,397.29	0.00	1,088.41	11,485.70
<b>Expenditure</b>						
02 2900 450 000		Construction Services-	8,035.00	21,800.00	0.00	29,835.00
02 2900 610 000		GENERAL SUPPLIES AND MATERIALS	6,967.20	0.00	0.00	6,967.20
02 2900 731 000		VEHICLE EQUIPMENT PURCHASE	58,406.32	0.00	0.00	58,406.32
02 2900 732 000		BUS PURCHASE	0.00	0.00	0.00	0.00
02 2900 950 000		SPECIAL ITEMS	0.00	1,200.00	0.00	1,200.00
	Total:	Expenditure	73,408.52	23,000.00	0.00	96,408.52
	Total:	02	1,265,250.01	47,088.41	25,176.82	1,245,515.24

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 05      ACTIVITY FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
05 101	CASH	181,201.07	6,161.53	11,495.88	175,866.72
	Total: Current Assets	181,201.07	6,161.53	11,495.88	175,866.72
<b>Fund Balance</b>					
05 704	FUND BALANCE	12,271.43	0.00	0.00	12,271.43
05 704 0100	ATHLETICS	35,732.51	5,807.06	862.70	30,788.15
05 704 0332	FFA / AG	6,677.77	7.18	0.00	6,670.59
05 704 0500	ANNUAL	1,480.59	0.00	0.00	1,480.59
05 704 0510	K-CLUB	5,853.28	0.00	0.00	5,853.28
05 704 0520	NATIONAL HONOR SOCIETY	3,678.63	475.00	0.00	3,203.63
05 704 0530	STUDENT COUNCIL	5,198.99	152.16	0.00	5,046.83
05 704 1500	BAND	131.40	0.00	0.00	131.40
05 704 1510	DRAMATICS	251.96	0.00	0.00	251.96
05 704 1520	LIBRARY	5,846.94	0.00	62.00	5,908.94
05 704 1530	DANCE SQUAD	1,311.28	0.00	0.00	1,311.28
05 704 1535	CHEERLEADER	2,933.72	0.00	0.00	2,933.72
05 704 2021	CLASS OF 2021	0.00	0.00	0.00	0.00
05 704 2022	CLASS OF 2022	0.00	0.00	0.00	0.00
05 704 2023	CLASS OF 2023	57.25	0.00	0.00	57.25
05 704 2024	CLASS OF 2024	1,058.01	865.61	0.00	192.40
05 704 2025	CLASS OF 2025	3,812.34	1,962.18	0.00	1,850.16
05 704 2026	CLASS OF 2026	5,103.34	0.00	0.00	5,103.34
05 704 2027	CLASS OF 2027	3,271.52	0.00	0.00	3,271.52
05 704 2520	SHOP	1,405.19	0.00	0.00	1,405.19
05 704 2530	FBLA	428.55	0.00	0.00	428.55
05 704 2662	CONCESSIONS	11,802.69	1,548.21	0.00	10,254.48
05 704 2782	ART CLUB FUND BALANCE	1,491.85	0.00	0.00	1,491.85
05 704 2874	BUSINESS/ACCOUNT	203.61	0.00	0.00	203.61
05 704 3020	PROJ. DC CLASS OF 2020	0.00	0.00	0.00	0.00
05 704 3022	PROJ. DC CLASS OF 2022	0.00	0.00	0.00	0.00
05 704 3024	PROJ. DC CLASS OF 2024 BALANCE	0.00	0.00	0.00	0.00
05 704 3030	MISCELLANEOUS	1,459.33	408.48	702.14	1,752.99
05 704 3035	POP MACHINE	923.78	0.00	0.00	923.78
05 704 3040	QUEST	6,611.34	0.00	0.00	6,611.34
05 704 3429	EHA WELLNESS ACCOUNT	4,312.48	0.00	0.00	4,312.48
05 704 3536	ELEMENTARY T-SHIRTS	132.00	0.00	0.00	132.00
05 704 3668	FOOTBALL FUNDRAISING	1,775.02	0.00	0.00	1,775.02
05 704 3669	VOLLEYBALL	6,559.78	80.00	0.00	6,479.78
05 704 3670	WRESTLING FUND RAISING	1,234.52	0.00	0.00	1,234.52
05 704 4000	HOOPS TOURNAMENT	6,636.73	0.00	0.00	6,636.73
05 704 4722	GRADUATED CLASSES	8,425.00	0.00	0.00	8,425.00
05 704 4724	CHROME BOOK ACCOUNT	8,106.97	0.00	0.00	8,106.97
05 704 7274	SCRIP CARD	17,942.26	190.00	1,034.69	18,786.95
05 704 7545	SKILLS USA	3,537.83	0.00	3,500.00	7,037.83
05 704 7733	SPEECH FUND RAISER	446.03	0.00	0.00	446.03
05 704 7737	PRESCHOOL PARTNERSHIP	900.00	0.00	0.00	900.00
05 704 7867	SCHOOL STORE PRE K - 6	1,375.30	0.00	0.00	1,375.30
05 765	FUND BALANCE	819.85	0.00	0.00	819.85
	Total: Fund Balance	181,201.07	11,495.88	6,161.53	175,866.72
<b>Revenue</b>					
05 1700 3374	ED RISING	1,080.00	0.00	0.00	1,080.00
05 1710 0100	ATHLETICS	59,051.04	0.00	862.70	59,913.74
05 1710 0283	CTE REVENUE	7,000.00	0.00	0.00	7,000.00
05 1710 0332	FFA / AG	16,211.00	0.00	0.00	16,211.00

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 05 ACTIVITY FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 1710 0500	ANNUAL	12,231.92	0.00	0.00	12,231.92
05 1710 0510	K-CLUB	1,203.98	0.00	0.00	1,203.98
05 1710 0520	NATIONAL HONOR SOCIETY	725.08	0.00	0.00	725.08
05 1710 0530	STUDENT COUNCIL	989.90	0.00	0.00	989.90
05 1710 1520	LIBRARY	10.00	0.00	62.00	72.00
05 1710 1530	DANCE SQUAD	434.50	0.00	0.00	434.50
05 1710 1535	CHEERLEADER	1,658.11	0.00	0.00	1,658.11
05 1710 2024	CLASS OF 2024	344.00	0.00	0.00	344.00
05 1710 2025	CLASS OF 2025	7,188.48	0.00	0.00	7,188.48
05 1710 2026	CLASS OF 2026	603.47	0.00	0.00	603.47
05 1710 2027	CLASS OF 2027	885.09	0.00	0.00	885.09
05 1710 2028	CLASS OF 2028	389.27	0.00	0.00	389.27
05 1710 2530	FBLA	1,462.85	0.00	0.00	1,462.85
05 1710 2662	CONCESSIONS	31,953.98	0.00	0.00	31,953.98
05 1710 2782	ART CLUB RECEIPTS	1,706.30	0.00	0.00	1,706.30
05 1710 2874	BUSINESS/ACCT. CLASS	0.00	0.00	0.00	0.00
05 1710 3030	MISCELLANEOUS	14,660.27	0.00	702.14	15,362.41
05 1710 3035	POP MACHINE	819.85	0.00	0.00	819.85
05 1710 3040	QUEST	100.00	0.00	0.00	100.00
05 1710 3429	EHA Wellness Committee	5,390.00	0.00	0.00	5,390.00
05 1710 3668	FOOTBALL FUNDRAISING	4,629.00	0.00	0.00	4,629.00
05 1710 3669	VOLLEYBALL	3,819.00	0.00	0.00	3,819.00
05 1710 3670	WRESTLING FUNDRAISING	468.00	0.00	0.00	468.00
05 1710 4724	CHROME BOOK ACCOUNT	980.00	0.00	0.00	980.00
05 1710 7274	SCRIP CARD	27,447.31	0.00	1,034.69	28,482.00
05 1710 7545	SKILLS USA	5,982.51	0.00	3,500.00	9,482.51
05 1710 7733	SPEECH FUND RAISER REVENUE	208.00	0.00	0.00	208.00
05 1710 7867	SCHOOL STORE PRE K - 6	416.89	0.00	0.00	416.89
05 1730 2026	CLASS OF 2026 ORGANIZATION DUES	200.00	0.00	0.00	200.00
05 1730 2029	CLASS OF 2029 DUES	320.00	0.00	0.00	320.00
05 1730 2662	CONCESSIONS ORGANIZATION FEES	43.88	0.00	0.00	43.88
05 5200 0100	TRANSFERS FROM FUNDS (INCOMING)	25,000.00	0.00	0.00	25,000.00
Total: Revenue		235,613.68	0.00	6,161.53	241,775.21
<b>Expenditure</b>					
05 2900 610 000 0100	ATHLETICS	72,628.93	5,807.06	0.00	78,435.99
05 2900 610 000 0283	CTE EXPENSE ACCT.	840.00	0.00	0.00	840.00
05 2900 610 000 0332	FFA/AG	19,683.23	7.18	0.00	19,690.41
05 2900 610 000 0520	NATIONAL HONOR SOCIETY	243.13	475.00	0.00	718.13
05 2900 610 000 0530	STUDENT COUNCIL	1,304.56	152.16	0.00	1,456.72
05 2900 610 000 1530	DANCE SQUAD	570.21	0.00	0.00	570.21
05 2900 610 000 1535	Cheerleader	1,013.06	0.00	0.00	1,013.06
05 2900 610 000 2021	CLASS OF 2021	292.88	0.00	0.00	292.88
05 2900 610 000 2022	CLASS OF 2022	17.38	0.00	0.00	17.38
05 2900 610 000 2023	CLASS OF 2023	3,014.00	0.00	0.00	3,014.00
05 2900 610 000 2024	CLASS OF 2024	3,017.38	865.61	0.00	3,882.99
05 2900 610 000 2025	CLASS OF 2025	7,530.11	1,962.18	0.00	9,492.29
05 2900 610 000 2027	CLASS OF 2027	0.00	0.00	0.00	0.00
05 2900 610 000 2530	FBLA	1,120.00	0.00	0.00	1,120.00
05 2900 610 000 2662	CONCESSIONS	28,038.07	1,548.21	0.00	29,586.28
05 2900 610 000 2782	ART CLUB EXPENDITURES	1,170.07	0.00	0.00	1,170.07
05 2900 610 000 3020	PROJ. DC CLASS OF 2020	3,757.64	0.00	0.00	3,757.64
05 2900 610 000 3022	PROJ. DC CLASS OF 2022	3,234.02	0.00	0.00	3,234.02
05 2900 610 000 3024	PROJ. DC CLASS OF 2024 EXPEND.	1,771.00	0.00	0.00	1,771.00

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 05      ACTIVITY FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 2900 610 000 3030	MISCELLANEOUS	11,668.95	408.48	0.00	12,077.43
05 2900 610 000 3035	POP MACHINE	584.45	0.00	0.00	584.45
05 2900 610 000 3040	QUEST	445.55	0.00	0.00	445.55
05 2900 610 000 3429	EHA Wellness Committee	4,265.45	0.00	0.00	4,265.45
05 2900 610 000 3668	FOOTBALL FUNDRAISING	11,036.65	0.00	0.00	11,036.65
05 2900 610 000 3669	VOLLEYBALL	2,054.00	80.00	0.00	2,134.00
05 2900 610 000 3670	WRESTLING FUNDRAISING	474.50	0.00	0.00	474.50
05 2900 610 000 4724	CHROME BOOK ACCOUNT	1,758.50	0.00	0.00	1,758.50
05 2900 610 000 7274	SCRIP CARD	27,693.33	190.00	0.00	27,883.33
05 2900 610 000 7545	SKILLS USA	6,312.92	0.00	0.00	6,312.92
	Total: Expenditure	215,539.97	11,495.88	0.00	227,035.85
	Total: 05	813,555.79	29,153.29	23,818.94	820,544.50

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 06 NUTRITION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
06 101	CASH	16,540.47	8,080.04	8,674.62	15,945.89
	Total: Current Assets	16,540.47	8,080.04	8,674.62	15,945.89
<b>Current Liabilities</b>					
06 431	ACCOUNTS PAYABLE	35.08	1,886.64	1,886.64	35.08
	Total: Current Liabilities	35.08	1,886.64	1,886.64	35.08
<b>Fund Balance</b>					
06 704	FUND BALANCE	11,916.30	766.90	0.00	11,149.40
06 765	FUND BALANCE	4,589.09	7,907.72	8,080.04	4,761.41
	Total: Fund Balance	16,505.39	8,674.62	8,080.04	15,910.81
<b>Revenue</b>					
06 1510	OTHER INCOME	266.61	0.00	11.57	278.18
06 1611	STUDENT LUNCHES	53,387.40	0.00	0.00	53,387.40
06 1612	Daily Breakfast Sales	842.00	0.00	0.00	842.00
06 1620	ADULT LUNCHES	5,602.80	0.00	0.00	5,602.80
06 3150	LUNCH REIMB. FED/STATE	0.00	0.00	621.21	621.21
06 4210	FEDERAL REIMBURSEMENT(OF NUTRIT PRGMS)	61,903.42	0.00	7,447.26	69,350.68
06 5690	OTHER NON-REVENUE RECEIPTS	2,828.46	0.00	0.00	2,828.46
	Total: Revenue	124,830.69	0.00	8,080.04	132,910.73
<b>Expenditure</b>					
06 3100 110 000	LUNCH REGULAR SALARIES	30,179.75	2,686.78	0.00	32,866.53
06 3100 210 000	KITCHEN HEALTH/DENTAL INS.	4,090.75	818.15	0.00	4,908.90
06 3100 220 000	FICA/SS/MEDI NON INSTRUCTIONAL	2,308.73	205.55	0.00	2,514.28
06 3100 230 000	RETIREMENT NON INSTRUCTIONAL	3,592.69	265.45	0.00	3,858.14
06 3100 237 000	RETIREMENT NON INSTRUCTIONAL	78.34	0.00	0.00	78.34
06 3100 290 000	OTHER BENEFITS	0.00	0.00	0.00	0.00
06 3100 570 000	OTHER EXPENDITURES	3,652.46	0.00	0.00	3,652.46
06 3100 610 000	SUPPLIES EXPENSE	6,251.21	222.00	0.00	6,473.21
06 3100 630 000	FOOD EXPENDITURES	100,473.82	3,709.79	0.00	104,183.61
06 6800 630 000	FOOD SUPPLY CHAIN GRANT	1,083.59	766.90	0.00	1,850.49
	Total: Expenditure	151,711.34	8,674.62	0.00	160,385.96
	Total: 06	309,622.97	27,315.92	26,721.34	325,188.47

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 07 BOND FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
07 101	CASH	305,708.88	32,984.83	0.00	338,693.71
07 150	County Treasurer Cash	84,321.34	0.00	0.00	84,321.34
	<b>Total: Current Assets</b>	<b>390,030.22</b>	<b>32,984.83</b>	<b>0.00</b>	<b>423,015.05</b>
<b>Fund Balance</b>					
07 765	FUND BALANCE	390,030.22	0.00	32,984.83	423,015.05
	<b>Total: Fund Balance</b>	<b>390,030.22</b>	<b>0.00</b>	<b>32,984.83</b>	<b>423,015.05</b>
<b>Revenue</b>					
07 1100	LOCAL DISTRICT TAXES	277,042.26	0.00	32,125.99	309,168.25
07 1110	LOCAL DISTRICT TAXES	(30.02)	0.00	0.00	(30.02)
07 1115	CARLINE TAXES	957.88	0.00	0.00	957.88
07 1120	PUBLIC POWER DIST SALES TAX	3,671.90	0.00	0.00	3,671.90
07 1140	PENALTIES & INTEREST ON TAXES	452.31	0.00	0.00	452.31
07 1510	INTEREST ON INVESTMENTS	2,404.39	0.00	381.20	2,785.59
07 3130	HOMESTEAD EXEMPTION	1,435.65	0.00	477.64	1,913.29
07 3131	PROPERTY TAX CREDIT	29,152.94	0.00	0.00	29,152.94
07 3180	PRO RATE MOTOR VEHICLE	350.76	0.00	0.00	350.76
	<b>Total: Revenue</b>	<b>315,438.07</b>	<b>0.00</b>	<b>32,984.83</b>	<b>348,422.90</b>
<b>Expenditure</b>					
07 5000 830 000	DEBT-RELATED EXPENDITURES/EXPENSES	200.00	0.00	0.00	200.00
07 5000 831 000	DEBT SERVICE PRINCIPAL	325,000.00	0.00	0.00	325,000.00
07 5000 832 000	DEBT SERVICE INTEREST	13,987.50	0.00	0.00	13,987.50
07 5000 890 000	DEBT SERVICE OTHER EXPENSES	200.00	0.00	0.00	200.00
	<b>Total: Expenditure</b>	<b>339,387.50</b>	<b>0.00</b>	<b>0.00</b>	<b>339,387.50</b>
	<b>Total: 07</b>	<b>1,434,886.01</b>	<b>32,984.83</b>	<b>65,969.66</b>	<b>1,533,840.50</b>

Trial Balance Report

06/2024 - 06/2024

Regular; Beginning Month 06/2024; Processing Month 06/2024

Fund: 08 SPECIAL BUILDING

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
08 101	CASH	895,836.45	38,276.05	0.00	934,112.50
08 103	CD's	30,000.00	0.00	0.00	30,000.00
08 150	County Treasurer Cash	79,540.34	0.00	0.00	79,540.34
Total:	Current Assets	1,005,376.79	38,276.05	0.00	1,043,652.84
<b>Fund Balance</b>					
08 704	FUND BALANCE	(151,098.52)	0.00	0.00	(151,098.52)
08 765	FUND BALANCE	1,156,475.31	0.00	38,276.05	1,194,751.36
Total:	Fund Balance	1,005,376.79	0.00	38,276.05	1,043,652.84
<b>Revenue</b>					
08 1100	LOCAL DISTRICT TAXES	295,399.72	0.00	36,712.87	332,112.59
08 1115	CARLINE TAXES	1,059.59	0.00	0.00	1,059.59
08 1120	PUBLIC POWER DIST SALES TAX	3,853.91	0.00	0.00	3,853.91
08 1140	PENALTIES & INTEREST ON TAXES	719.14	0.00	0.00	719.14
08 1510	INTEREST ON INVESTMENTS	8,204.30	0.00	1,017.32	9,221.62
08 3130	HOMESTEAD EXEMPTION	1,658.81	0.00	545.86	2,204.67
08 3131	PROPERTY TAX CREDIT	33,257.90	0.00	0.00	33,257.90
08 3180	PRO RATE MOTOR VEHICLE	343.86	0.00	0.00	343.86
Total:	Revenue	344,497.23	0.00	38,276.05	382,773.28
<b>Expenditure</b>					
08 5000 831 000	REDEMPTION OF PRINCIPAL	48,666.66	0.00	0.00	48,666.66
08 5000 832 000	DEBT SERVICE INTEREST	26,303.20	0.00	0.00	26,303.20
Total:	Expenditure	74,969.86	0.00	0.00	74,969.86
Total:	08	2,430,220.67	38,276.05	76,552.10	2,545,048.82

KENESAW PUBLIC SCHOOL REIMBURSEMENT ACCOUNT 152-462

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
6/1/2024	BEGINNING BALANCE				5,206.20
6/30/2024	ACB - Interest		3.20		
			3.20	0.00	
					5,209.40
	Outstanding Checks (none)				0.00
					5,209.40
6/30/2024	Bank Balance				5,209.40
6/30/2024	Reconciled Balance				5,209.40
	Fiscal Year to Date Totals		371.22	(660.75)	



5015 S Broadband Lane  
Sioux Falls, SD 57108  
800.756.0035  
accounting@su-inc.com

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## Invoice

Customer: Kenesaw Public Schools  
110 N FIFTH AVE  
PO BOX 129  
KENESAW NE 68956

Customer ID: 1302  
Invoice Date: 06/29/2024  
Invoice Number: 20240628-114

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Census Annual Fee (9/1/2024 - 8/31/2025)			150.00
SAS (AP,PR,GL) Annual Fee (9/1/2024 - 8/31/2025)			4,350.00
SAS-Online T2 Annual Fee (9/1/2024 - 8/31/2025)			2,050.00
Web Link Annual Fee (9/1/2024 - 8/31/2025)			700.00
Web Link Hosted Annual Fee (9/1/2024 - 8/31/2025)			500.00
			<hr/>
			7,750.00

For questions regarding your invoice, please email [accounting@su-inc.com](mailto:accounting@su-inc.com)

Students

Graduation

Requirements for graduation from Kenesaw High School shall be based on four years of high school work in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades with a minimum of 270 semester credits for the Class of 2025, and classes thereafter.

Graduation from Kenesaw High School will be made upon successful completion of the requirements as set forth by the local school board. A student must have successfully completed course work in grades 9 through 12, including the specific following requirements.

English 9, 10, 11, 12.....	40 credits
Social Studies.....	30 credits
American History – Required	
American Government – Required	
*Science.....	30 credits
Physical Science Component – Required	
Life Science Component – Required	
Math.....	30 credits
Algebra Component – Required	
Geometry Component – Required	
College & Career Technology Education .....	20 credits
Health.....	-5 credits
Physical Education.....	10 credits
Speech.....	5 credits
Personal Finance .....	5 credits
Computer Science & Technology...(27-28 Grad Class).....	5 credits
Electives.....	95 credits
<b>TOTAL REQUIRED FOR GRADUATION:</b>	<b>270 credits</b>

The following are the number of credits required for grade classification:

Sophomore – 65 credits  
Junior – 130 credits  
Senior – 195 credits

~~All 9<sup>th</sup> and 10<sup>th</sup> grade students attending Kenesaw Public School must be enrolled in a Language Arts, a Social Studies, a Science, a Mathematics, and a Physical Education class each semester during 9<sup>th</sup> grade, unless waived by the administration (in writing).~~

All 11<sup>th</sup> and 12<sup>th</sup> grade students attending Kenesaw Public School must be enrolled in a Language Arts and a Social Studies class each semester, unless waived by the administration (in writing).

~~All students grades 7 through 12 are required to carry seven classes and may sign up for only one study hall.~~

Individual student abilities may warrant variations, with administrative approval, in student course requirements as outlined in the student handbook.

~~PE III (Weightlifting) may be taken for only three years during grades 9-12. A senior may not take both PE III and be a student aide.~~

Graduating Students must complete the FAFSA or opt out of the FAFSA.

Legal Reference: Neb. Rev. Stat. § 79-729  
NDE Rule 10

Date of Adoption:



# **STUDENT - PARENT HANDBOOK**

**2024 - 2025**

## **Kenesaw Public Schools**

**110 North 5th Avenue  
P.O. Box 129  
Kenesaw, Nebraska 68956  
402-752-3215  
Fax (402) 752-3579  
Kenesawschools.org**

# STUDENT - PARENT HANDBOOK KENESAW PUBLIC SCHOOLS 2024 - 2025

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**Kenesaw Public Schools Parent-Student Handbook  
2024 - 2025 School Year**

**Foreword**

**Section 1 - Intent of Handbook**

This handbook is intended to be used by students, parents, faculty, and staff as a guide to the rules, regulations, and general information about Kenesaw Public Schools. Each student is responsible for understanding and acknowledging the contents within the handbook and parents are encouraged to use this handbook as a resource to assist their student in following the rules and guidelines established and enforced by Kenesaw Public Schools.

Although the information contained in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise during any school day or school year. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make decision(s) based upon all applicable school district policies, school board policies, and local, state, and federal statutes and regulations. This handbook does not create a contract between any entity of Kenesaw Public Schools and the administration reserves the right to interpret the guidelines, revise rules, and make decisions at any time to ensure the well-being, safety, and educational needs of each student are being met.

**Section 2 - Members of the Board of Education**

<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
Marlin Kimle	President	mkimle@kenesawschools.org
Kay Sidders	Vice President	ksidders@kenesawschools.org
Shandra Uden	Secretary	suden@kenesawschools.org
Tonya Hansen	Treasurer	tohansen@kenesawschools.org
Troy Legg	Member	tlegg@kenesawschools.org
Katheryn Schneider	Member	kschneider@kenesawschools.org

**Section 3 - Administrative Staff/Counselor**

<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
Rick Masters	Superintendent	rmasters@kenesawschools.org
Don Webben	Elementary Principal	dwebben@kenesawschools.org
Brent Breckner	High School Principal	bbreckner@kenesawschools.org
Chuck Roe	K-12 Guidance Counselor <i>Behavioral Awareness &amp; Health Point of Contact</i>	croe@kenesawschools.org

#### Section 4 - Teaching Staff

<b>Name</b>	<b>Department</b>	<b>Grades</b>
Kristen Benton	Science	7-12
Nancy Bittfield	5th Grade	5th Grade
Heather Bright	English	7-12
Johnna Burr	Library/Media Center	K-12
Morgan Cline	Title	K-6
Luis Cordova	Spanish	7-12
Heather Dibbern	Preschool	Pre-K (half-day)
Jack Einrem	Social Studies	7-12
Michaela Ellis	2nd Grade	2nd Grade
Molly Engelhardt	Business	7-12
Meghan Fisher	1st Grade	1st Grade
Bethany Gerdes	Kindergarten	Kindergarten
Carolyn Haney	LMHP	Pre-K - 12
Taylor Hanson	Preschool	Pre-K (full-day)
Alyssa Hartman	English/Business/Journalism	7-12
Hallie Hoffman	4th Grade	4th Grade
Preston Johnson	Health Science/PE	7-12
Jo Ellen Jones	Speech/Language Pathologist	K-12
Madison Junker	Secondary Special Education	7-12
Christian Kroos	MS Science; Tech Coordinator	7-12
Kylie Kubicka	Art	K-12
Tessa Kuehn	Resource/SPED	K-6
Jamie Lay	Math	7-12
Sarah Mack	Math	7-12
Sierra Meyer	Ag Science	7-12
Jace Morgan	6th Grade	6th Grade
Sara Nielsen	Vocal/Instrumental Music	K-12
Dusty Perry	Industrial Tech	K-12
Craig Schnitzler	Activities Director; PE; Health	K-12
Jennette Tompkin	3rd Grade	3rd Grade

**Section 5 - Support Staff**

<b>Name</b>	<b>Building</b>	<b>Position</b>
Garrett Bunde	District	Head Custodian
Jackie Cornelius	District	Nurse
<b>Natalia Cassell</b>	<b>JH/HS</b>	<b>Paraprofessional</b>
Jan Dassinger	District	Secretary
McKenna Ellis	Elementary	Paraprofessional
Chelby Fegter	Preschool	Paraprofessional
	<b>District</b>	<b>Cook</b>
Mary Gerloff	Elementary	K-6 Teacher's Aide
<b>Carol Hoffman</b>	<b>JH/HS</b>	<b>Paraprofessional</b>
Jennifer Jacobitz	District	Food Service Director
Zach Jacobitz	District	Custodian
Jill Kimle	Elementary	Paraprofessional
Deb Krantz	District	Bookkeeper
<b>Alan Peshek</b>	<b>District</b>	<b>Custodian</b>
	<b>District</b>	<b>Cook</b>
Gail Whitesel	Elementary	Paraprofessional

## Section 6 - School Calendar

KENESAW PUBLIC SCHOOLS 2024 - 2025																																	
AUGUST 2024														JANUARY 2025																			
S	M	T	W	T	F	S	DATE	DAY	INFORMATION						S	M	T	W	T	F	S	DATE	DAY	INFORMATION									
				1	2	3	AUG 5-9	Any Day	Teacher Work Day										1	2	3	4	DEC 21 - JAN 6	NO SCHOOL	- Winter Vacation								
4	5	6	7	8	9	10	AUG 12	MON	1st Day Fall Practice						5	6	7	8	9	10	11	JAN 6	MON	Teacher Inservice - Work Day									
11	12	13	14	15	16	17	AUG 12	MON	Teacher Inservice						12	13	14	15	16	17	18	JAN 7	TUES	START OF 2ND SEMESTER									
18	19	20	21	22	23	24	AUG 13	TUES	Teacher Inservice						19	20	21	22	23	24	25	JAN 31	FRI	NO SCHOOL - Students									
25	26	27	28	29	30	31	AUG 14	WED	FIRST DAY OF SCHOOL DISMISS AT NOON						26	27	28	29	30	31	JAN 31	FRI	PD & Teacher Work Day										
13 STUDENT DAYS, 3 TEACHER DAYS														18 STUDENT DAYS, 2 TEACHER DAYS																			
SEPTEMBER 2024														FEBRUARY 2025																			
S	M	T	W	T	F	S	DATE	DAY	INFORMATION						S	M	T	W	T	F	S	DATE	DAY	INFORMATION									
1	2	3	4	5	6	7	SEPT 2	MON	NO SCHOOL Labor Day													1	FEB 19	WED	PT Conferences Noon Dismiss 1:00 pm - 7:30 pm								
8	9	10	11	12	13	14	SEPT 25	WED	PT Conferences Noon Dismiss 1:00 pm - 7:30 pm						2	3	4	5	6	7	8	FEB 21	FRI	NO SCHOOL - State Wrestling									
15	16	17	18	19	20	21	SEPT 27	FRI	NO SCHOOL - Students						9	10	11	12	13	14	15												
22	23	24	25	26	27	28	SEPT 27	FRI	PD & Teacher Work Day						16	17	18	19	20	21	22												
29	30																		23	24	25	26	27	28									
19 STUDENT DAYS, 1 TEACHER DAY														19 STUDENT DAYS																			
OCTOBER 2024														MARCH 2025																			
S	M	T	W	T	F	S	DATE	DAY	INFORMATION						S	M	T	W	T	F	S	DATE	DAY	INFORMATION									
							OCT 11	FRI	End of 1st quarter - 41 Days													1	MAR 3	MON	1st Day Spring Practice								
6	7	8	9	10	11	12	OCT 25	FRI	NO SCHOOL - Fall Break						2	3	4	5	6	7	8	MAR 6	FRI	End of 3rd Quarter - 41 Days									
13	14	15	16	17	18	19													9	10	11	12	13	14	15	MAR 7	FRI	NO SCHOOL - State GBB					
20	21	22	23	24	25	26													16	17	18	19	20	21	22	MAR 7	FRI	Teacher Comp Day for PT Conf					
27	28	29	30	31														23	24	25	26	27	28	29	MAR 24	MON	NO SCHOOL - Students						
22 STUDENT DAYS														19 STUDENT DAYS, 2 TEACHER DAYS																			
NOVEMBER 2024														APRIL 2025																			
S	M	T	W	T	F	S	DATE	DAY	INFORMATION						S	M	T	W	T	F	S	DATE	DAY	INFORMATION									
							NOV 18	MON	1st Day Winter Practice													1	APR 18	FRI	NO SCHOOL - Spring Break								
3	4	5	6	7	8	9	NOV 27	WED	NO SCHOOL						6	7	8	9	10	11	12	APR 21	MON	NO SCHOOL - Spring Break									
10	11	12	13	14	15	16	NOV 28	THUR	NO SCHOOL - Thanksgiving						13	14	15	16	17	18	19												
17	18	19	20	21	22	23	NOV 29	FRI	NO SCHOOL						20	21	22	23	24	25	26												
24	25	26	27	28	29	30													27	28	29	30											
18 STUDENT DAYS														20 STUDENT DAYS																			
DECEMBER 2024														MAY 2025																			
S	M	T	W	T	F	S	DATE	DAY	INFORMATION						S	M	T	W	T	F	S	DATE	DAY	INFORMATION									
1	2	3	4	5	6	7	DEC 20	FRI	DISMISS AT NOON													1	2	3	MAY 8	THUR	LAST DAY SENIORS						
8	9	10	11	12	13	14	DEC 20	FRI	End of First Semester - 46 Days						4	5	6	7	8	9	10	MAY 10	SAT	Graduation									
15	16	17	18	19	20	21	DEC 21 - JAN 6	NO SCHOOL	- Winter Vacation						11	12	13	14	15	16	17	MAY 16	FRI	LAST DAY OF SCHOOL K-11									
22	23	24	25	26	27	28	MORATORIUM DEC. 22 - 26												18	19	20	21	22	23	24	MAY 16	FRI	DISMISS AT NOON					
29	30	31																25	26	27	28	29	30	31	MAY 16	FRI	End of 2nd Semester - 47 Days						
15 STUDENT DAYS														12 STUDENT DAYS, 1 TEACHER DAY																			

APPROVED FEBRUARY 12, 2024

## Article 1 - Mission and Goals

### Section 1 - School Vision & Mission Statement

### *"Inspire Excellence"*

In partnership with our community, we will provide a specially designed and challenging education, encourage positive citizenship, and promote lifelong learning.

### Section 2 - Goals and Objectives

Kenesaw Public Schools aims to provide:

1. A comprehensive, coordinated, and sequential curriculum based on state standards and district goals to promote student learning.
2. Focused instruction that develops content and skill mastery, analytical thinking, problem solving, work ethic, creativity, and respect for diversity.
3. An inclusive learning environment that serves the needs of all students and provides opportunities for achievement and success in academics and activities. Equitable and accessible learning environments that are emotionally safe and supportive and promote respect, trust, and integrity.
4. Fair assessment procedures and processes that evaluate the quality of instruction for all students and assists in establishing, monitoring, and achieving campus instructional goals.
5. A library/media/technology program that provides a wide range of accessible print and electronic resources that complement, supplement, and enrich curriculum and instruction. The program facilitates research, supports and encourages personal interest in reading and the study of current events, contributes to information literacy, and develops technological and other skills for accessing, evaluating, and using resources to enhance and enrich learning experiences for all students.
6. An activities program that focuses on active participation of all students, promotes a positive image of the school and community, and provides extracurricular participation opportunities outside of the regular school day and schedule.
7. Safe, orderly, and well-maintained facilities with adequate space, lighting, furnishings, and climate-control.
8. Credentialed and experienced instructional staff that actively engages students and applies content across subject areas.
9. Staff development opportunities that support the school's efforts in curriculum development, instructional improvement, assessment, and school improvement goals.
10. Administrators who demonstrate leadership in the development and implementation of school goals and policies, curriculum, instruction, assessment, and school improvement that guides and empowers faculty and staff to achieve goals and fulfill responsibilities supportive of quality learning.
11. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.

12. A welcoming environment for parents and community and a school system that demonstrates accountability to stakeholders by routinely assessing and reporting student progress toward accomplishment of academic content standards.

### **Section 3 - Mutual Respect**

Kenesaw Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 - Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter. All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## Article 2 - School Day

### Section 1 - Bell Schedule

REGULAR 3:30 DISMISSAL		
PERIOD	TIME	INS-TIME
1	8:00-8:51	51
2	8:53-9:44	51
3	9:46-10:37	51
4	10:39-11:30	51
5/Lunch	11:30-12:51	51
6	12:53-1:44	51
7	1:46-2:37	51
8	2:39-3:30	51
	MINUTES	408

WEDNESDAY 2:10 DISMISSAL		
PERIOD	TIME	INS-TIME
1	8:00-8:38	38
2	8:40-9:18	38
3	9:20-9:58	38
4	10:00-10:38	38
Activity/SEL	10:40-11:33	43
5/Lunch	11:33-12:44	41
6	12:44-1:12	28
7	1:14-1:41	27
8	1:43-2:10	27
	MINUTES	328

ELEMENTARY		
LUNCH	11:00-11:20	K-1
RECESS	11:20-11:40	
LUNCH	11:10-11:30	2-3
RECESS	11:30-11:50	
LUNCH	11:50-12:15	4,5,6
RECESS	12:15-12:35	
MIDDLE SCHOOL / HIGH SCHOOL		
LUNCH	11:30-12:00	7,8,9
CLASS	12:00-12:51	7,8,9
LUNCH	12:21-12:51	10,11,12
CLASS	11:30-12:21	10,11,12

ELEMENTARY		
LUNCH	11:00-11:20	K-1
RECESS	11:20-11:40	
LUNCH	11:10-11:30	2-3
RECESS	11:30-11:50	
LUNCH	11:50-12:15	4,5,6
RECESS	12:15-12:35	
MIDDLE SCHOOL / HIGH SCHOOL		
LUNCH	11:33-12:03	7,8,9
CLASS	12:03-12:44	7,8,9
LUNCH	12:14-12:44	10,11,12
CLASS	11:33-12:14	10,11,12

WEATHER LATE START		
PERIOD	TIME	INS-TIME
1	10:00-10:36	36
2	10:38-11:14	36
3	11:16-11:52	36
4	11:54-12:30	36
5th/10,11,12	12:32-1:08	36
MS Lunch	12:30-1:00	
5th/7,8,9	1:00-1:36	36
HS Lunch	1:08-1:38	
6	1:38-2:14	36
7	2:16-2:52	36
8	2:54-3:30	36
	MINUTES	288

FIRST/LAST DAY 12:00 DISMISSAL		
PERIOD	TIME	INS-TIME
1	8:00-8:30	30
2	8:32-9:00	28
3	9:02-9:30	28
4	9:32-10:00	28
5	10:02-10:30	28
6	10:32-11:00	28
7	11:02-11:30	28
8	11:32-12:00	28
	MINUTES	226

ELEMENTARY		
LUNCH	11:30-11:50	K-3
INDOOR RECESS	11:50-12:00	Old Gym
LUNCH	12:00-12:20	4,5,6
INDOOR RECESS	12:20-12:30	Old Gym
MIDDLE SCHOOL / HIGH SCHOOL		
LUNCH	12:30-1:00	7,8,9
CLASS	1:00-1:36	7,8,9
LUNCH	1:08-1:38	10,11,12
CLASS	12:32-1:08	10,11,12

## **Section 2 - Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations and through PowerSchool Announcements (text messages and phone calls).

**Decision to Close Schools.** A decision to close school is made when forecasts by the weather service, law enforcement advisories, or civil defense officials indicate that it would be unsafe/unwise to hold school. When possible, a decision regarding closure of schools (for the next school day) will be made by 9:00 PM for announcement during the 10:00 PM nightly news. Because of uncertain weather conditions, early decisions to close schools are not always possible. In these instances, the Superintendent will assess weather conditions throughout the night and will make the decision to close schools as early as possible (by 6:00 AM when conditions permit). In any case, **an announcement will be made to the news media and through PowerSchool when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, kindergarten, student activities).

**Closing After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances, school closures after the start of/during the school day are inevitable due to severe and rapidly changing weather conditions. In these cases, parents will be given as much advance notice as possible and school closures will be broadcast to the media. **Parents should have a severe weather plan in place and should make every effort to communicate with school administration when issues or concerns arise** to ensure students are able to be safely transported from school to home prior to a severe storm.

**Parental Decisions-Absence or Pick-Ups.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. **Students will not normally be dismissed from school during severe weather on the basis of a telephone request** and therefore, parents should arrange to pick up and sign out their student from the front office.

**What Not To Do.** Severe weather/Tornado safety procedures are practiced regularly by students and staff members. Parents should not attempt to come to school during a severe weather/tornado warning as **school officials are not permitted to release students from the school building during a tornado warning.** Due to the overwhelming and rapidly changing amount of information disseminated during severe weather conditions, parents are urged **not** to call school buildings, radio and television stations during severe weather.

**Emergency Conditions.** Regular drills are held as required by law throughout the school year and schools are equipped with an Emergency Exit System, Tornado Warning System, and Critical Incident Response System which, when activated, produce a loud warning signal and instructions to either evacuate the building or move to safer areas of the building. Detailed emergency response criteria are outlined in the Kenesaw Public Schools Emergency Operations Plan.

### Section 3 - Open-Closed Campus

All students are required to remain on campus during the regular school day and are not permitted to leave for any reason without prior notification and express written permission from a parent. Students will not be released from school by phone calls. In instances where no prior written notice has been provided, parents are required to sign student(s) out in person. Students wishing to leave campus for lunch may be granted permission with written permission from a parent on file.

### Section 4 - Supervision Responsibility Before/After School

**Arrival at School/Dismissal From School.** Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating and will not be permitted entry into any school buildings. **The school is not responsible for supervision of students prior to this time.** Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students that are not authorized to remain on campus after the last period of the school day.**

Certain days on the calendar are “shortened days,” meaning that the school day starts later or ends earlier than days on the regular school year calendar. Parents are responsible for ensuring their student is not left in an unsupervised situation and/or without a means to get home upon dismissal.

**Signing a Child In and Out of School.** Parents are required to sign their children in when entering the building after the start of the first class of the day and/or required to sign their children out when they are leaving the building prior to the last class of the day. Sign in/out sheets are located in the front office. The school secretary will write a pass to admit students into class when arriving late and will call the appropriate classroom teacher to have the student dismissed when being picked up. **Parents are not to go directly to the classrooms.** The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student, that affects who a student may be released to, the parent must inform the Principal and provide a copy of any legal orders to maintain on file at the school.

**Supervision at Dismissal.** Parents of children in grades Pre-K to 6 may request to not use district-provided transportation after dismissal and may request the school or program not release the child to walk home after dismissal unless the child is released to the parent/legal guardian or an escort designated by the parent or guardian (parents may designate up to two escorts). Parents requesting their children only be released to the parent/guardian or designated escort after dismissal must make a written request to the building principal.

Students who leave before the end of the day are to be signed out by a parent/guardian/escort designated by the parent or guardian.

**Emergency Closing Procedures.** Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

### **Article 3 - Use of Building and Grounds**

#### **Section 1 - Visitors**

All visitors, upon entering any school building, must report to the main office, present a picture ID, sign in, and receive a visitor's pass. With at least one week's advance notice and approval of the teacher(s) and administration, visits to classrooms may be allowed on a case by case basis provided the visits do not disrupt the classroom setting, educational program, individual students, or create a safety concern. Visits to classrooms during the first and last weeks of school, assessment periods, and other instructional times designated by the administration may be limited to ensure student and campus safety.

#### **Section 2 - Smoke-Free Environment**

In order to maintain a healthy and safe environment for our students and community, smoking, vaping, and use of tobacco products is strictly prohibited on all school properties and at all school events.

#### **Section 3 - Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the district. Students who damage, disfigure, or disface school property and/or equipment will face disciplinary action and consequences and will be held financially responsible for the repair or replacement of the item(s).

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$10.00
Missing Page(s):	\$1.00 per page (up to replacement cost)
Torn Page:	\$1.00 per page (up to replacement cost)
Marks that cannot be erased:	.50 cents per mark (up to replacement cost)

#### **Section 4 - Lockers**

Each student will be assigned a locker and is responsible for securing the locker with either a combination or key lock. The school is not responsible for any lost or stolen items kept in lockers and students are encouraged to not keep valuables in lockers that are not secured with a lock. Except as assigned or permitted by school officials, students are not permitted to share lockers with other students and are responsible for all contents and items stored in their assigned lockers. Students are required to keep the inside of their lockers clean and free of food or perishable items (these should be disposed of daily and not kept in lockers overnight or during breaks from school). Students may be assessed a fine for external and/or internal damage to lockers. Students may not display any personal and/or unapproved materials, signs, or decorations on the outside of lockers. Only administrative approved items may be placed on or in common areas including the outside of lockers. Additionally, any personal materials, signs, or decorations on the inside of lockers must be in accordance with the Code of Conduct and may be subject to administrative approval.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### **Section 5 - Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect nor assume privacy rights and privileges regarding usage of network, computers, technology, and/or any personal items located/placed in or on school property. School property and personal items while on school property are subject to search at any time by school officials. When deemed reasonable to ensure school, student, and staff safety, scheduled, periodic, and random searches of personal vehicles, lockers, desks, computers, backpacks, bags, purses, and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and searches and seizures of students' personal property and/or items in a student's possession or control while on school property.

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances of the situation.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that:
  - a. the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent);
  - b. the testing actually be random;
  - c. the testing procedures limit any intrusion on student privacy and provide for an appropriate level of confidentiality and accuracy;
  - d. the response to positive tests takes into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

#### **Section 6 - Video Surveillance & Recording of Others (KPS Board Policy No. 1102)**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors and to safeguard the 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 or other building user violating school policies, rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either:

- (1) the person or persons being recorded or whose image or sound is being transmitted;
- (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person);
- (3) the Superintendent or Superintendent's designee.

This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performance or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program (IEP) meeting if the recording is necessary to ensure that the parent understands the IEP, the IEP process, or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act (IDEA).

### **Section 7 - Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 8 - Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section - 9 Lost and Found**

Students who find lost articles are asked to take them to the main office where the article(s) can be claimed by the owner. If articles are lost at school, report that loss to office personnel and/or the administration. Kenesaw Public Schools assumes no responsibility for unclaimed items left at school at the end of the school year and any unidentified/unclaimed items may be donated and/or disposed of.

### **Section 10 - Accidents**

Every accident that occurs in the school building, on the school grounds, at practice sessions, or at any athletic or extracurricular event sponsored by the school must be reported immediately to the Principal.

## **Section 11 - Laboratory Safety Glasses/Appropriate Attire**

As required by law, approved safety glasses/appropriate attire will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes when academic situations and standard safety protocols are in process. All visitors to these areas must adhere to any safety protocols in place.

## **Section 12 - Insurance**

Under Nebraska law, the district may not use school funds to provide general student accident or athletic insurance. The district requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers is available in the school office or upon request.

## **Section 13 - Bulletins and Announcements**

Bulletin boards, display cases, and posting areas are available for school-related and approved materials to convey information about school activities and programs to students, staff, and visitors. All posted and/or distributed materials will need to be approved by the Principal's office. Posters and signs are not to be attached to any painted wall surfaces. The person or organization responsible for posting/distributing materials is responsible for removing such items no later than 48 hours after the event.

## **Section 14 - Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright law. 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 to evaluate 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.

## **Article 4 - Attendance**

### **Section 1 - Attendance Policy**

Regular and punctual student attendance is required by Nebraska State law and the School Board’s policies reflect and require such attendance. The administration is responsible for developing attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

### **Section 2 - Attendance and Absences**

An absence from school will be reported as: (1) an excused absence or (2) an unexcused absence. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused.

1. **Excused Absences**: All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. *Illness which causes a student to be absent from school; including when a student is sent home by the school for fever, or contagious illness, etc.\**
- c. Doctor or dental appointments which require a student to be absent from school (must provide note from medical personnel).
- d. Court appearances that are required by a court order.
- e. School sponsored activities which require students to be absent from school.
- f. *Family trips in which the student accompanies parent(s)/legal guardian(s).\**
- g. *Other absences which have received prior approval from the Principal.\**

For letter (b), students that are absent from school for a period of longer than three days may be required to have a doctor's note upon return. The Principal has the discretion to deny approval for letters (f) and (g) depending on circumstances such as the student's absence record, the student's academic status, tests, assessments or other projects which may be missed, and, in the case of a family trip, whether the trip could reasonably be planned/taken during non-school time and the educational nature of the trip.

2. **Unexcused Absences:** An absence which is not excused by reasons outlined above, is considered an unexcused absence. Unexcused absences may result in the requirement to make up time missed, extra instructional time before or after school, and/or a failing grade/zero for any class work missed during the absence.

3. **Tardy to School:** Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the final bell for their first class rings. In addition to the tardy procedures and consequences set forth below, first period tardies in excess of three per quarter (regardless of the number of minutes late) will result in an unexcused absence for accounting purposes. Absences, whether excused or unexcused, that exceed ten per semester per class may result in loss of credit and will be referred to the County Attorney for review and potential legal action.

4. **Tardy to Class:** Students have a sufficient amount of time between classes to transition to subsequent class periods. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from the teacher who detained them. Provided adherence to the following building-wide procedures, specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

- a. For tardies <5 minutes, students will stay after school the same day with the teacher a minimum of 15 minutes.
- b. For tardies >6 but <10 minutes, students will stay after school the same day with the teacher for a minimum of 30 minutes.
- c. Tardies in excess of 11 minutes will result in an unexcused absence for accounting purposes and students will stay after school the same day with the teacher for a minimum of 45 minutes.

Failure to comply with the above will result in an additional 15 minutes per day of after school detention not to exceed 90 minutes. After the third day of missed tardy detention, students will be assigned one day of lunch detention and will receive an unexcused absence for accounting purposes.

5. **Leaving School or Class:** Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian and must check out at the office before leaving. When returning to school (if returning the same day), students must sign in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant. In addition to disciplinary consequences, students will receive an unexcused absence for each class missed. Teachers have the discretion to issue tardies and absences for abuse of hall and bathroom passes.

### **Section 3 - Missed/Make-up Assignments**

It is the student's responsibility to coordinate with individual teachers regarding missed work and make-up assignments.

Missed assignments and make up work may be assigned for each day missed regardless of the type of absence.

For each day of an excused absence, students will have (2) school days (from date of return to school) to make up assignments up to a maximum of (10) days total. For example, if a student is absent on Monday and returns Tuesday, student would have until the end of the school day Thursday to turn in missing work that was assigned on the date of the absence. Time allotted for missed assignments and instruction for unexcused absences is solely at the discretion of the teacher. After the allotted days allowed for make-up work and, at the discretion of the teacher, students may not receive credit for missed assignments and/or make-up work not completed.

### **Section 4 - Attendance is Required to Participate in Activities**

Students must attend school at least one half day on the day of any scheduled school activity in order to participate in any scheduled, school-sanctioned event including, but not limited to, athletic contests, extracurricular tournaments and events, practices, social activities, dances, and any other school-sponsored activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

## **Section 5 - Compulsory Attendance & Excessive Absenteeism/Truancy**

In accordance with Nebraska state law, a student is truant when absences accrue in excess of twenty days per school year. Excessive absences, whether excused or unexcused, inherently lead to a lapse in instruction and may result in loss of credit. In an effort to ensure compliance with the Nebraska Compulsory Attendance laws, the following action steps and reporting procedures shall be implemented:

(1) When of personal knowledge or by report or complaint from any resident of the district, any known violation of Nebraska's compulsory attendance law (79-201) shall immediately, within three days, be investigated by the Superintendent or Superintendent's designee.

(2) The district shall render all services to address barriers to attendance that shall include, but are not limited to:

(a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

(b) One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling;
- (vi) Assisting the family in working with other community services; and
- (vii) Referral to restorative justice practices or services.

(3) When the school has documented the efforts it has made as required by law and the collaborative plan to reduce barriers identified to improve regular attendance has not been successful (absences have accrued in excess of twenty days per school year), the district may report to the county attorney of the county in which the student resides. The district shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

(5) Accrued absences in any class period exceeding ten per semester, whether excused or unexcused, may result in loss of credit.

## Article 5 - Scholastic Achievement

### Section 1 - Grading System

Each teacher will define the grading procedures to be used in their classes and students will receive letter grades on report cards and transcripts. Achievement marks shall be given on a numerical basis for grades 3-12 with the marks of 59 or lowered considered a failure. A special grading report for the K-2, on a different basis, shall be used. Grades 9-12 classes not required for graduation may be offered as PASS/FAIL with approval from the principal and superintendent.

### Section 2 - Graduation Requirements

To participate in commencement exercises and/or receive a Kenesaw Public Schools diploma, a student must fully complete all state and local academic and administrative requirements/conditions prior to the official commencement exercises.

- (1) To be eligible for graduation from Kenesaw High School, a student must:
  - Earn the required number of semester credit hours in grades 9-12; and
  - a minimum of 40 semester credit hours must be earned during the school year in which the student intends to graduate.
  
- (2) Credit hours will be computed in accordance with the Nebraska Department of Education. The candidates for graduation shall be presented to the Board of Education for approval once the graduate candidate's record reflects satisfactory completion of required courses.

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
Physical Education	10 semester hours
Health	5 semester hours
Speech	5 semester hours
College & Career Readiness Requirements Personal Finance – 5 hours ACT Prep – 5 hours Computer Science - 5 hours	15 semester hours
Career & Technology Education Courses	30 semester hours
Electives	75 semester hours
Total	270 semester hours

- (3) Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes.
- (4) A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.
- (5) **Commencement Exercise/Graduation Ceremony**. The Graduation Ceremony is an honored tradition symbolizing an important milestone in a student's academic journey. In order to create a memorable and respectful atmosphere and because of the significance of the occasion, a higher level of formality and decorum is expected. The following guidelines are required for all students and attendees at KPS Graduation Ceremonies. Violations of the guidelines may result in removal from the ceremony, further disciplinary action, and withholding of the diploma and transcripts.
  - (a) Dress Code. Graduates are not permitted to adorn the graduation regalia (cap and gown) with any item (honor cords, sashes, adornments, cap decorations, etc) not approved in advance by the administration.
  - (b) Senior Banners. Senior students must have sponsor/coach approval and be members in good standing of any activity or sport listed on senior banners. No outside organizations may be on senior posters without administrative approval.
  - (c) Behavior. Graduates are expected to adhere to the highest standards of behavioral expectations and any lewd, offensive, or inappropriate conduct will result in removal from the ceremony and withholding of the graduate diploma.

### **Section 3 - Promotion and Retention**

Students will typically progress annually from grade to grade and be placed at the grade level and in the courses best suited to them academically, socially, and emotionally. All efforts will be made to ensure student success; however, when deemed necessary and/or appropriate for the education interests of the student and the educational program of the district, a student may be retained at a grade level or required to repeat a course or program.

#### **Section 4 - Schedule Changes**

Schedule changes must be initiated by either a teacher(s), Principal, Counselor, and/or the student's parent(s). Final approval of all schedule changes will be made by the Principal.

**Section 5 - PowerSchool and Interim Reports** Parents may be granted access to the district information service (PowerSchool) where they may view their student's grade, attendance, and school records at any time.

#### **Section 6 - Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

#### **Section 7 - Parent-Teacher Conferences**

Formal parent-teacher conferences will be held at least once every fall and spring semester and will be scheduled in the school calendar. Parents are encouraged to communicate regularly with teachers and administration regarding any student issues or concerns.

#### **Section 8 - Honor Roll**

The purpose of the honor roll is to recognize students who demonstrate academic excellence. Grades for all courses will be considered at the end of each grading period.

#### **Section 9 - Academic Integrity**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity and consequences will be imposed against students who engage in such conduct.

The following definitions provide a guide to the standards of academic integrity:

1. **Cheating** intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes but is not limited to:
  - a. **Advance Information**: Obtaining, reviewing or sharing copies of any academic material, tests, or information before these are distributed for student use by the teacher. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - b. **Use of Unauthorized Materials**: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - c. **Use of Other Student Answers**: Copying or looking at another student’s answers or work or sharing answers or work with another student. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test, while exiting the testing room, and/or knowingly allows another student to look at the student’s answers on the test paper.
  - d. **Identification**: Having another person take one's place for a test or taking a test for another student without the specific knowledge and permission of the instructor.
  - e. **Misrepresenting Need to Delay Test**: Presenting false or incomplete information in order to postpone or avoid taking a test/completing project. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
  
2. **Plagiarism** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works (includes papers, essays, lab projects, and other similar academic work). Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source. Plagiarism includes, but is not limited to:
  - a. **Failure to Credit Sources**: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit.
  - b. **Falsely Presenting Work as One’s Own**: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, Artificial Intelligence (AI) apps, or use of another student’s paper.

- c. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - d. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - e. Assistance from Others: Having another person (or app) assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
3. **Contributing** to academic integrity violations means to participate individually and/or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- a. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - b. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
  - c. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
4. **Consequences**: The following is not an exhaustive list of possible consequences for violations of academic integrity. Teachers and administrators retain the right to assess and apply consequences as deemed appropriate.
- a. Academic Sanction. The teacher will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and/or require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
  - b. Report to Parents and Administration. The teacher will notify parents and Principal of the offense.

- c. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **Article 6 - Special Education Services**

### **Section 1 - Special Education Services**

#### **What Does Special Education Mean?**

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### **Students Who May Benefit**

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### **How are Students With Disabilities Identified?**

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A Multidisciplinary Evaluation Team (MDT) will then meet to determine whether the student is eligible for special education.

#### **Independent Evaluation**

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### **Reevaluation**

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### **Individual Education Program (IEP)**

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### **Special Education Placement**

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### **More Information**

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

## **Section 2 - Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

## Article 7 - Support Services

### Section 1 - School Guidance Counselor Services

Kenesaw Public Schools employs a guidance counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. Students may contact the campus guidance counselor as needed. The guidance counselor is the Behavioral Awareness and Health Point of Contact.

### Section 2- HAL identification

Identification of Learners with High Ability

**Kenesaw Public Schools** recognizes that the student population includes students with exceptional abilities. Efforts to refer and identify learners with high abilities will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. Learners with high **academic, intellectual, creative, and or artistic abilities shall be identified in the areas of mathematics, language arts, as well as creative and artistic domains**. Identification of learners in grades **3rd-6th** with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet **either** of the following criteria to be identified as a learner with high ability.

- 1) Achievement of the 95th percentile or above on the **Spring district administered state test in either mathematics or language arts**.
- 2) A score of above average or higher on a cognitive screening test.

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year. Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

### Section 3 - Health Services

**Student Illnesses:** School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

**It is the parent's responsibility to ensure all emergency contact information is up to date and correct. Additionally, parents should inform the campus administration, teachers, and/or school health personnel of any health related information you feel is important for your student's success in the classroom and/or safety at school.**

**Guidelines for Administering Medication:** Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school's front office and on the district website. If your child has a health condition they are capable of self-managing, contact the nurse's office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle and may not exceed a two-week's supply. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school (medication must be those set forth in the Physician's Desk Reference (PDR)).

**School Health Screening:** Children in Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school administration at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

***Immunizations:*** Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to register/continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. ***Unimmunized students may be excluded from school in the event of a disease outbreak.***

**Summary of the School Immunization Rules and Regulations**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered

***Physical and Visual Examination:*** Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical

examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school's main office. Additional physical examination requirements exist for students participating in athletic participation.

**Birth Certificate Requirements:** State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time (please note: the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy). You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. A certified copy has the raised seal of the state in which it was issued and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

**Guidelines for Head Lice:** The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts: ***Nit removal will be emphasized for effective management of the condition. For more information, contact the nurse at your child's school.***

1. Upon discovering the presence of live lice or louse eggs (nits), the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.
2. The parent(s) or guardian(s) will be required to treat the student and accompany the student to the main office to be examined before returning to class. The student cannot ride the school bus until cleared to return to school
3. Students will not be permitted to return to school until the district finds that no live lice can be detected and a serious attempt has been made to remove the nits. Continued progress on the removal of all nits by the parents is required with rechecks by school staff as necessary.
4. A child who is sent home from school for head lice should miss no more than two (2) school days.
5. Families are encouraged to report head lice to the school health office.

**COVID-19 and Infectious Diseases:** KPS will adhere to established local, state, and federal guidance and directives when making district wide decisions regarding the safety and health of our students, faculty, staff, and community. When allowable and in the best interests of our community, KPS administration and school board, in concert with community stakeholders, will make decisions regarding the learning environment(s) that best serve our students. ***See Appendix F for State Protocols.***

## **Section 4 - Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

**Behavior on School Buses/District Vehicles:** While riding school buses, students are expected to follow the same student conduct rules which apply when on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses/school vehicles.

### **Rules for Getting On and Off the Bus:**

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### **Rules on the Bus:**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, inhalants such as vaping, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

***Consequences for Rule Violations:*** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Article 8 - Drugs, Alcohol, and Tobacco Use (Including Vaping)**

### **Section 1 - Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 - Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of legal and illicit drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

***Drug and Alcohol Use and Prevention:*** Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

***Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations:*** All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

***Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs:*** Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary/legal proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

**Safe and Drug-Free Schools - Parental Notice:** If upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 - Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

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

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

### **Section 4 - Disciplinary Sanctions**

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

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

In addition to the above disciplinary sanctions, students involved in extracurricular activities may be subject to further disciplinary action according to the district's extracurricular policy, specific organization by-laws and constitutions, and at the discretion of the coach/sponsor up to and including suspension and removal from the activity.

## **Section 5 - Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

## **Section 6 - Administration**

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

### **Article 9 - Student Rights, Conduct, Rules and Regulations**

#### **Section 1 - Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

#### **Section 2 - Forms of School Discipline**

A. **Grounds for Removal/Reassignment from School:** The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture, and protective hairstyles), gender, disability, national origin, sexual identification/orientation, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- For personal safety or security devices, the student abides by the requirements set forth above.

**Emergency Exclusion:** A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. An emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.
3. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

C. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
- b. Other violations of rules and standards of behavior adopted by the Kenesaw Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

D. **Long-Term Suspension:** A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days.

E. **Expulsion:** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless:

- a. the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
- b. the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
- c. the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein.

The following process will apply to both long and short-term suspensions and expulsions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A decision regarding suspension or expulsion will be made upon a determination that removal from school is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the removal, the student will be given verbal or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. The Principal or Principal's designee will notify parents of the violation(s) and removal prior to student leaving the school campus.
4. Within 24 hours or such additional time as is reasonably necessary following the removal, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
5. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

6. A student on any form of suspension or expulsion shall not be permitted on any school grounds without the express permission of the Principal.

Removal from school terms may be modified or terminated by the school district at any time during the removal period.

**Suspensions Pending Hearing:** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

**Summer Review:** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law

**Alternative Education:** Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

**Students Subject to Juvenile or Court Probation:** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

**Other Forms of Student Discipline:** Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 - Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or interfere with the health, safety, well being or rights of other students, staff or visitors.

1. **Student Appearance:** Students at Kenesaw Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will be considered inappropriate; however, such list is not exclusive and other forms of attire deemed appropriate outside of school, may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, sagging pants) and/or clothing that is revealing or see-through, or includes excessive holes, rips, or tears.
- Cutoff shirts that expose any part of the underarm/torso area.
- Shorts, skirts, or skorts are inappropriately short.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- Headwear including hats, caps, bandanas, and scarves (except as worn for religious beliefs);
- Clothing or jewelry which exhibits nudity, makes sexual reference or carries lewd, indecent, or vulgar double meaning.
- Clothing or jewelry that is gang related.
- Visible body piercings (other than ears) that are deemed inappropriate or may cause instructional distractions.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Failure to follow dress code safety guidelines in science labs, tech classes, shop, athletic practices, etc...where failure to be dressed appropriately/accordingly for safety reasons, may result in non-participation and a failing grade for the activity/class/assignment.

Violation of student dress code standards may result in disciplinary consequences. Students may be afforded the opportunity to change clothes and/or may be assigned in-school suspension for the remainder of the day. Students will not typically be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. **Personal Electronic Devices**: Kenesaw Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

a. **Definitions**:

1. "Electronic devices" include, but are not limited to, cell phones, portable game consoles, cameras, digital scanners, computers, tablets, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Kenesaw Public Schools is a "one to one" district and therefore; all students are issued an electronic device (Chromebooks or iPad) that is to be used exclusively for school purposes. Any use of personal computers or tablets is strictly prohibited.

**Possession and Use of Electronic Devices**: Students will not be permitted access to personal electronic devices (including cell phones for voice usage, digital imaging, or text messaging) during the school day except when expressly permitted by teacher(s) in an educational setting. During class time, students must keep electronic devices out of view and/or in a designated area. Non-compliance may result in the confiscation of electronic devices and parental permission may be required for devices to be returned at the end of the school day.

**Permissions**:

- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate.
- (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### Violations:

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (a) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (b) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (c) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
  
- (3) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.
  - (a) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device (after school hours only).

- (b) Subsequent Violations: Device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. Additionally, administration may require:
- (i) a conference between the student and his/her parent/guardian and the school principal.
  - (ii) an administrative fee up to \$15.00
  - (iii) suspension of the student from school.
  - (iv) loss of electronic device privileges while on school property.

Responsibility for Retrieval of Electronic Devices: Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Penalties for Prohibited Use of Electronic Devices: Students shall not participate in sexting or have any "sexting" messages on their electronic devices on school grounds or at school activities, regardless of when the message was received. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion. Students who receive a "sexting" message are to immediately report the matter to a school administrator.

Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act, the Nebraska Child Pornography Prevention Act, and federal Title IX restrictions, shall be reported to appropriate legal authorities and law enforcement.

3. **Harassment and Bullying Policy:** One of the missions of Kenesaw Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling and social media/electronic posts and contact) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race (including skin color, hair texture, and protective hairstyles), and/or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

4. **Anti-Bullying Policy: (KPS Board Policy No. 5415)**

One of the missions of the District is to provide safe and secure environments for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

## **5. Initiations, Hazing, Secret Clubs and Outside Organizations (Policy No. 6284)**

- a. **Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.
- b. **Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- c. **Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- d. **Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

## **6. Dating Violence (Policy No. 5420)**

- a. Dating violence will not be tolerated. "Dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.
- b. Incidents of dating violence involving students at school will be addressed as the administration deems appropriate.

7. **Inappropriate Public Displays of Affection (PDA)**: Students are not to engage in inappropriate public displays of affection on school property or at school activities and such conduct may result in disciplinary consequences. PDA includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. When PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

8. **Specific Rule Items**: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Outside food and drink items (aside from water) are not allowed in the school building or classrooms.
- c. Students are expected to bring all books and necessary materials to class including all assigned study halls, detentions, and intervention programs.
- d. Students are not permitted to carry large bags and/or backpacks into classrooms. Backpacks and large bags are to be kept in lockers at all times throughout the school day.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate (open/close) any building or classroom window or mini-blinds without permission of a teacher/administrator.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Science, Ag, Industrial Technology, Art, P.E., and computer courses may have additional safety and clean-up rules that must be followed.
- j. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

- k. Snow handling is prohibited.

#### **Section 4 - Reporting Student Law Violations:**

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and

behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Kenesaw Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

#### **Section 5 - District Network, E-Mail, Internet and Other Computer Use Rules:**

1. General Rules:
  - a. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
  - b. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed.
  - c. Beyond clarification of such rules, the district is not responsible for restricting,

monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

- d. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- e. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- f. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

2. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- a. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or drives. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or drives.
- b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- c. Users shall not use or try to discover another user's account or password.
- d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

- g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- i. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or drives.
- j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- k. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

3. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- a. Be polite. Do not become abusive in your messages to others. Using "ALL CAPS" is considered aggressive/shouting.
- b. Unless specifically requested by sender, do not "Reply to All" when addressing or responding to emails.
- c. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- d. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- e. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- f. All communications and information accessible via the network should be assumed to be private property of others.
- g. Do not place unlawful information on any network system.
- h. Keep paragraphs and messages short and to the point. Focus on one subject per message.
- i. Do not post or email personal solicitations or sales of items of any sort.
- j. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- k. Other rules may be established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

5. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

6. Risks of Social Media and Networking: These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress - such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you post now could be detrimental to your educational and professional future.

Pictures or posts that show that you have violated student conduct rules may result in school discipline. Criminal charges may be filed against you based on information posted on social media.

Here are some common sense guidelines that you should follow when using any form of social media or the internet in general.

- ❑ Don't forget that your profile and many social media forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- ❑ Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- ❑ People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- ❑ Harassment, hate speech, and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- ❑ Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- ❑ Don't mislead people into thinking that you're older or younger.

## **Article 10 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1 - Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

**Safety:** The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

**Warning for Participants and Parents:** Participation in any intramural, extracurricular, or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2 - Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct:** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

**Activities Subject to the Code of Conduct:** The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. Additionally, the Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

**Who:** A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

**When:** The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

**Where:** The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline:** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or verbal request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also it includes being impaired by reason of the abuse of any material used a stimulant. Public indecency.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or verbal, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture, and protective hairstyles), gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Kenesaw Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

***All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.***

**Drug and Alcohol Violations:** Student participants in extracurricular activities are subject to all disciplinary consequences included in Article 8 of this handbook; however, because of their student leadership positions, students involved in extracurricular activities may be subject to stricter rules and consequences.

Use of consume includes any level of consumption or use. Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

**Consequences:** Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

In addition to district and legal consequences, an activity participant who violates the drug or alcohol rules (except steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Suspension from all non-academic school activities for a minimum of **4 calendar weeks** (beginning the day of discipline consequence) and up to 45 days, which includes (but not limited to) school dances, Homecoming Activities, Prom activities, drama activities, music competition, field trips, athletic banquet, awards ceremony, school assemblies, CCC Actions Day, CCC Tech Day, Quiz Bowl and Knowledge Master activities, organizational activities (K-Club, STUCO, etc.), Close-Up, dance squad, or any other activities that would fall under “extra” meaning not an extension of the classroom curriculum.
2. Second or Any Subsequent Offense: Suspension from non-academic school activities for a minimum of **6 weeks** (beginning with the date of the discipline consequence).
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 2 weeks for the first violation only. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the suspension from non-academic activities will be reduced to only the next scheduled extracurricular activity in the case of a first violation. Students must complete a minimum of a 4 hour course for the first offense. Second offenses will require a minimum of a 6 hour course and the suspension from activities consequence will be reduced to 3 weeks. Third and subsequent offenses will require a minimum of an 8 hour course and will result in suspension from all extracurricular activities for a minimum of 6 weeks and up to the remainder of the school year depending on the severity of the offense. The program must be administered by a certified alcohol and drug abuse counselor/program official and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses:** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Thirty (30) consecutive days.
2. Second or Any Subsequent Offense: One (1) calendar year.

**Suspensions:** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors:** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting:** A student who violates the Code of Conduct must self-report. A failure to self-report may lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred:** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline:** The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation.** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. **Meeting.** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

- a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
- b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
- c. If a hearing is requested:
  - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 - Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for half the day. A student who is not in attendance the half day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal and Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4 - Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. A student failing any class when the weekly down list is published (no later than 4:00 every Friday) will be ineligible to participate in any activity beginning the Monday after the Friday in which the student is on the down list and expiring the following Monday (one calendar week; Monday-Monday). Students may utilize one probationary week per semester to maintain eligibility at the discretion of the administration.

Academic requirements do not apply to:

- a. Instructional field trips which are a part of the scheduled course learning experience; or
- b. Activities or events which are considered in determining the student’s grade.

### **Section 5 - Team Selection and Playing Time**

Team selection and playing time decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## **Section 6 - School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances**. In addition to all rules of student conduct in the student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend:
  - a. Only students of Kenesaw Public Schools and their guests may attend.
  - b. Students currently attending Kenesaw High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Kenesaw High School or their own school are generally considered appropriate dates or invited guests.
  - c. Persons who are younger than 15 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - d. Some school dances may be restricted to students attending specified grades levels at Kenesaw Public Schools. For any dances at the middle school level, only students attending Kenesaw Public Schools in the grade(s) for which the dance is being held may attend.
  - e. Students who have been suspended from school or from extracurricular activities may not attend.
  - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - g. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission.
  - h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

**Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco (including vaping) products are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance, their parents contacted, and/or disciplinary or legal consequences enforced..

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

**Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty:** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. **Achievement, Citizenship and Conduct Qualifications:**
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
  - d. The student may not, within 6 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

- e. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
2. Specific Dance Eligibility and Selection Requirements:
    - a. Homecoming Queen & King:
      - Only a Senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
      - The queen and king will be chosen from the qualified nominees by secret vote of the students in grades 9-12 during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
    - b. Prom King and Queen:
      - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
      - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior classes. Crowning may be held during the pre-prom activities or during the dance.

## **Section 7 - Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### **Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities**

#### ***Communicating with your children***

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.

- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach/sponsor. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanting.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach/sponsor(s). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### ***Communicating with the Coach/Sponsor***

- Communication you should expect from your child's coach/sponsor includes:
  - Philosophy of the coach/sponsor
  - Expectations the coach/sponsor has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches/sponsors expect from parents
  - Concerns expressed directly to the coach/sponsor
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach/sponsor's philosophy and/or expectations
- Appropriate concerns to discuss with coaches/sponsors:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach/sponsor about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches/sponsors when they are injured, so please make sure the coach/sponsor is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches/sponsors:
  - Call to set up an appointment with the coach/sponsor
  - Do not confront a coach/sponsor before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

- What should a parent do if the meeting with the coach/sponsor did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach/sponsor, parent, and athlete present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## **Section 8 - Good Sportsmanship and Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### **Responsibilities of Spectators Attending Interscholastic Athletics and Extracurricular Activities**

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention, removing hats, and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stomp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper and are prohibited.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, sponsors, cheerleaders, band, dance, and student athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. The use of alcohol, drugs, and tobacco products are strictly prohibited at all school sponsored activities.

## **Article 11 - Student Fees**

### **Section 1 - Student Fees Policy**

The Board of Education of Kenesaw Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### **Section 2 - Guidelines for Non-Specialized Attire Required for Specified Courses and Activities:**

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### **Section 3 - Personal, Consumable & Miscellaneous Items:**

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

### **Section 4 - General Course Material:**

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

1. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
2. Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
3. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
4. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

5. Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
6. Fees for Participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix (A). Admission fees are charged for extracurricular activities and events.
7. Postsecondary Education Costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
8. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
9. Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule.
10. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

11. Participation in Before/After School or Pre-K Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
12. Participation in Summer/Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
13. Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

#### **Section 5 - Waiver Policy:**

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

#### **Section 6 - Distribution of Policy:**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

**Section 7 - Student Fee Fund:**

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

***Student Fees Policy of Kenesaw Public Schools - Additional Specification of Materials and Fees***

Elementary Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) <sup>1</sup> or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies.  Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per

		student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	Fees set by course requirements of organization providing service.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.10) per page when charges apply.
School Meals	Breakfast (all) —\$2.20  Adults—\$2.60	Elementary—\$2.90 Secondary - \$3.20 Adults—\$4.15 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments	None—necessary classroom supplies will be made available by the school.

	(pens, pencils, crayons, markers), notebooks, etc.	Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.10) per page when charges apply.
School Meals	Breakfast (all) —\$2.20 Adults—\$2.60	Elementary—\$2.90 Secondary - \$3.20 Adults—\$4.15 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Fees set by course requirements of organization providing service.
Locker usage	Use of school padlock	
Parking	Use of school parking lot during school day	
<b>Athletic Programs</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee</b>

		<b>(Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>																				
Admission	<p>Spectator fees for admission to events: \$5.00 Students &amp; Adults</p> <p>Annual Passes : Student: \$40.00 (1) \$70.00 (2)</p> <p>Adult: \$55.00 Family: \$160.00</p>	\$5.00 per event maximum. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																				
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																				
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.																				
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.).</p> <p>Additional required items for particular sports or activities include:</p> <table border="1"> <tbody> <tr> <td>Baseball</td> <td>Baseball glove</td> </tr> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Swimming/</td> <td>Swim suit</td> </tr> </tbody> </table>	Baseball	Baseball glove	Basketball	No additional	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Swimming/	Swim suit
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Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories											
Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.										
Locker use	Padlock for gym locker	Refundable damage deposit of \$25 per season will be required.										
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.										
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.										
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.										
<b>Clubs/Organizations</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>										
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.										

FFA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Spanish Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Skills USA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
<b>Social &amp; Recognition Activities</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to \$25.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps,

		tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

*1 Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the school year.*

## Article 12 - State and Federal Programs

### Section 1 - Notice of Nondiscrimination

The Kenesaw Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 - Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

<b>Law, Policy or Program</b>	<b>Issue or Concern</b>	<b>Coordinator</b>
Title VI	Discrimination or harassment based on race (including skin color, hair texture, and protective hairstyles), color, or national origin; harassment	Superintendent or Designee
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent or Designee
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent or Designee
Homeless student laws	Children who are homeless	Superintendent or Designee
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent or Designee

The Coordinator may be contacted at: 110 North 5<sup>th</sup> Street, Box 129, Kenesaw, Nebraska 68956, telephone number (402) 752-3215.

### **Section 3 - Anti-Discrimination & Harassment Policy**

The Kenesaw 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.

Kenesaw Public Schools is committed to offering employment and educational opportunities 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, Kenesaw 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 sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment 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.
3. 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 work place, classroom or educational environment. Sexual harassment may exist when:
  - a. 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;
  - b. 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.
  - c. 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.

- d. 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.

#### **Section 4 - Complaint and Grievance Procedures:**

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Kenesaw Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 5 - Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

## **Section 6 - Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
1. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
2. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
3. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
4. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
5. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement (you and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
6. File a local grievance.

## **Section 7 - 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 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.
  - a. 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.
  - b. 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.
  - c. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
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

## **Section 8 - 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:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Kenesaw Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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 does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or 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.

### **Section 9 - Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Adams County Sheriff's Office 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.

### **Section 10 - Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires that the District 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 District 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 parental consent. The District will comply with any such request.

### **Section 11 - Student Privacy Protection Policy**

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and

public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

## **Section 12 - Parental Involvement Policies**

Parental/Community Involvement in Schools: Kenesaw Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information.

The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right:
  1. Hearing, vision, or scoliosis screenings;
  2. Physical examinations or screenings that are permitted or required by an applicable State law, and
  3. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

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

### **Section 13 - Title I Parental and Family Involvement (Board Policy No. 6410)**

Kenesaw Public School intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015. In general, the written District Parent and Family Engagement Policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below. ***School/Parent Title I Compact included as Appendix E.***

- Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

**Section 14 - Homeless Students ( Board Policy No. 5418)**

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

A. Definitions

- a. “School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.
- b. “Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:
  - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).
- c. “Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

B. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.
2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

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

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

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

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths; receive appropriate time and training in order to carry out the duties required by law and this policy;
2. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

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

E. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

**No Stigmatization or Segregation of Homeless Students**: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

**Homeless Coordinator**: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for

which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

**Enrollment of and Services to Homeless Children:** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last

attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Kenesaw Public Schools based on it being the school of origin, the new school and Kenesaw Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

#### **Section 15 - Pregnant and Parenting Students (Board Policy No. 5422)**

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

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

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory

attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

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

2. **Alternative Means to Complete Course Work:** The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.
3. **Lactation:** The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.
4. **Child Care:** If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.
5. **Privacy and Confidentiality:** Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

6. **Other Accommodations:** Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.
7. **Bullying and Harassment:** Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.
8. **Policy Dissemination:** This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

#### **Section 16 - Married Students (Board Policy No. 5403)**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

#### **Section 17 - Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax:

(202) 690-7442; or

(3) Email:

program.intake@usda.gov

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race (including skin color, hair texture, and protective hairstyles), sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly-announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.
10. The following information will be available in the office of the Superintendent:
  - Eligibility criteria for free and reduced meals
  - Parent letter and application
  - Public release
  - Collection procedure

**RECEIPT OF 2024 - 2025  
STUDENT - PARENT HANDBOOK  
KENESAW PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2024 - 2025 Student-Parent Handbook of Kenesaw Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

NOTE: Knowledge of the contents of the Handbook is the responsibility of every student and parent of Kenesaw Public Schools. Handbooks are published annually on the District website and written acknowledgement of receipt is assumed and not required.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

\_\_\_\_\_  
Kenesaw Public Schools  
110 North 5<sup>th</sup> Avenue  
PO Box 129  
Kenesaw, Nebraska 68956

## **Appendix A - High School Intervention Program (Learning Lunch/After School Instruction)**

**Who must attend:** Any student who is failing one or more classes when the progress report is run on the first day of the school week (reports will be run approximately one hour after the start of the school day). Parental permission is required if a student will not be in attendance at an assigned after school study hall. Long-term absenteeism must be in written form; periodic absences may be by phone call or email.

### **Rules:**

1. Students may be assigned “learning lunches” and additional in-school interventions until the grade is brought to passing. During this time, students will sit at a designated table in the library and will independently study without peer interaction (exceptions may be made for peer tutoring).
2. Mandatory after school interventions are every Wednesday from 2:10 – 4:00. From 2:10-3:30, students will be given an opportunity to work independently on late/missing assignments or study for exams and quizzes. From 3:30-4:30, students will meet with teacher(s) for one on one extra instruction. Teachers may assign extra study halls/interventions at their discretion when students are at risk of academic failure. Teachers may arrange alternative times on a case by case basis.
3. Students will bring schoolwork to work on. (No annuals, newspapers, or magazines will be allowed.)
4. Students choosing not to work on schoolwork:  
1<sup>st</sup> infraction - verbal warning  
2<sup>nd</sup> infraction - teacher will keep track of wasted time, and students will make time up with administration. Make-up time is doubled at a time scheduled by the administration.
5. Students will not talk without permission or disrupt other students.  
1<sup>st</sup> infraction – verbal warning  
2<sup>nd</sup> infraction – 15 minutes of detention at a time scheduled by the administration.  
3<sup>rd</sup> infraction on – time will double (30 minutes, 60 minutes, etc.) at a time scheduled by the administration.
6. No drinks (except water) or snacks allowed.
7. Students will not leave designated intervention areas to go to their locker, the office, etc. Emergency bathroom situations are an exception to this rule.
8. Students are encouraged and may go to a teacher for help if a pass is obtained before the start of after-school study hall. Students may only go to teachers whose classes they are failing.

9. Students showing up to after-school study hall late or leaving early will make up time with the administration, unless prior arrangements have been made. Time missed will be doubled when made up at a time scheduled by the administration.
10. Computer use is only for classroom assignments and at the discretion of the after-school study hall supervisor.
11. All paperwork must be completed and on file with the administration if students choose not to attend after-school study hall.

## **Appendix B - National Honor Society**

The National Honor Society chapter of Kenesaw Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

### **Bylaws of the Kenesaw High School Chapter of the National Honor Society**

Updated: Spring 1997

#### **ARTICLE I NATIONAL CONSTITUTION**

Section 1. The chapter shall conform to the National Honor Society Constitution as set forth by the National Council.

Section 2. The NHS Constitution may only be amended by the National Council.

Section 3. The chapter bylaws will be consistent with the National Honor Society Constitution and the Kenesaw High School policy.

#### **ARTICLE II FACULTY COUNCIL**

Section 1. The faculty council, as provided for in the constitution of the National Honor Society, shall consist of five faculty members appointed annually by the principal. The chapter advisor shall be an ex officio member of the faculty council.

Section 2. The faculty council shall meet once a year to select new members and to consider non selection cases.

Section 3. The faculty council shall meet at least once a year to consider dismissal and warning cases.

Section 4. The faculty council, prior to selection of new members, shall determine the minimum requirements for selection to membership. A quota system (limiting membership to a given number of members) may not be used.

#### **ARTICLE III SELECTION OF MEMBERS**

Section 1. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class. Members will be chosen from the sophomore, junior, or senior class. Candidates must have been in attendance at Kenesaw High School the equivalent of at least one semester.

Section 2. Candidates must have a cumulative GPA of at least 3.5. The cumulative scholastic average will be based on semester, not quarterly grades. Those students who meet this criteria are invited to complete a Student Activity Information Form. Students are then evaluated on the qualities of leadership, service, and character by the faculty council to determine membership.

## **Leadership**

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

## **Service**

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and interscholastic competition.
- Does committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

## **Character**

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.

- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

Section 3. The selection of members to the chapter shall be by majority vote of the faculty council.

Section 4. Individual candidates may inform the faculty council, in writing, that they do not wish to be considered for membership. The faculty council shall honor the candidate's decision in this regard.

Section 5. Individual candidates must submit a completed Student Activity Information form to the faculty council within the time limit printed on the form. The faculty council shall use said form as part of its evaluation of the candidate for membership. Candidates failing to complete this form within the given deadline will not be considered for membership.

Section 6. The induction process will take place in the latter part of January or early February, after the first semester grades are in to determine who is eligible to apply for membership. This change is due to the concern that seniors were not getting to participate in the society activities before graduation. Also, the senior student will be able to use the NHS membership on scholarship applications and assist with the fund-raising activities for the scholarship.

#### ARTICLE IV                      DISMISSAL OF MEMBERS

A student may be removed from the National Honor Society by a majority vote of the faculty council upon review of alleged violations of the NHS guidelines. Examples of possible reasons for dismissal includes, but is not limited to, the following:

Section 1. Members whose GPA drops below 3.5 percent will be so warned in writing. The member has until the next semester grading period to bring the GPA to 3.5 or higher. Failure to bring the GPA to 3.5 or higher will result in the member's dismissal.

Section 2. Alcohol, tobacco, and narcotics—The use of or possession of alcoholic beverages, tobacco products of any form, or narcotics by minors is illegal in Nebraska. Students who are apprehended by law enforcement officials and convicted of or admitted to being in possession of alcohol, tobacco, or narcotics will be subjected to dismissal from the organization. Any student observed by a faculty member of Kenesaw Public Schools, in possession of or using alcohol, tobacco, or narcotics will be subjected to dismissal. Dismissal may also occur when a student attending school or a school function shows evidence of having consumed alcohol or drugs elsewhere before arriving.

Violations—Kenesaw High School National Honor Society members may be dismissed for failure to comply with the Board of Education policies as found in the Student Handbook. National Honor Society members are expected to possess the qualities of a good citizen. Theft, vandalism, use of force, coercion, intimidation, or repeat confrontations with law enforcement or school officials are grounds for dismissal as members of the NHS.

Cheating—Any student caught cheating by a school faculty member, in any form, may result in the member's dismissal.

School short-term suspension—Any student subject to suspension in regard to their behavior or activity that interferes with any educational function or which infringes upon the rights of other students to pursue an education will result in dismissal from the NHS. Those activities or behaviors that would result in suspension are listed in the Kenesaw Public Schools Student Handbook under District Policy.

School long-term suspensions and expulsions—Any student subject to a long-term suspension or expulsion according to the guidelines set by Kenesaw Public Schools may result in a member's dismissal from the NHS.

Section 3. Members who are dismissed are never again eligible for membership or its benefits.

Section 4. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned.

Section 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6. Any member who fails to participate in the chapter project(s) or fails to select and complete an individual service project, shall be so warned of such failure in writing. The member will be given a time limit within which the member must select and complete an alternate service project. Failure to complete the alternate service project within the allotted time shall result in the member's dismissal.

A student may appeal the faculty council's decision to the principal by giving written notice of appeal to the principal within ten calendar days of receipt of the faculty council removal decision. Within ten calendar days, the principal will give a fair opportunity for the students' views and information to be considered before rendering his decision. If the student disagrees with the principal's ruling, an appeal may be made to the superintendent whose decision will be final.

ARTICLE V                    CHAPTER PROJECT(S)

Section 1. The chapter project shall be a project mutually agreed upon by the chapter and may be either school or community related.

Section 2. The executive committee, or its selected representatives, will meet with the proper school or community personnel to schedule the time and date of the project.

ARTICLE VI                    MEETINGS

Section 1. There shall be two regular chapter meeting per academic year.

Section 2. The regular meeting may be used for nomination and election of officers, induction ceremonies, as well as such business deemed appropriate by the executive committee as long as such business is consistent with the Kenesaw High School policy.

Section 3. Special meeting approved by the executive committee may be called by the chapter president.

ARTICLE VII                    MEMBER OBLIGATIONS

Section 1. Members will attend all special and regular meetings. Exceptions must be acceptable school absences as outlined in Kenesaw High School policy.

Section 2. All members must participate in the chapter's service project (individual exceptions must be approved by the chapter advisor).

Section 3. Individual members must choose and participate in a service project which reflects his or her particular talents and interests. This is in addition to the Chapter's project(s) to which all members contribute. The service project is not limited to the school environment, but must be verifiable by the chapter advisor.

Section 4. It is the responsibility of each individual member to verify his or her own individual service project with the chapter advisor.

Section 5. Individual members must complete at least 20 hours of community service annually.

Section 6. Members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character.

Section 7. Members who resign are never again eligible for membership or its benefits.

## ARTICLE VIII OFFICERS AND THEIR DUTIES

Section 1. Officers of the chapter shall be president, vice-president, and secretary-treasurer.

Section 2. The president shall preside over meetings of the executive committee as well as special and regular meetings.

Section 3. The president shall have the power to appoint special committees.

Section 4. The vice-president shall preside over regular and special meeting in the absence of the chapter president.

Section 5. The secretary-treasurer shall take roll at all meetings and keep all minutes of the chapter. In addition, if the chapter assesses membership dues, the secretary-treasurer will collect, deposit, and maintain records of such dues.

## ARTICLE IX SELECTION OF OFFICER

Section 1. Election of new officers shall be during the spring semester.

Section 2. Only those members who are currently sophomores or juniors may be nominated for office, except when said office is to be filled by a special election where seniors are also eligible.

Section 3. Nomination of officers shall take place during a meeting of the membership.

Section 4. Election of officers shall be by secret ballot.

Section 5. The nominee receiving the majority votes cast for a given office shall be considered the officer elected to that office.

Section 6. In the case of tie for a given office, the membership will continue to be polled by secret ballot until such time that one of the office's nominees receives the majority of votes cast.

Section 7. The term of office shall be for one year.

Section 8. In the event that an officer is unable to fulfill his or her term (due to illness, transfer of schools, dismissal, resignation, etc.) the executive committee may direct the president to call a special election for the purpose of filling that office. The term of said office will expire at that time when the next regular elections occur.

ARTICLE X EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the chapter officers and the chapter advisor.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws.

Section 3. The executive committee, in order to properly dispose of important old or new business, may direct the president to call for a special meeting of the membership.

ARTICLE XI NHS SCHOLARSHIP

Section 1. The chapter or its representatives shall nominate two seniors (one girl and one boy) to compete in the NHS Scholarship Awards Program.

Section 2. Selection of the chapter's two nominees will be made by a nominating committee appointed by the chapter president. The selection committee may consist of Kenesaw High School faculty members.

ARTICLE XII DUES

Section 1. There shall be no dues.

ARTICLE XIII AMENDMENTS

Section 1. The bylaws of the chapter may not be amended in such a way as to make them inconsistent with the Kenesaw High School policy and the National Honor Society Constitution.

Section 2. Amendments to the chapter bylaws must receive an affirmative vote from 2/3 of the active chapter membership.

Section 3. These bylaws may be amended at any meeting of the membership.

**APPENDIX C - COVID-19 Supplement**

**COVID -19 STUDENT HANDBOOK SUPPLEMENT**

**APPENDIX D - Concussion Protocols: Return to Learn/Play**

**APPENDIX E - School/Parent Title I Compact**

**School-Parent Compact**

Kenesaw Public Schools

School 2024 - 2025 School Year

*For any District receiving Title I funds (even if consorting), at the beginning of each school year, the district shall notify the parents of each student attending any school that the parents may request, and the district will provide to the parents, in a timely manner, information regarding the professional qualifications of the student's teacher(s).*

*This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.*

**Parent / Caring Adult:** *I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. Encourage my child as he/she learns new skills, content, and concepts.
6. Encourage my child to read (and study) at home.

Parent Signature \_\_\_\_\_

**Student:** *I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.

Student Signature \_\_\_\_\_

**Teacher/School:** *It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. Foster a growth mindset.

Teacher Signature \_\_\_\_\_

**APPENDIX F**

**SCHOOL HEALTH, COMMUNICABLE DISEASE CONTROL, AND IMMUNIZATION STANDARDS**



**COMBINED  
EMPLOYEE  
(Certified & Classified)**

**HANDBOOK**

**2024-2025**

**Kenesaw Public Schools**

110 North 5th Avenue

P.O. Box 129

Kenesaw, Nebraska 68956

402-752-3215

Fax (402) 752-3579

[Kenesawschools.org](http://Kenesawschools.org)

# COMBINED EMPLOYEE HANDBOOK KENESAW PUBLIC SCHOOLS 2024 - 2025

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**Kenesaw Schools Teacher Handbook  
2024-2025 School Year**

**Foreword**

**Section 1 - Intent of Handbook**

Welcome to Kenesaw Public Schools. This handbook is intended to be used by both certificated and classified staff to provide general information about Kenesaw Public Schools and to serve as a guide to the District's policies, rules and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Every employee of Kenesaw Public Schools is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Kenesaw Public Schools and the Kenesaw Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will take precedence.

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 2024-2025 school year and subsequent school years unless replaced by a later edition.**

## Section 2 - Information About Kenesaw Public Schools

The first school opened in Kenesaw on December 15, 1873. It was a one-room school with one teacher. The school steadily grew, and two more rooms were added. In 1887, a wing was added to the building, and three teachers were employed. In 1890 the district was organized into a high school district, and the first high school class, composed of three members, graduated in 1892 from the tenth grade. Another wing was added to the building, and the eleventh grade was offered in the fall of 1902. The twelfth grade was added in the fall of 1910.

Kenesaw Public Schools has a long history and tradition of dedicating considerable time, effort, and resources to continually invest in our students. Together with the Kenesaw School Board and community stakeholders, the administration and staff of Kenesaw Public Schools ensure students receive the latest in technology trends, class facilities, transportation, quality of staffing, and a strong curricular and extracurricular offering. With the valued support of our patrons, KPS will continue to meet and exceed all expectations for student success, progress, and lifelong learning.

## Section 3 - School Vision & Mission Statement

### *"Inspire Excellence"*

In partnership with our community, we will provide a specially designed and challenging education, encourage positive citizenship, and promote lifelong learning.

Kenesaw Public Schools aims to provide:

1. A comprehensive, coordinated, and sequential curriculum based on state standards and district goals to promote student learning.
2. Focused instruction that develops content and skill mastery, analytical thinking, problem solving, work ethic, creativity, and respect for diversity.
3. An inclusive learning environment that serves the needs of all students and provides opportunities for achievement and success in academics and activities. Equitable and accessible learning environments that are emotionally safe and supportive and promote respect, trust, and integrity.
4. Fair assessment procedures and processes that evaluate the quality of instruction for all students and assists in establishing, monitoring, and achieving campus instructional goals.
5. A library/media/technology program that provides a wide range of accessible print and electronic resources that complement, supplement, and enrich curriculum and instruction. The program facilitates research, supports and encourages personal interest in reading and the study of current events, contributes to information literacy, and develops technological and other skills for accessing, evaluating, and using resources to enhance and enrich learning experiences for all students.
6. An activities program that focuses on active participation of all students, promotes a positive image of the school and community, and provides extracurricular participation opportunities outside of the regular school day and schedule.

7. Safe, orderly, and well-maintained facilities with adequate space, lighting, furnishings, and climate-control.
8. Credentialed and experienced instructional staff that actively engages students and applies content across subject areas.
9. Staff development opportunities that support the school's efforts in curriculum development, instructional improvement, assessment, and school improvement goals.
10. Administrators who demonstrate leadership in the development and implementation of school goals and policies, curriculum, instruction, assessment, and school improvement that guides and empowers faculty and staff to achieve goals and fulfill responsibilities supportive of quality learning.
11. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
12. A welcoming environment for parents and community and a school system that demonstrates accountability to stakeholders by routinely assessing and reporting student progress toward accomplishment of academic content standards.

Kenesaw Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

#### **Section 4 - Members of the Board of Education**

<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
Marlin Kimle	President	mkimle@kenesawschools.org
Kay Sidders	Vice President	ksidders@kenesawschools.org
Shandra Uden	Secretary	suden@kenesawschools.org
Tonya Hansen	Treasurer	thanson@kenesawschools.org
Troy Legg	Member	tlegg@kenesawschools.org
Katheryn Schneider	Member	kschneider@kenesawschools.org

#### **Section 5 - Administrative Staff**

<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
Rick Masters	Superintendent	rmasters@kenesawschools.org
Don Webben	Elementary Principal	dwebben@kenesawschools.org
Brent Breckner	High School Principal	bbreckner@kenesawschools.org
Chuck Roe	K-12 Guidance Counselor	croe@kenesawschools.org

**Section 6 - Teaching Staff**

<b>Name</b>	<b>Department</b>	<b>Grades</b>
Kristen Benton	Science	7-12
Nancy Bittfield	5th Grade	5th Grade
Heather Breight	English	7-12
Johnna Burr	Library/Media Center	K-12
Morgan Cline	Title	K-6
Luis Cordova	Spanish	7-12
Heather Dibbern	Preschool	Pre-K (half-day)
Jack Einrem	Social Studies	7-12
Michaela Ellis	2nd Grade	2nd Grade
Molly Engelhardt	Business	7-12
Meghan Fisher	1st Grade	1st Grade
Bethany Gerdes	Kindergarten	Kindergarten
Carolyn Haney	LMHP	Pre-K - 12
Taylor Hanson	Preschool	Pre-K (full-day)
Alyssa Hartman	English/Business/Journalism	7-12
Hallie Hoffman	4th Grade	4th Grade
Preston Johnson	Health Science/PE	7-12
Jo Ellen Jones	Speech/Language Pathologist	K-12
Madison Junker	Secondary Special Education	7-12
Christian Kroos	MS Science; Tech Coordinator	7-12
Kylie Kubicka	Art	K-12
Tessa Kuehn	Resource/SPED	K-6
Jamie Lay	Math	7-12
Sarah Mack	Math	7-12
Sierra Meyer	Ag Science	7-12
Jace Morgan	6th Grade	6th Grade
Sara Nielsen	Vocal/Instrumental Music	K-12
Dusty Perry	Industrial Tech	K-12
Craig Schnitzler	Activities Director; PE; Health	K-12

Jennette Tompkin	3rd Grade	3rd Grade
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**Section 7 - Support Staff**

<b>Name</b>	<b>Building</b>	<b>Position</b>
Garrett Bunde	District	Head Custodian
Jackie Cornelius	District	Nurse
Jan Dassinger	District	Secretary
McKenna Ellis	Elementary	Paraprofessional
Chelby Fegter	Preschool	Paraprofessional
	District	Cook
Mary Gerloff	Elementary	K-6 Teacher's Aide
	Elementary	Paraprofessional
	JH/HS	Paraprofessional
Jennifer Jacobitz	District	Food Service Director
Zach Jacobitz	District	Custodian
Jill Kimle	Elementary	Paraprofessional
Deb Krontz	District	Bookkeeper
		Paraprofessional
	District	Cook
Gail Whitesel	Elementary	Paraprofessional
	Elementary	Paraprofessional

Article 1 – School Calendar and Schedules  
Section 1 - School Calendar

KENESAW PUBLIC SCHOOLS 2024 - 2025																								
AUGUST 2024							DATE	DAY	INFORMATION	DATE	DAY	INFORMATION	JANUARY 2025											
S	M	T	W	T	F	S							S	M	T	W	T	F	S					
				1	2	3	AUG 5-9	Any Day	Teacher Work Day	DEC 21 - JAN 6		NO SCHOOL - Winter Vacation				1	2	3	4					
4	5	6	7	8	9	10	AUG 12	MON	1st Day Fall Practice	JAN 6	MON	Teacher Inservice - Work Day	5	6	7	8	9	10	11					
11	12	13	14	15	16	17	AUG 12	MON	Teacher Inservice	JAN 7	TUES	START OF 2ND SEMESTER	12	13	14	15	16	17	18					
18	19	20	21	22	23	24	AUG 13	TUES	Teacher Inservice	JAN 31	FRI	NO SCHOOL - Students	19	20	21	22	23	24	25					
25	26	27	28	29	30	31	AUG 14	WED	FIRST DAY OF SCHOOL	JAN 31	FRI	PD & Teacher Work Day	26	27	28	29	30	31						
							DISMISS AT NOON																	
							13 STUDENT DAYS, 3 TEACHER DAYS										18 STUDENT DAYS, 2 TEACHER DAYS							
SEPTEMBER 2024							DATE	DAY	INFORMATION	DATE	DAY	INFORMATION	FEBRUARY 2025											
S	M	T	W	T	F	S							S	M	T	W	T	F	S					
							SEPT 2	MON	NO SCHOOL Labor Day	FEB 19	WED	PT Conferences Noon Dismiss 1:00 pm - 7:30 pm							1					
8	9	10	11	12	13	14	SEPT 25	WED	PT Conferences Noon Dismiss 1:00 pm - 7:30 pm	FEB 21	FRI	NO SCHOOL - State Wrestling	2	3	4	5	6	7	8					
15	16	17	18	19	20	21	SEPT 27	FRI	NO SCHOOL - Students															
22	23	24	25	26	27	28	SEPT 27	FRI	PD & Teacher Work Day															
29	30																							
							19 STUDENT DAYS, 1 TEACHER DAY										19 STUDENT DAYS							
OCTOBER 2024							DATE	DAY	INFORMATION	DATE	DAY	INFORMATION	MARCH 2025											
S	M	T	W	T	F	S							S	M	T	W	T	F	S					
							OCT 11	FRI	End of 1st quarter - 41 Days	MAR 3	MON	1st Day Spring Practice							1					
6	7	8	9	10	11	12	OCT 25	FRI	NO SCHOOL - Fall Break	MAR 6	FRI	End of 3rd Quarter - 41 Days	2	3	4	5	6	7	8					
13	14	15	16	17	18	19				MAR 7	FRI	NO SCHOOL - State GBB	9	10	11	12	13	14	15					
20	21	22	23	24	25	26				MAR 7	FRI	Teacher Comp Day for PT Conf	16	17	18	19	20	21	22					
27	28	29	30	31						MAR 24	MON	NO SCHOOL - Students	23	24	25	26	27	28	29					
							22 STUDENT DAYS										19 STUDENT DAYS, 2 TEACHER DAYS							
NOVEMBER 2024							DATE	DAY	INFORMATION	DATE	DAY	INFORMATION	APRIL 2025											
S	M	T	W	T	F	S							S	M	T	W	T	F	S					
							NOV 18	MON	1st Day Winter Practice	APR 18	FRI	NO SCHOOL - Spring Break				1	2	3	4	5				
3	4	5	6	7	8	9	NOV 27	WED	NO SCHOOL	APR 21	MON	NO SCHOOL - Spring Break	6	7	8	9	10	11	12					
10	11	12	13	14	15	16	NOV 28	THUR	NO SCHOOL - Thanksgiving															
17	18	19	20	21	22	23	NOV 29	FRI	NO SCHOOL															
24	25	26	27	28	29	30																		
							18 STUDENT DAYS										20 STUDENT DAYS							
DECEMBER 2024							DATE	DAY	INFORMATION	DATE	DAY	INFORMATION	MAY 2025											
S	M	T	W	T	F	S							S	M	T	W	T	F	S					
							DEC 20	FRI	DISMISS AT NOON	MAY 8	THUR	LAST DAY SENIORS						1	2	3				
8	9	10	11	12	13	14	DEC 20	FRI	End of First Semester - 46 Days	MAY 10	SAT	Graduation	4	5	6	7	8	9	10					
15	16	17	18	19	20	21	DEC 21 - JAN 6		NO SCHOOL - Winter Vacation	MAY 16	FRI	LAST DAY OF SCHOOL K-11	11	12	13	14	15	16	17					
22	23	24	25	26	27	28	MORATORIUM DEC. 22 - 26			MAY 16	FRI	DISMISS AT NOON	18	19	20	21	22	23	24					
29	30	31								MAY 16	FRI	End of 2nd Semester - 47 Days	25	26	27	28	29	30	31					
							15 STUDENT DAYS										12 STUDENT DAYS, 1 TEACHER DAY							

APPROVED FEBRUARY 12, 2024

Section 2 - Daily Schedule

REGULAR 3:30 DISMISSAL		
PERIOD	TIME	INS-TIME
1	8:00-8:51	51
2	8:53-9:44	51
3	9:46-10:37	51
4	10:39-11:30	51
5/Lunch	11:30-12:51	51
6	12:53-1:44	51
7	1:46-2:37	51
8	2:39-3:30	51
	MINUTES	408

WEDNESDAY 2:10 DISMISSAL		
PERIOD	TIME	INS-TIME
1	8:00-8:38	38
2	8:40-9:18	38
3	9:20-9:58	38
4	10:00-10:38	38
Activity/SEL	10:40-11:33	43
5/Lunch	11:33-12:44	41
6	12:44-1:12	28
7	1:14-1:41	27
8	1:43-2:10	27
	MINUTES	328

ELEMENTARY		
LUNCH	11:00-11:20	K-1
RECESS	11:20-11:40	
LUNCH	11:10-11:30	2-3
RECESS	11:30-11:50	
LUNCH	11:50-12:15	4,5,6
RECESS	12:15-12:35	
MIDDLE SCHOOL / HIGH SCHOOL		
LUNCH	11:30-12:00	7,8,9
CLASS	12:00-12:51	7,8,9
LUNCH	12:21-12:51	10,11,12
CLASS	11:30-12:21	10,11,12

ELEMENTARY		
LUNCH	11:00-11:20	K-1
RECESS	11:20-11:40	
LUNCH	11:10-11:30	2-3
RECESS	11:30-11:50	
LUNCH	11:50-12:15	4,5,6
RECESS	12:15-12:35	
MIDDLE SCHOOL / HIGH SCHOOL		
LUNCH	11:33-12:03	7,8,9
CLASS	12:03-12:44	7,8,9
LUNCH	12:14-12:44	10,11,12
CLASS	11:33-12:14	10,11,12

WEATHER LATE START		
PERIOD	TIME	INS-TIME
1	10:00-10:36	36
2	10:38-11:14	36
3	11:16-11:52	36
4	11:54-12:30	36
5th/10,11,12	12:32-1:08	36
MS Lunch	12:30-1:00	
5th/7,8,9	1:00-1:36	36
HS Lunch	1:08-1:38	
6	1:38-2:14	36
7	2:16-2:52	36
8	2:54-3:30	36
	MINUTES	288

FIRST/LAST DAY 12:00 DISMISSAL		
PERIOD	TIME	INS-TIME
1	8:00-8:30	30
2	8:32-9:00	28
3	9:02-9:30	28
4	9:32-10:00	28
5	10:02-10:30	28
6	10:32-11:00	28
7	11:02-11:30	28
8	11:32-12:00	28
	MINUTES	226

ELEMENTARY		
LUNCH	11:30-11:50	K-3
INDOOR RECESS	11:50-12:00	Old Gym
LUNCH	12:00-12:20	4,5,6
INDOOR RECESS	12:20-12:30	Old Gym
MIDDLE SCHOOL / HIGH SCHOOL		
LUNCH	12:30-1:00	7,8,9
CLASS	1:00-1:36	7,8,9
LUNCH	1:08-1:38	10,11,12
CLASS	12:32-1:08	10,11,12

### Section 3 - Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations and through PowerSchool Announcements (text messages and phone calls).

**Decision to Close Schools.** A decision to close school is made when forecasts by the weather service, law enforcement advisories, or civil defense officials indicate that it would be unsafe/unwise to hold school. When possible, a decision regarding closure of schools (for the next school day) will be made by 9:00 PM for announcement during the 10:00 PM nightly news. Because of uncertain weather conditions, early decisions to close schools are not always possible. In these instances, school officials will assess weather conditions throughout the night and will make the decision to close schools as early as possible (by 6:00 AM when conditions permit). In any case, **an announcement will be made to the news media and through PowerSchool when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, preschool, student activities). Additionally, there may be situations or circumstances when, even in the event of a school closing, staff may be required to come to school.

**After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances, school closures after the start of/during the school day are inevitable due to severe and rapidly changing weather conditions. In these cases, parents will be given as much advance notice as possible and school closures will be broadcast to the media. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

**Parental Decisions-Absence or Pick-Ups.** Parents may decide to keep their children at home and/or may pick them up from school in inclement weather (except in case of a tornado). Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. **Students will not normally be dismissed from school during severe weather on the basis of a telephone request** and therefore, parents should arrange to pick up and sign out their student from the front office.

**Emergency Conditions.** Regular drills are held as required by law throughout the school year and schools are equipped with an Emergency Exit System, Tornado Warning System, and Critical Incident Response System which, when activated, produce a loud warning signal and instructions to either evacuate the building or move to safer areas of the building. Detailed emergency response criteria are outlined in the Kenesaw Public Schools Crisis Management Plan. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

## Article 2 - **Certificated** Employees: Employment, Compensation, and Benefits

### Section 1 - Employment

A teacher is employed by Kenesaw Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year, a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.S

### Section 2 - Contract Days - Certificated Employees Only

Teachers are contracted for 184 days for the 2024-2025 school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration. The district will pay certified staff (teachers) the equivalent of one day's substitute pay (\$145) for each day they are asked to work outside of their contracted days. For every seven hours outside of school contract time that each certified teacher devotes to Parent-Teacher conferences, the certified teacher will be granted a compensation day or comp day.

### Section 3 - Make-Up Days - Certificated Employees Only

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

## Section 4 - Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extracurricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District. The following extra duty pay is available:

1. Staff covering for a class period during their planning period will be paid \$25.00. This includes elementary teachers covering a class period during "specials" time.
2. Administrators qualify for extra duty schedule pay.
3. The district will pay coaching association dues.
4. **The district will pay adults the following for working at Varsity athletic events:**
  - a. **Football - \$25**
    - i. **Clock Operator - \$25**
    - ii. **Announcer - \$20**
    - iii. **Stat Taker - \$20**
  - b. **Volleyball & Basketball**
    - i. **Clock Operator & Scorer - \$25**
  - c. **Volleyball (J.V./Varsity)**
    - i. **Each Line Person (per set) - \$20 (per triangular match; \$30 per dual match)**
    - ii. **Libero Tracker (per set) - \$5**
  - d. **Ticket Taking - \$25 per event**

## Section 5 - Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

## Section 6 - Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy. Teachers should make every effort to resolve any personal or professional conflicts directly with the person(s) involved. The following steps are provided for guidance in dealing with staff conflicts.

### 1. Level I (Informal)

If a teacher feels that he or she has a grievance, he or she must first discuss the matter with the other party or interest or with his or her principal, or immediate supervisor in an effort to resolve the problem.

### 2. Level II

If the aggrieved person is not satisfied with the disposition of the problem, they may submit their claim as a formal grievance, in writing to the principal or immediate supervisor. The formal grievance must be submitted within ten (10) workdays after the Level 1 discussion. The principal or immediate supervisor shall, within ten (10) workdays excluding weekends and holidays, render his or her decision and the reasons for it in writing to the aggrieved person.

### 3. Level III

If the aggrieved person is not satisfied with the disposition of the grievance at Level II, they may, within ten (10) workdays of their receipt of the Level II decision, file a written grievance with the Superintendent of Schools. Within five (5) workdays excluding weekends and holidays, the Superintendent shall meet with the aggrieved person and discuss the problem. Within ten (10) workdays excluding weekends and holidays after such meeting, the Superintendent shall render his or her decision and the reasons for it in writing to the aggrieved person.

### 4. Level IV

If the aggrieved person is not satisfied with the disposition of his grievance at Level III, they may, within ten (10) workdays of their receipt of the Level III decision, file the written grievance with the Board of Education. The Board of Education, or a Committee of the Board of Education, shall meet with the aggrieved person within fifteen (15) workdays excluding weekends and holidays after the filing of said grievance at either a regular or special meeting of the Board, or an ad hoc Committee meeting. Within (10) workdays excluding weekends and holidays after the said meeting, the Board shall render its decision and the reasons for it in writing to the aggrieved person.

### 5. Level V

If the aggrieved person is not satisfied with the disposition of the grievance at Level IV, the advice of the Nebraska State Education Association or other legal remedies under the laws of the State of Nebraska may be sought.

### 6. Other Considerations

The grievance procedure may be used by groups of teachers in the same manner as heretofore set forth. Likewise, such procedure may be used by the administrative staff, including the Board of Education, omitting any unnecessary lower levels. A grievance may be withdrawn at any level without prejudice. The aggrieved person may elect to have a member of the local KEA as a representative at any level.

*There are specific procedures outlined in Board Policy 4003 to address certain complaints or concerns such as discrimination, harassment, bullying, and disciplinary actions that should be used when and where applicable.*

## **Section 7 - Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before **September 1** of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for the present school year.

## 11

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or weekend. In emergency cases, exceptions may be made subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher 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. **Each teacher will receive a 2% base salary increase for completion of every 10 years of service, retroactive beginning the 2015-16 school year.**

## **Section 8 - Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be a negotiated percentage of schedule placement on a per diem basis for such teacher’s extended time.

## **Section 9 - Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher 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.

## **Section 10 - Payroll and Payroll Deductions**

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

## **12**

## **Section 11 - Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. 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.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. 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.

## **Section 12 - 403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher 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.

## **Section 13 - Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. 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 Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

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. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 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 or of 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.

### **Article 3 - Classified Employees: Employment, Compensation, and Benefits**

#### **Section 1 - Employment**

Employment occurs when the employee signs the Employee's Contract and the Board of Education approves such contract of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are "at-will" employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

#### **Section 2 - Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

#### **Section 3 - Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

#### **Section 4 - Grievances and Complaints**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

## **Section 5 - Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable over twelve equal installments. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

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## **Section 6 - Benefits**

Classified employees are provided benefits in accordance with their employment contract and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent's Office 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 incorporated into 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.

## **Section 7 - Payroll and Payroll Deductions**

Payroll deductions are made in accordance with law and elections made by employees.

## **Section 8 - Expense Reimbursement**

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. Claims for reimbursement should be submitted to the employee's immediate supervisor. 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.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic Director. 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.

Reimbursable mileage or other reimbursement expenses will be considered separate from

compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

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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 meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. 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.

### **Section 9 - 403(b) Salary Reduction Agreements**

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

### **Section 10 - 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 attached as Appendix "D" to this handbook.

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. Those who are "non-exempt" are eligible for overtime.

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

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

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.

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A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 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 overtime exemption to be applicable. 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 or of 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.

## **Article 4 - Absences from Work**

### **Section 1 - Absence Procedures**

**Requesting Leave.** Leave requests should be made as soon as practical under the circumstances. An employee who wants to use available leave is to submit a Request for Leave through the District's Time Management System (TMS) at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

**Giving Notice of Unscheduled Absences.** An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact the administration before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to the

administration whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

### **Returning from Absences**

1. ***Justification for Absences Taken Without Prior Approval.*** If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. ***Establishing Fitness for Duty.*** Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed. Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

### **Section 2 - Paid Leave - Sick and Personal Leave**

Employees are provided with paid sick and personal leaves in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

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.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's

parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

### **Paid Leave**

1. ***Nature of Paid Leave.*** Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
2. ***Leave Year.*** The leave year for paid leaves is the District's school year.
3. ***Leave Days.*** Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 8 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.

### **Sick Leave**

1. ***Availability.*** Sick leave is a paid work day when the employee may be absent from duties. Sick days are only available when the employee is unable to perform assigned duties due to the illness or temporary disability of the employee or due to the employee needing to care for a member of the employee's immediate family who is ill or has a serious health condition. Immediate family for purposes of sick leave means the employee's spouse and dependent child.
2. ***Use of Sick Leave.*** Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.
3. ***Days Per Leave Year (Certificated Employees).*** Teachers on a full-time basis will be allowed 10 sick leave days available per leave year and may be accumulated to a maximum of 45 days to use in any one school year. A teacher may use up to two sick leave days per year to attend funerals other than immediate family, days not to be used consecutively.
4. ***Carry-over and Accumulation (Certificated Employees).*** Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2015-2016 school year will

continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year. At retirement, staff will be reimbursed \$60.00 for each unused sick day, up to 45 days. Teachers must be employed by Kenesaw Public Schools for a minimum of 15 years to qualify. Staff will be eligible for a \$300 bonus for no sick days used, paid yearly.

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- 5. *Funeral Leave.*** Paid family bereavement leave is available to eligible employees in the event of the death of an immediate family member. The term “immediate family” for this purpose means the employee’s **spouse, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, grandchild, grandfather, grandmother, aunt, uncle, niece, nephew, including the step equivalent of the above, and a person standing in loco parentis to the employee; or a person permanently residing in the household of the employee, regardless of the relationship to the employee.** Family bereavement leave is available for each such death, provided that the total paid family bereavement taken in a leave year not exceed 10 days. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee’s parent, child or spouse, where grief would be expected to impair the employee’s ability to function at work. There is no carry-over or accumulation of unused bereavement leave.

#### **Personal Leave (Certificated Employees)**

- 1. *Days per Leave Year.*** Three non-accumulative days (which may be taken as quarter, half, or full days) of leave on full pay each year will be available to each certified employee. Requests for leave days shall be submitted in writing to the Principal at least one week in advance and only two teachers may be on personal leave at the same date (determined by date and time request submitted). Leave dates may not be available when athletic and activities are held during the school day. Leave days are requested during the last two weeks of school and for three consecutive days must be approved by administration.
- 2. *Unused Leave.*** Staff will be reimbursed substitute pay rate per day for personal days not used up to 2 days a school year. This reimbursement will be included in the July pay period. In the event the Superintendent determines that the employee has engaged in misconduct and the employee is terminated or involuntarily resigns, there shall be no pay for unused days. In the event unused vacation is required to be paid, the employee will be paid at the employee’s daily rate of pay at the time the unused vacation day first became available.

#### **Discretionary Leave (Certificated Employees)**

Discretionary leave is designed to add a measure of flexibility to the scheduled workday and may be used for emergency, business, or family matters such as conferences or school activities. This type of leave is intended to be used infrequently and for sufficient reason. Discretionary leave is allowed up to a maximum of two hours or less and is granted at the discretion of the

building principal or Superintendent. No stipend for teachers that cover classes will be offered. Student learning shall not be impeded by discretionary leave and teachers should inform the administration when arranging for this type of leave. Teachers will not be granted more than 4 hours discretionary leave per year.

### **Section 3 - Payroll Deductions for Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves called for in the employment contract and negotiated agreement, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 184th of total salary and fringe benefits.

### **Section 4 - Leaves of Absence**

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

### **Section 5 - Unpaid Leaves**

Kenesaw Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

### **Section 6 - Jury Duty Leave**

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor (Neb. § 25-1640).

## Section 7 - Family and Medical Leave

### Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

**Basic Leave Entitlement.** FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

**Military Leave Entitlement.** Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections.** During FMLA leave, your health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior

to the start of your FMLA leave.

**Eligibility Requirements.** You are eligible if you have been employed with Kenesaw Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

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**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave.** You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave.** You may choose or Kenesaw Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

**Employee Responsibilities.** You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities.** The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines

that the leave is not FMLA-protected, the District must notify the employee.

**Unlawful Acts by Employers.** FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (Appendix “B”) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Robby Thompson, Superintendent, at (402) 752-3215.

### **Section 8 - 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 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, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of fewer than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

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

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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**Section 9 - Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234
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**Section 10 - Subpoena to Testify Leave**

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee’s involvement in the legal matter is solely due to actions taken in connection with the employee’s work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

**Section 11 - Voting Leave**

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

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When voting leave is available, an employee will be entitled to be absent from work on election day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922
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## **Article 5 - Duties and Responsibilities**

### **Section 1 - Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of an employee's professional position. All employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

**Certificated Employees:** The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools may have differing starting and ending times for the student day. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

### **Section 2 - Arrival to Duty Assignments**

**Certificated Employees** - Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 30 minutes before the start of

school and 30 minutes after the end of the day. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

**Classified Employees** - 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.

### **Section 3 - Leaving School**

Teachers are to be on duty at all times during the school day and classified staff during the assigned work day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

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

### **Section 4 - School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. **Use of Cell Phones**. Employees are not to use personal cell phones for any non-school purpose during duty time.
2. **Transporting Students**. Employees are prohibited from using any personal electronic device to include cell phones, earbuds, etc... or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.
3. **Checking Out of Equipment**. All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school

equipment may be directed to the personal use of a teacher or another District employee.

4. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

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5. District Network, E-Mail, Internet and Other Computer Use Rules. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the duty day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook. The following policy and rules for acceptable use of computers and the network, including email and internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
  - a. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or drives. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or drives.
  - b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - c. Users shall not use or try to discover another user's account or password.
  - d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - f. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators
  - g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - i. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse

network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or drives.

- j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- k. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

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6. Etiquette and Rules for Use of Computers and the Network. All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- a. Be polite. Do not become abusive in your messages to others. Using "ALL CAPS" is considered aggressive/shouting.
  - b. Unless specifically requested by sender, do not "Reply to All" when addressing or responding to emails.
  - c. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - d. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - e. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - f. All communications and information accessible via the network should be assumed to be private property of others.
  - g. Do not place unlawful information on any network system.
  - h. Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - i. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - j. Other rules may be established by the network administrators or teachers from time to time.
  - k. Staff shall respond to all correspondence requiring or requesting a response within 24 hours.
  - l. Staff shall be mindful of personal use of social media and shall exercise caution when posting about topics that could be deemed inappropriate and/or insensitive. Furthermore, social media should never be used to communicate privately with students or staff regarding official school or district business.
7. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

## Section 5 - Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

### 1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Kenesaw Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students, note it in your electronic or written records (e.g., PlanBook, PowerSchool).
- Review playground and classroom safety rules with students at least once each semester. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

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#### 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

#### 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

#### Contact the Office for Assistance

The office 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 can not 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

Teachers should not conduct searches of students or their property. If you suspect a student may be in possession of anything that is illegal and/or may cause harm, contact an administrator immediately. You 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 (including skin color, hair texture, and protective hairstyles), 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.

## Section 6 - Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences of unacceptable behavior. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, during lunch, and at any other time students are present at a school sanctioned activity. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using approved reporting forms/system. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

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#### **Section 7 - Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. 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.

#### **Section 8 - 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:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger; Sexually abused; or
5. 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.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

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### Article 6 - Personal and Professional Conduct

#### Section 1 - Professional Ethics Standards

Kenesaw Public Schools expects its employees to adhere to the professional ethics standards established by Rule 27 of the Nebraska Department of Education (modified for classified staff). The professional ethics standards which certificated employees are expected to adhere to include those set forth below and, although modification may be appropriate to apply to classified staff, the intent and expectations of professional ethics standards are the same as those mandated for certified staff by Rule 27. References to "educator" shall include all employees of the District.

#### Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards. The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics. The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

**Principle I - Commitment as a Professional Educator/School Employee.** Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the educator's contractual and professional responsibilities, the educator:

- 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 (including skin color, hair texture, and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category.
- 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 professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

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- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of items B, E, or G above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator 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 educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. 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 educator bears particular 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 educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator'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 professional judgment.

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- 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 his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional 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 professional 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 educator 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.

## **Section 2 - Evaluations**

Evaluations of 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 make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Employees must possess the abilities and skills necessary to accomplish the designated task. Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations;
4. Utilize available materials and equipment necessary to accomplish the designated task;
5. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
6. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;

3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

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*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

*Contractual Obligations:* Employees shall adhere fully to the terms of a contract or appointment.

### **Section 3 - Role Model**

Kenesaw Public Schools employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Notification of Arrest. Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of Kenesaw Public Schools;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or

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- iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Kenesaw Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Visitors to Employees. Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on Kenesaw Public Schools' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

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Tobacco. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

Complaints or Concerns of Employees

Employees are to inform Kenesaw Public Schools of any complaints or concerns about the operations of Kenesaw Public Schools using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of Kenesaw Public Schools and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote Kenesaw Public Schools' mission. Employees must ensure that all applicable laws and regulations are

followed by Kenesaw Public Schools and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of Kenesaw Public Schools.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

Kenesaw Public Schools will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

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### **Section 4 - Relationships**

It is important for Kenesaw Public Schools employees to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. 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.

### **Section 5 - 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.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Facebook, Twitter, Instagram, or any other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's

capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

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- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

## **Section 6 - Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil

behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

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### **Section 7 - Professional Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image and employees are expected to maintain conservative and professional attire and grooming when on duty. As professionals, employees are expected to be aware of the standards to be maintained; at a minimum, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individuals should that be necessary.

### **Section 8 - Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

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### **Section 9 - Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Section 10 - Outside Employment**

Employees shall not perform 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 except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

### **Section 8 - Safe Transportation**

When driving a school vehicle or transporting students, employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students, employees are not to use any personal electronic device including cell phones, earbuds, Ipads, or any other personal electronic device, or

otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

## **Article 7 - Academic Matters**

### **Section 1 - Purpose and Goals of Academic Achievement**

The Kenesaw Public Schools Board of Education is committed to providing a quality education for all Kenesaw Public Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Section 2 - Classroom Procedures**

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. Bulletin Boards. Each teacher shall be responsible for any bulletin boards in their classroom and must adhere to District policy regarding acceptable use and advertising. Bulletin boards should not be used in any manner that is not directly related to the educational goals and mission of the District.
2. Text Book and Room Inventory. All school purchased materials must be inventoried with the building bookkeeper or secretary and will be accounted for as part of the teacher check-out process at the end of every school year. Class sets of textbooks are to be numbered and either have cards in pockets or a form for writing the name of any student whom the book is regularly assigned and/or students that are checking the book out for use at home/off campus. Teachers should keep good records of who has which book as well as the condition of the book at both the end of and start of every school year.
3. Use of Cell Phones. Teachers shall not use personal cell phones for any non-school purpose during contract hours or extracurricular teacher duty time.

4. Use of Teacher Aides. Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

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5. Use of Student Aides. Student aides are to be directly supervised by the teacher/administrator/staff they are assigned and are not to leave the building, in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher/administrator/staff by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
6. Teachers Meetings/PLC  
Teachers' meetings will be held as needed and required. **ALL** teachers are expected to be present for any staff meetings, unless they are absent from school for good cause or have made prior arrangements.
7. Classroom Environment. At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner. Staff members may not hang posters, flags, banners, or other displays in the classroom that are (1) unrelated to the curriculum and (2) may otherwise result in a disruption to the learning environment. Any staff member who is uncertain as to whether a particular display is permitted in the classroom should consult with their building principal in a proactive manner.

### Section 3 - Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner that meets the mission of the District and assures student understanding and learning of the principles and concepts to be presented to

students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

#### **Section 4 - Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

#### **Section 5 - Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results in the District’s Student Information System (PowerSchool) and periodic grade reports to include report cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the District’s Student Information System (PowerSchool). A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

#### **7-12 Grade**

A	90-100
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B	80-89
C	70-79
D	60-69
F	0-59

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

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#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into Kenesaw Public Schools at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, second quarter, first semester, third quarter, fourth quarter and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the each quarter represents an evaluation of work done during that quarter, the combination of first and second quarter grades will be the first semester grade and combination of third and fourth quarter grades will be the second semester grade.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, parent contact should be made. At a minimum, teacher notes should be entered into PowerSchool anytime a student is not achieving either academically or behaviorally. These notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of grade reports and should encourage parents to discuss any student-centered concerns sooner rather than later.

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### **Section 6 - Lesson Plans**

Teachers will prepare lesson plans which cover at least three days of advance instruction. The plans must be posted on the District's site for lessons (Plan Book).

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

### **Section 7 - Grade and Attendance Records**

Teachers are required to record and maintain students' attendance and achievement in the District's Student Information System (PowerSchool). Student records regarding attendance, academic progress, and conduct must be kept current and include the following minimum information:

1. The names and any assigned student numbers of all students enrolled in the class.
2. A complete record of the daily attendance of each student enrolled showing:
  - a. Days on which the student was tardy.
  - b. Days on which the student was absent, with a differentiation between excused and unexcused absences.
3. A complete report of all recorded grades for each student.
  - a. Teachers shall ensure that student work is graded and entered into the gradebook in a reasonable amount of time (typically within 5 days of the due date).
  - b. Teachers should record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

- c. All grades should be entered and calculated at least three days prior to the end of any grading period.
- d. Upon request, a student's individual record in the teacher's class gradebook shall be made available for review or copying.
- e. Information relating to other students should not be allowed to be seen by other students or parents.

## **Section 8 - Curriculum and Assessments**

1. State Assessments. Kenesaw Public Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.
2. Learning Targets. Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.
3. Formative and Summative Assessments. Teachers are to conduct class and content assessments in a manner that assures they accurately assess whether or not students are meeting the targets outlined by the content standards.

Achieving Valid Assessments. Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “summative” (including unit tests, projects, state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “formative” (e.g., daily assignments, classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - i. State Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

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- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.
- b. Teaching for Success on Assessments. It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.
  - i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
  - ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct

reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

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- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments.

- i. Standardized State Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
- ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

## **Section 9 - Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held at least twice during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences will be listed in the school calendar. Teachers are expected to be prepared for such conferences. Being prepared includes having completed gradebooks which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference and examples of student work or progress.

## **Article 8 - Use of School Facilities and Equipment**

### **Section 1 - Drug-Free Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco, alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control.

The possession or distribution of a look-alike drug or look-alike controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

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### **Section 2 - Smoke and Tobacco-Free Workplace**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

### **Section 3 - 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, such as a stun gun; and

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8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher 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 or within reach (such as in the employee's vehicle), as well as in a employee's desk, locker, briefcase, backpack, or purse.

#### **Section 4 - Use of District Computer Network and Internet**

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

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4. Unacceptable Uses. The following are unacceptable uses of the technology resources:
  - a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
  - b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the

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

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

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7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. To promote or tolerate violations of student conduct rules.
5. To engage in illegal activity, such as gambling.

6. In a manner contrary to copyright laws.
  7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
  6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system.
8. Sanctions. Violation of the policies and procedures concerning the use of the District’s technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be

responsible for damages caused and injuries sustained by improper or non-permitted use.

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

As a condition of using the computers and the Internet, teachers agree to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race (including skin color, hair texture, and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.

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4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email

account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.

13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

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18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
19. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

#### **Section 5 - Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes.

When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be 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.

### **Section 6 - 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 Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

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### **Section 7 - Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency.

### **Section 8 - Visitors**

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

### **Section 9 - Salespersons (Board Policy No. 4014)**

No school employee shall visit with or discuss matters of a personal nature with any salesperson or representative or agent of any commercial enterprise or theatrical presentation during the hours the employee is in school, except by special permission of the Superintendent or building principal. 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 need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in

the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

### **Section 10 - Security of Desks and Lockers**

Offices, desks, lockers, file cabinets and other such storage devices ("storage devices") are 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 District exercises exclusive control over school property and reserves the right to 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

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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 an employee 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.

### **Section 11 - Video Surveillance and Recording of Others (Board Policy No. 1102)**

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.

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity

events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

## **Section 12 - Bulletins and Announcements**

Bulletin boards, display cases, electronic media (webpage) and other communication mediums/forums are available and maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use. All displayed materials, regardless of communication forum, shall be for school-related informational purposes only and will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Information posted or displayed on or in any District forum may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

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Any website links on the District's webpage that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard to any such links.

## **Section 13 - Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, 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.” Teachers should seek assistance from administration if there are any questions regarding what may be copied.

#### **Section 14 - 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.

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#### **Section 15 - Safety**

Safety Program and Safety Committee. The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with these plans. These plans may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the Teachers’ Association. Teachers can make suggestions and/or report concerns to the Safety Committee in the following ways: (1) contact the Teachers Association representative of the Safety Committee, (2) contact the President of the Teachers Association, or (3) contact the Safety Committee in care of the Superintendent.

#### 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. Pick up clutter, keep your work area or room clean and free of 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 the employee accident report.
9. Wear seatbelts when in 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 Principal.

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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.

### Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

### Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. 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. Teachers are not to use cell phones or any other device while driving a school vehicle or while transporting children.

### Accidents

Every accident which results in a personal injury must be reported to the Superintendent 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.

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### **Article 9 - State and Federal Programs**

#### **Section 1 - Notice of Nondiscrimination**

The Kenesaw Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture, and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture, and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)  
 One Petticoat Lane  
 1010 Walnut Street, 3rd Floor, Suite 320  
 Kansas City, Missouri 64106  
 (816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The U.S. Equal Employment Opportunity Commission (EEOC)  
 Gateway Tower II  
 400 State Avenue, Suite 905  
 Kansas City, KS 66101

(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

**Section 2 - 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: Kenesaw Public Schools, 110 North 5<sup>th</sup> Avenue, P.O. Box 129, Kenesaw, NE 68956, 402-752-3215.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture, and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Heather Bright
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

### **Section 3 - Anti-Discrimination & Harassment Policy**

#### Elimination of Discrimination

The Kenesaw 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

Kenesaw 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 Kenesaw 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.

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For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment 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.
3. 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:
  - o 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;
  - o 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;
  - o 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.
- o 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.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if you feel you need immediate help for any reason, please report your complaint to the Superintendent of Kenesaw Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 - 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 time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. 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. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

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### **Section 5 - Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

### **Section 6 - Disclosure of Student Information to Military Recruiters and Colleges**

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members 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.

### **Section 7 - Disclosure of Staff Qualifications**

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parents of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Section 8 - Student Privacy Protection (Board Policy No. 5419)**

Federal law 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 ESSA 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 and family members the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:

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1. Political affiliations or beliefs of the student or the student's parent;
  2. Mental or psychological problems of the student or the student's parent;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of other individuals with whom the student has close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the students or the student's parent;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members 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.

## Mental Health Assessment or Service

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

## **Section 9 - Parental and Family Involvement**

### General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and

8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

#### Title I Parental and Family Engagement (Board Policy No. 6410)

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

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- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

The District has a separate policy established pursuant to federal law relating to parental and family engagement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been 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 and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members 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 and family engagement policy. Employees are expected to comply with the Title I parental and family engagement policy.

**Section 10 - Homeless Students (Board Policy No. 5418)**

Federal law 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.

**Section 11 - 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.

**Section 12 - 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.

**RECEIPT OF 2024-2025 COMBINED EMPLOYEE HANDBOOK  
OF KENESAW PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2024-2025 Combined Employee Handbook of Kenesaw Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract 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.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

Return to:

Rick Masters, Superintendent  
Kenesaw Public Schools  
110 North 5<sup>th</sup> Avenue  
P.O. Box 120  
Kenesaw, NE 68956

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**APPENDIX A - COBRA NOTICE**  
[COBRA - Model General Notice.doc](#)

**APPENDIX B - FMLA NOTICE**  
[FMLA - General Notice for Posting - REV 2-23-.pdf](#)

**APPENDIX C - EEOC NOTICE**  
[Equal Employment Opportunity Poster w Genetic Testing - Nov 2022-.pdf](#)

**APPENDIX D - FAIR LABOR STANDARDS ACT**  
[Fair Labor Standards--January 2009-.pdf](#)

**APPENDIX E - COVID-19 STAFF HANDBOOK SUPPLEMENT**  
**[COVID-19 Staff Handbook Supplement](#)**

I reworked our HAL policy a bit. The board will have to vote on this at both the July and August meetings to have it put into policy. Essentially I changed it so we're serving 3rd-6th instead of 3rd-11th. We can use the Spring NSCAS test and/or the CogAt to identify kids. Please let me know your thoughts. We will plan to test 3rd-6th this year with CogAt and then just 3rd each fall moving forward.

Current policy	Changed policy
<p>Identification of Learners with High Ability The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts.</p> <p>Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.</p> <ol style="list-style-type: none"> <li>1) Composite total test score of the 95th percentile or above on the NRT OR, 95th percentile or above in math, reading, language arts, science, or social studies; PLUS a composite total of 80% or above on the same test.</li> <li>2) A score of above average or higher on a cognitive screening test.</li> <li>3) Teacher nomination.</li> </ol> <p>A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.</p>	<p>Identification of Learners with High Ability The Board of Education recognizes that the student population includes students with exceptional abilities. Efforts to refer and identify learners with high abilities will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. Learners with high ability shall be identified in the <b>areas of mathematics, language arts, as well as creative and artistic abilities.</b></p> <p>Identification of learners in grades <b>3rd-6th</b> with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet <b>either</b> of the following criteria to be identified as a learner with high ability.</p> <ol style="list-style-type: none"> <li>1) Achievement of the 95th percentile or above on the <b>Spring district administered state test in either mathematics or language arts.</b></li> <li>2) A score of above average or higher on a cognitive screening test.</li> </ol> <p>A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year. Within the first thirty (30) days of each school year, the school district administration shall make</p>

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified. The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

available to parents or guardians of identified learners with high ability information about how their child has been identified. The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

## Sports Passes & Admissions 2024-2025

	<b>Student Price</b>	<b>Adult Price</b>		<b>Annual Pass</b>	<b>Annual Pass</b>	<b>Adult Pass</b>	<b>Adult Pass</b>	<b>Family Pass</b>
	<b>Single Ticket</b>	<b>Single Ticket</b>		<b>One Student</b>	<b>Two Students</b>	<b>Single</b>	<b>Couple</b>	
22-23	\$4.00	\$5.00		\$30.00	\$50.00	\$45.00	\$90.00	\$150.00
23-24	\$5.00	\$5.00		\$40.00	\$70.00	\$55.00	\$110.00	\$160.00
24-25	<b>\$5.00</b>	<b>\$5.00</b>		<b>\$40.00</b>	<b>\$70.00</b>	<b>\$55.00</b>	<b>\$110.00</b>	<b>\$160.00</b>
20 Home Activities in 23-24		20 X \$5 = \$100			Football	4		
					Volleyball	5		
**Cost for a single person to attend all 20 activities					Basketball	9		
					Wrestling	1		
					Track	1		
**Kenesaw Students 7-12 are admitted Free of Charge						20		
**TVC is charging \$6 Adults and \$6 Students beginning the 23-24 school year								

## RESOLUTION APPROVING STAFF TRAININGS

**WHEREAS**, the School District is required by various state and federal laws to train staff on numerous topics; and,

**WHEREAS**, during the 2024 legislative session, the Legislature enacted LB 1329; and,

**WHEREAS**, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

**WHEREAS**, to ensure that the District's planned training requirements for the 2024-2025 school year comply with LB 1329's requirements, and to ensure the Board of Education is aware of and approves of other required staff trainings during the 2024-2025 school year, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness	Neb. Rev. Stat. § 79-3603	-KPS Administration	1 Hour
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	-Teen Dating Violence - Video -5420 Board Policy Review -Quiz	30 Minutes
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	-Nebraska Youth Suicide Prevention - Pamphlet -Self Care in 30 Minutes or Less - pdf -Responding to Students Regarding Suicide - Diagram -Quiz	1 Hour
Concussion Awareness	Neb. Rev. Stat. § 71-9104	-NFHS Learn - Concussions in Sports	1 Hour
Fire Drills	Neb. Rev. Stat. § 81-527; ( <a href="https://sfm.nebraska.gov/fire-prevention/school-fire-drills">https://sfm.nebraska.gov/fire-prevention/school-fire-drills</a> )	-KPS Administration -I Love You Guys Standard Response Protocol -10 Drills per School Year	30 Minutes
Tornado Drills	Neb. Rev. Stat. § 2,144(8)	-KPS Administration -I Love You Guys Standard Response Protocol -2 Drills per School Year (Fall & Spring)	30 Minutes
Intruder Drills	Neb. Rev. Stat.	-KPS Administration	

	§ 79-2,144(5); NDE Rule 10.011.01B	-I Love You Guys Standard Response Protocol -Drills - Hold, Secure, Lockdown, Evacuate, Shelter	1 Hour
Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F; NDE Guidance ( <a href="https://www.education.ne.gov/safety/staff-development-and-resources-for-teachers/">https://www.education.ne.gov/safety/staff-development-and-resources-for-teachers/</a> )	-KPS Administration -SQUABBLES Curriculum - Direct Student Instruction	20-50 Hours
Pupil Transportation Drivers	NDE Rule 91.003.02	-KPS Administration -NDE Materials -UNK Safety Center - Pupil Transportation	2 Hours
Anti-Harassment and Discrimination Requirements for Designated Title IX Positions	Title IX, 20 U.S. Code § 1681	-KPS Administration	1 Hour
Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	-School Nurse	30 Minutes
School Resource Officers and Building Administrators	Neb. Rev. Stat. § 79-2704	-ESU 9 Trainings -NDE Trainings	1 Hour
District Assessment Contact - State Assessments	NDE Guidance ( <a href="https://www.education.ne.gov/assessment/district-assessment-contact-dac/#1661275806368-95d87496-3109">https://www.education.ne.gov/assessment/district-assessment-contact-dac/#1661275806368-95d87496-3109</a> )	-KPS Administration -School Counselor and DAC	30 Minutes
Bloodborne Pathogens		-School Nurse -OSHA Bloodborne Pathogens - Video -BBP & Universal Precautions in School Setting - PowerPoint -Quiz	20 Minutes
Heat Illness Prevention	All Coaches and Sponsors	-NFHS Learn	1 Hour
Sudden Cardiac Arrest	All Coaches and Sponsors	-NFHS Learn	1 Hour

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ **PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

