

**Wakefield Community School
Board of Education Regular Meeting
Tuesday, July 10, 2018 7:00 PM**

The Board of Education Regular Meeting convened in open and public session on Tuesday, July 10, 2018 at 7:00 PM in the Board of Education Room at the Boardroom
802 Highland Street
Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 7:00 PM:

Present: Mrs. Karen Borg, Bree Brown, Arianne Conley, Mr. Ben Donner, Shannon Johnson, Mark Victor. Present: 6.

Opening Procedures

Call to Order

Open Meetings Act

Roll Call

Excuse Board Member Absences

Approval of Agenda

Motion to approve the agenda Passed with a motion by Mark Victor and a second by Arianne Conley.

Mrs. Karen Borg: Yea

Bree Brown: Yea

Arianne Conley: Yea

Mr. Ben Donner: Yea

Shannon Johnson: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Awards and Special Recognition

Recognition of Visitors/Communication from the Public

Reports

Administrators

Elementary Principal Report

Secondary Principal Report

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

Curriculum, Americanism & Technology

Public & Personnel Relations

Strategic Planning

Discussion and Action Items

Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Bree Brown and a second by Arianne Conley.

Mrs. Karen Borg: Yea

Bree Brown: Yea

Arianne Conley: Yea

Mr. Ben Donner: Yea

Shannon Johnson: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Minutes of the previous meeting

Financial Reports

Discuss and take appropriate action on Dairy Bids.

Move to approve the Dairy Bid from Dean Foods for the upcoming 2018-19 school year Passed with a motion by Mr. Ben Donner and a second by Shannon Johnson.

Mrs. Karen Borg: Yea

Bree Brown: Yea

Arianne Conley: Yea

Mr. Ben Donner: Yea

Shannon Johnson: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Superintendent Mark Bejot, as the authorized representative for all local, state, and federal programs and documents as of July 1, 2019.

Discuss and take appropriate action on the appointment of Matt Brenn as the compliance officer for Title IX.

Discuss and take appropriate action on the participation in the state and federal hot lunch program with the Elementary Principal, Jerad Wulf, serving as the elementary hearing officer and High School Principal Matt Farup as the high school hearing officer.

Discuss and take appropriate action on the appointments of Mrs. Dawn Lubberstedt, High School Secretary as the determining official for all hot lunch applications received from students in grades 7-12 and the appointment of Mrs. LaVon Anderson, elementary secretary as the determining official for all hot lunch applications received from students in grades PreK-6.

Discuss and take appropriate action on the appointment of Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for 2019-20 school year.

Discuss and take appropriate action to join the Nebraska Rural Community Schools Association.

Discuss and take appropriate action on Policy 5045 Student Fees.

Move to approve the Student Fees Policy 5045 as recommended Passed with a motion by Bree Brown and a second by Mr. Ben Donner.

Mrs. Karen Borg: Yea

Bree Brown: Yea

Arianne Conley: Yea

Mr. Ben Donner: Yea

Shannon Johnson: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on Policy 5054 Student Bullying

Discuss and take appropriate action to adopt proposed Board Policy revisions.

Move to approve board policy revisions as recommended by the Policy Committee Passed with a motion by Mr. Ben Donner and a second by Bree Brown.

Mrs. Karen Borg: Yea

Bree Brown: Yea

Arianne Conley: Yea

Mr. Ben Donner: Yea

Shannon Johnson: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the 2019 - 20 Parent - Student Handbook.

Discuss and take appropriate action to approve the 2019-20 Staff Handbook.

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the meeting at 8:34 Passed with a motion by Mr. Ben Donner and a second by Arianne Conley.

Mrs. Karen Borg: Yea

Bree Brown: Yea

Arianne Conley: Yea

Mr. Ben Donner: Yea

Shannon Johnson: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

2018-2019 Extra Duty Assignments--DRAFT			
Season	Position	2018-2019	2017-2018
Fall	FB Head	Hassler	Hassler
Fall	FB Asst	Clay	Clay
Fall	FB Asst	Burenheide	Burenheide
Fall	FB JH	Burenheide	Burenheide & Wendte
Fall	FB JH Asst	Wendte	
Fall	FB JH Asst	Evan Colfack	
Fall	VB Head	Borg	Borg
Fall	VB Asst	McPhillips	McPhillips
Fall	VB Asst	Cheryl Greve	McQueen
Fall	VB Asst	Brittany Sullivan	
Fall	VB JH	Greve	Wallace & McQueen
Fall	VB JH Asst	Sullivan	
Fall	One-Act Play	Johnson	Johnson & Conyers
Fall	One-Act Play Asst	Conyers	
Fall	Homecoming	Virgil	Wallace
Winter	BB Boys Head	Wendte	Wendte
Winter	BB Boys Asst	A. Galles	A. Galles
Winter	BB Boys JH	Nick Curnyn	Clay and Wendte
Winter	BB Boys JH Asst	Clay	
Winter	BB Boys JH Asst	Wendte	
Winter	BB Girls Head	Metzler	Metzler
Winter	BB Girls Asst	McPhillips	McPhillips
Winter	BB Girls Asst	Chris Blohm	
Winter	BB Girls Asst	Paige Green	
Winter	BB Girls JH	Metzler	Jech & Metzler
Winter	BB Girls JH Asst	Colfack	
Winter	BB Girls JH Asst		
Winter	WR Head	Burenheide	Burenheide
Winter	WR Asst		Justin Smith
Winter	WR JH	Burenheide	Burenheide
Spring	Golf Head	Curnyn	Metzler
Spring	TR Head B-G	Hassler	Hassler
Spring	TR Asst B-G	Carroll	Carroll
Spring	TR Asst B-G	A. Galles	A. Galles
Spring	TR Asst B-G	Borg	Borg
Spring	TR JHB	Burenheide	Burenheide & Wendte
Spring	TR JHG	Ryan Dougherty	Wallace
Spring	TR JH Asst	Wendte	
Spring	Speech	Conyers	Conyers
Spring	Speech Asst		
Yearly	Annual	Hassler	Hassler
Yearly	FBLA	Dougherty	Wallace
Yearly	Instrumental Music	Trenhaile	Trenhaile
Yearly	Vocal Music	Nicholson	Nicholson

Yearly	FCCLA	M. Galles	M. Galles
Yearly	Student Council	Virgil	Virgil
Yearly	Senior Class	Harding	Harding
Yearly	Junior Class	Johnson	Rusk
Yearly	Soph Class	Dougherty	Wallace
Yearly	Frosh Class	Reimers	Reimers
Yearly	8th Grade Class	Carroll	Carroll
Yearly	7th Grade Class	Ziska	Johnson
Yearly	NHS	M. Galles	Galles
Yearly	Art Club	Hassler	Hassler
Yearly	Concessions	Carroll	Carroll
Yearly	Lil' Troy Mascot	Hassler	

Superintendent's Report

July 10, 2018

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21st Century learning for all students. (Curriculum, Americanism & Technology)
 - a. Earlier today the teachers and administrators met in the library to discuss and clarify the district and schools model of instruction. The school team also examined our past practices and identified specific activities that addresses all three school improvement goals.

- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
 - a. The budget for July reflects that the district is 8.33% under budget for the year. Local General Fund tax receipts in June was \$480,392 and expenditures of \$445,829. This month the budget reflects 18.21% is unencumbered compared to 16.35% unencumbered the previous year. Fund balances as of July 1, 2018 are: General Fund \$1,736,824; Lunch Fund \$135,729; Bond Fund \$38,716; Depreciation Fund \$628,411; Employee Benefit Fund \$28,860; Special Building Fund \$655,534; Qualified Capital Purchase Undertaking Fund (QCPUF) \$143,667 and Interim Fund is \$4,288. Total unencumbered funds all funds is \$3,386,111.
 - b.

- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
 - a. Fischer Track was here last week performing track resurfacing upgrades. The track has been sprayed and the striping has yet to be completed. I am pleased with crews crack repairs and care in spraying the track. The striping crew is scheduled to be here in the next two weeks. Until the striping is completed the track is closed.
 - b. Science Classroom remodeling is moving forward with The Finishing Touch having completed the refinishing of the cabinetry in the classroom. The new table tops are scheduled to be installed around the second or third week of July.
 - c. Friday evening Wakefield Community School was the sight of the Alumni Banquet. I learned that the oldest alumni is 104 years of age. 300 plus alumni attended the event in the main gym. The FBLA served alumni drinks at the event.

4. Miscellaneous

- a.** Friday, September 7th the Board of Education will be taking tickets at the Howells – Dodge football game. This home game is also parent’s night. Please mark your calendars.
- b.** ESU #1 is offering an evening meeting with attorney Justin Knight to discuss board legal issues. The meeting is scheduled for either August 7 or 8th (Tuesday or Wednesday). I need to know tonight if you are interested in attending and which date works best for you. The meeting is scheduled for 6:30 pm and a meal will be served.
- c.** Tonight I am reviewing the extra duty assignments for the upcoming 2018-19 school year. We have worked collaboratively with Allen’s administration in putting together coaches for the upcoming year. I have attached a copy of the extra-duty schedule for your review.

**Wakefield Community School
Board of Education Regular Meeting
Tuesday, June 12, 2018 7:00 PM**

The Board of Education Regular Meeting convened in open and public session on Tuesday, June 12, 2018 at 7:00 PM in the Board of Education Room at the Boardroom 802 Highland Street Wakefield, NE 68784.

President Borg informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 7:00 PM:

Present Board Members: Karen Borg, Bree Brown, Arianne Conley, Ben Donner, Shannon Johnson, Mark Victor. Present: 6, Absent 0

Also in attendance: Superintendent Bejot, Secondary Principal Heitz, Elementary Principal Wulf, Recording Secretary Gothier.

APPROVAL OF AGENDA

Motion to approve the agenda passed with a motion by Brown and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

AWARDS AND SPECIAL RECOGNITION

Israel Gardea placed 7th at State Track in the shot put.

REPORTS

SECONDARY PRINCIPAL REPORT

- Mr. Heitz shared results of the Senior Exit survey and future plans of the Class of 2018

SUPERINTENDENT REPORT

- The administrators are developing our summer retreat to discuss our instructional model and school culture. This topics fit into our AdvancED goals and following our summer leadership training with Dr. Phil Warrick that we need to focus our attention on these topics.
- Environmental Energy Consultants performed our three year asbestos re-inspection. Gary Collins performed the inspection and found that no changes had occurred since the prior inspection.
- We have prepared two classrooms for Humpty Dumpty Daycare to use this summer. Visiting with Zack Dolen, DHHS must come and inspect the classroom prior to the students using the classrooms this summer. We are both waiting on an inspection date from DHHS.
- Summer maintenance repairs continue at both the elementary and high school level.
- Letters were sent to the three county attorneys regarding our disciplinary policy.

BOARD COMMITTEE REPORTS

BOARD POLICY

A meeting needs to be scheduled to review policy change recommendations.

CURRICULUM, AMERICANISM & TECHNOLOGY

Curriculum, Americanism and Technology Committee met prior to the board of education meeting to review science curriculum purchase recommendations. Recommendations will be brought up later in tonight's meeting.

PLANNING DISCUSSION AND ACTION ITEMS

CONSENT AGENDA

Motion to approve the Consent Agenda passed with a motion by Donner and a second by Brown.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$255,258.48; Employee Benefit: \$98.00; Lunch: \$14,391.32; Payroll: \$194,027.33; Activities: \$12,114.16.

DISCUSS AND TAKE APPROPRIATE ACTION ON THE OPTION ENROLLMENT OF MRS. KARI CLIFF OF HER MINOR STUDENT.

Mrs. Kari Cliff is requesting that her second grade student be allowed to option enroll for the upcoming 2018-19 school year. Transportation is not an issue as Kari works for the school district.

Motion to approve the option enrollment request by Kari Cliff for her minor student passed with a motion by Victor and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE OPTION ENROLLMENT BY LEAH MCCOY OF HER MINOR STUDENT.

Mrs. Leah McCoy requests option enrollment for her minor child. The family moved to Allen from Wakefield and she desires to continue having her student attend Wakefield Community School.

Motion to approve the option enrollment request by Leah McCoy for the 2018-19 school year passed with a motion by Brown and a second by Donner.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION TO PURCHASE iPADS AND COVERS.

Last month the board tabled the purchase of the iPads desiring more information from the Technology Committee regarding whether junior and senior students should have laptop computers. Concern was expressed that these students need computers that have keyboards due to the writing involved in their coursework. The Technology Committee discussed the option of going to Chromebooks, MacBooks, or staying with iPads. The committee recommends continuing with iPads and purchasing a cover that has a keyboard. The iPads provide all the needed applications for district course work. If students need a P/C they will have them available to check out in the Technology Lab to use and take home, if needed.

Motion to purchase 80 iPads with keyboard covers and Apple Care at a cost of \$48,404 passed with a motion by Donner and a second by Brown.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION TO PURCHASE A SERVER AND BACK-UP SYSTEM.

The district Windows server are in excess of ten years old and have served our district well. Approximately five years ago, the existing server was given additional memory to improve server performance. Our server system is in need of replacement which was budgeted into our technology budget.

We have solicited two bids, one from RTI and Connecting Point. RTI's bid for the unit is \$8,410 installed for an HPeDL360 Gen 10 server with 2.6TB raid 5 unit, 32 GB RAM. The bid does not include software or back-up which would need to be purchased separately. Connecting Point's bid for the same materials as RTI is \$7,967. This is for a Lenovo SR550 Custom Server w/ 2.4 TB raid 5, with 48 GB RAM.

Connecting Point includes Microsoft Standard Server 2016 licensing and academic licenses for the district's 90 P.C.'s at a cost \$1,584.48. The Barracuda Backup 250 is a cloud based data backup. The backup server and 12 month subscription is \$1,889. Total cost of the backup server is \$1,948.

Motion to approve the purchase of a Lenovo Server from Connecting Point and data back-up for \$11,500 passed with a motion by Brown and a second by Johnson.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE ENGLISH LEARNER (EL) 2018 PROGRAM REVIEW.

English Language Learners programs are required to submit an annual report to the board of education and to the local public.

Motion to approve the English Learner Program Review 2018 passed with a motion by Brown and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE 2018 WELLNESS COMMITTEE REPORT.

Motion to approve the 2018 Wellness Committee Report passed with a motion by Brown and a second by Johnson.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON SCIENCE CURRICULUM MATERIALS.

Elementary and high school science teachers have met throughout the year aligning the science curriculum to address the new Nebraska Science Standards. Following curriculum alignment the teams were tasked with identifying, teaching and selecting textbooks and resources to meet the demands of the new science standards. Recommended total science curriculum purchases: \$73,505.80

Motion to approve purchasing science curriculum for grades K-12 passed with a motion by Johnson and a second by Conley.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION TO SET SCHOOL LUNCH PRICES FOR THE 2018-19 SCHOOL YEAR.

Proposed 2018-19 Prices:

- Breakfast price will be \$1.30 for elementary and high school (10 cent increase)
- Breakfast price for adults will be \$2.25 (Increase of 15 cents)
- Elementary lunch price will be \$2.25 (10 cent increase)
- High School lunch price will be \$2.70 (10 cent increase)
- Adult lunch price will be \$3.60

Motion to approve the 2018-19 school lunch prices as presented passed with a motion by Brown and a second by Donner.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0

UPCOMING DATES AND TIMES

Meeting with Allen cooperative committee - July 17, 2018 at 5:30pm

Policy Committee - July 9 at 5:00pm

Next regular board meeting - Tuesday, July 10, 2018 at 7:00pm

Meet and Greet - August 15 at 5:00pm

ADJOURNMENT

Motion to adjourn the meeting at 8:57pm passed with a motion by Donner and a second by Brown.

Yea: Borg, Brown, Conley, Donner, Johnson, Victor

Nay: None

Yea: 6, Nay: 0



Bree Brown, Secretary



Becky Gothier, Recording Secretary

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	PO Date	Vendor Name	Amount
Invoice	Invoice Date	Invoice Date	PO Number	PO Date	Description	Amount

Checks Printed

01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

00049514	07/05/2018		APPEARA		Appeara	
0325077	06/07/2018			06/29/2018	Mops, Towels & Uniforms	66.52
0325085	06/07/2018			07/03/2018	BB Towels & Uniforms	38.70
0327193	06/14/2018			06/29/2018	Mops, Towels & Uniforms	66.52
0327200	06/14/2018			07/03/2018	BB Towels & Uniforms	29.20
0329278	06/21/2018			06/29/2018	Mops, Towels & Uniforms	66.52
0329286	06/21/2018			07/03/2018	BB Towels & Uniforms	29.20
0331396	06/28/2018			06/29/2018	Mops, Towels & Uniforms	66.52
0331402	06/28/2018			07/03/2018	BB Towels & Uniforms	29.20

Check Total 392.38

00049515	07/05/2018		APPLECOM		Apple, Inc.	
6740102888	06/10/2018			06/29/2018	Apple TV	298.00
6741712381	06/20/2018			06/29/2018	iPads	29,840.00
6741718669	06/20/2018			06/29/2018	Mac Books	15,435.00
6741718878	06/20/2018			06/29/2018	Mac Book	1,049.00
6742270706	06/23/2018			06/29/2018	iPad Covers	2,080.00

Check Total 48,702.00

00049516	07/05/2018		ASCA		American School Counselor Association	
643107	06/29/2018			06/29/2018	Annual Membership - Harding	159.00

Check Total 159.00

00049517	07/05/2018		AXISPLUS		AxisPlus Benefits	
2CHCR.425	07/13/2018			07/13/2018	Jul 2018 Payroll	3,714.96
2MEDR.425	07/13/2018			07/13/2018	Jul 2018 Payroll	2,790.91

Check Total 6,505.87

00049518	07/05/2018		BLUECROS		Blue Cross and Blue Shield of NE	
2BCBR.425	07/13/2018			07/13/2018	Jul 2018 Payroll	857.11
2BCDENR.425	07/13/2018			07/13/2018	Jul 2018 Payroll	1,348.02
3BCBS.425	07/13/2018			07/13/2018	Jul 2018 Payroll	61,344.13
3DENT.425	07/13/2018			07/13/2018	Jul 2018 Payroll	1,524.36
Jul2018-1	07/01/2018			07/03/2018	Nuernberger Ins Prm	985.59
Jul2018-2	07/01/2018			07/03/2018	Soderberg Ins	595.74
Jul2018-3	07/01/2018			07/03/2018	Sonder Ins	933.41

Check Total 67,588.36

00049519	07/05/2018		CALLHOUS		Calloway House, Inc.	
3993193	04/30/2018			06/29/2018	Book Caddies - JG	39.18

Check Total 39.18

00049520	07/05/2018		CCSPRES		CCS Presentation Systems	
15697	06/28/2018			07/03/2018	Epson Powerlite	655.15

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					655.15
00049521	07/05/2018	CENTERP		CenterPoint Energy Services Retail LLC	
3246843-1	06/28/2018		07/03/2018	May Natural Gas - BHE195185	478.03
3246843-2	06/28/2018		07/03/2018	May Natural Gas - BHE231582	1,486.03
3246843-4	06/28/2018		07/03/2018	BB May Natural Gas - NGM829096	109.68
Check Total					2,073.74
00049522	07/05/2018	CENTLINB		CENTURYLINK Business Services	
1442935603	06/11/2018		06/29/2018	Internet Service	874.16
Check Total					874.16
00049523	07/05/2018	CITYWAKE		City of Wakefield	
367 Jun18	07/01/2018		07/03/2018	Jun PF Utilities	38.24
449 Jun18	07/01/2018		07/03/2018	Jun BB Utilities	127.07
588 Jun18	07/01/2018		07/03/2018	Jun Utilities	5,037.01
Check Total					5,202.32
00049524	07/05/2018	CONNPOIN		Connecting Point	
102543	06/19/2018		06/29/2018	Projector Mount	161.05
102554	06/20/2018		06/29/2018	Projector	1,948.00
Check Total					2,109.05
00049525	07/05/2018	COOLSCHL		Cool School Studios	
0618076	06/13/2018		06/29/2018	Cumulative Folders	78.29
Check Total					78.29
00049526	07/05/2018	CUBBY'S		Cubby's Inc.	
1010123	06/07/2018		07/03/2018	Fuel	39.73
1015514	06/18/2018		07/03/2018	DE Fuel	17.54
1017589	06/22/2018		07/03/2018	DE Fuel	40.54
1019169	06/26/2018		07/03/2018	Mower Diesel	33.02
1019410	06/26/2018		07/03/2018	Fuel	58.03
1019667	06/27/2018		07/03/2018	Fuel	39.65
1023691	05/31/2018		07/03/2018	DE Fuel	30.07
1025403	06/05/2018		07/03/2018	Fuel	22.20
1025648	06/05/2018		07/03/2018	DE Fuel	26.84
1026081	06/07/2018		07/03/2018	Mower Diesel	36.80
1026420	06/08/2018		07/03/2018	DE Fuel	21.30
1027445	06/11/2018		07/03/2018	DE Fuel	17.56
1028153	06/12/2018		07/03/2018	DE Fuel	30.50
9074467	06/13/2018		07/03/2018	Summer School Diesel	137.15
9085172	06/05/2018		07/03/2018	Summer School Diesel	143.46
9085205	06/08/2018		07/03/2018	Summer School Diesel	113.70
9085383	06/19/2018		07/03/2018	Summer School Diesel	136.83
9085439	06/22/2018		07/03/2018	Summer School Diesel	148.26
Check Total					1,093.18

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	00049528	07/05/2018	DOLLGEN	Dollar General	
	1000744809	05/18/2018		06/29/2018 PK Supplies	45.25
	1000747756	05/29/2018		06/29/2018 Supplies	12.90
	1000748247	05/30/2018		06/29/2018 Carpet Cleaner	38.00
				Check Total	96.15
	00049529	07/05/2018	EGANSUPP	Egan Supply Co.	
	284780	06/21/2018		06/29/2018 Supplies	268.28
	285068	07/02/2018		07/05/2018 Strainer	67.25
	285383	07/02/2018		07/05/2018 Carpet Cleaner	119.92
				Check Total	455.45
	00049530	07/05/2018	EKBAUREP	Ekberg Auto Repair	
	12236	07/02/2018		07/03/2018 Transmission Repair	2,516.43
				Check Total	2,516.43
	00049531	07/05/2018	EKBERGAU	Ekberg Auto Parts, Inc.	
	390341	06/01/2018		07/03/2018 Washer Repair	71.38
	390942	06/12/2018		07/03/2018 Oil Filter	61.26
	391625	06/23/2018		07/03/2018 Brake Pads	47.99
				Check Total	180.63
	00049532	07/05/2018	ESU1	ESU #1	
	C-995	06/06/2018		06/29/2018 Chromebook Repair	561.45
	MED 3170	05/21/2018		06/29/2018 Laminating - TH	11.03
	R108072	06/20/2018		06/29/2018 Lang for Learning - DJ	30.00
	SP 5387	05/27/2018		06/29/2018 4th Qtr Billing	104,827.76
				Check Total	105,430.24
	00049533	07/05/2018	ESUCOOP	ESU Coordinating Council	
	AEPA000769	06/19/2018		06/29/2018 Movie License	312.00
				Check Total	312.00
	00049534	07/05/2018	FAREPHYS	Faith Regional Physician Services, LLC	
	53754 Jun18	07/02/2018		07/05/2018 DOT Physicals	200.00
	Jun2018	06/29/2018		06/29/2018 Athletic Training Scs 17-18	3,600.00
				Check Total	3,800.00
	00049535	07/05/2018	FINISHTOU	Finishing Touches	
	1253	06/28/2018		06/29/2018 Refinish Science Room Cabinets	4,140.00
				Check Total	4,140.00
	00049536	07/05/2018	FLINNSCI	Flinn Scientific Inc	
	2226351	06/27/2018		06/29/2018 Connecting Content - Chemistry	1,242.86
				Check Total	1,242.86
	00049537	07/05/2018	FOLLSCHS	Follett School Solutions, Inc	
	834336	06/19/2018		06/29/2018 Library Books	55.13

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	55.13
00049538	07/05/2018	GCRTIRE		GCR Tire Center	
47475	06/15/2018		07/03/2018	Tires	673.24
				Check Total	673.24
00049539	07/05/2018	GILLHAUL		Gill Hauling, Inc.	
86X05632	06/30/2018		07/05/2018	Rolloff Service	55.00
87107315	07/01/2018		07/03/2018	Garbage Service	192.50
				Check Total	247.50
00049540	07/05/2018	GRAINGER		Grainger Inc.	
9825065122	06/21/2018		06/29/2018	Backflow Preventer Repair Kit	180.50
				Check Total	180.50
00049541	07/05/2018	HANSROSS		Ross Hansen	
Jun2018	06/29/2018		06/29/2018	MDT Review	375.00
				Check Total	375.00
00049542	07/05/2018	HIRERIGH		HireRight LLC	
P0776753	05/31/2018		06/29/2018	Background Screening	62.80
				Check Total	62.80
00049543	07/05/2018	LAQUINTA		La Quinta Inns & Suites Kearney	
68542836	06/08/2018		06/29/2018	Lodging - LH	209.90
				Check Total	209.90
00049544	07/05/2018	MADINATI		Madison National Life	
2SALP.425	07/13/2018		07/13/2018	Jul 2018 Payroll	1,387.46
2SUPP.425	07/13/2018		07/13/2018	Jul 2018 Payroll	24.64
3LIFE.425	07/13/2018		07/13/2018	Jul 2018 Payroll	672.75
Jul2018	06/29/2018		06/29/2018	MM Life Ins Prm	7.00
Jul2018-1	06/29/2018		06/29/2018	DY Life Ins Prm	8.75
				Check Total	2,100.60
00049545	07/05/2018	MATHESON		Matheson Tri-Gas Inc	
51329225	06/30/2018		07/03/2018	ITE Gases	235.30
				Check Total	235.30
00049546	07/05/2018	MENARDSSC		Menards - Sioux City	
29071	06/22/2018		06/29/2018	Door Track Supplies	156.13
				Check Total	156.13
00049547	07/05/2018	MGTRUS		MG Trust Company	
2403B.425	07/13/2018		07/13/2018	Jul 2018 Payroll	1,259.20
2403BROTH.425	07/13/2018		07/13/2018	Jul 2018 Payroll	1,965.00
				Check Total	3,224.20

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	00049548	07/05/2018	MYSTSCI	Mystery Science Inc	
	18683	06/25/2018		District Membership	2,997.00
				Check Total	2,997.00
	00049549	07/05/2018	NASB	Nebr Assoc Of School Boards	
	INV-011157-L2Y1 W0	06/28/2018		NAEP Workshop - BG	75.00
				Check Total	75.00
	00049550	07/05/2018	NCSA	Nebr Council Of School Adm	
	552371	06/29/2018		Administrator Days	468.00
				Check Total	468.00
	00049551	07/05/2018	NEBRASK3	IA/NE State Bank	
	2FICA.425	07/13/2018		Jul 2018 Payroll	15,379.28
	2FICM.425	07/13/2018		Jul 2018 Payroll	3,596.72
	2USIT.425	07/13/2018		Jul 2018 Payroll	19,248.05
	3FICA.425	07/13/2018		Jul 2018 Payroll	15,379.28
	3FICM.425	07/13/2018		Jul 2018 Payroll	3,596.72
				Check Total	57,200.05
	00049552	07/05/2018	NEBRASK5	Nebraska Retirement System	
	2NTRT.425	07/13/2018		Jul 2018 Payroll	24,565.23
	3NTRT.425	07/13/2018		Jul 2018 Payroll	24,810.87
				Check Total	49,376.10
	00049553	07/05/2018	NECHISUP	Nebraska Child Support Payment Center	
	2CHSUP.425	07/13/2018		Jul 2018 Payroll	627.00
				Check Total	627.00
	00049554	07/05/2018	NEREV	Nebraska Department of Revenue	
	2NEREV.425	07/13/2018		Jul 2018 Payroll	350.00
				Check Total	350.00
	00049555	07/05/2018	NEREVENUE	Nebraska Dept Of Revenue	
	2NEIT.425	07/13/2018		Jul 2018 Payroll	8,887.44
				Check Total	8,887.44
	00049556	07/05/2018	ONESOUR	One Source	
	2218-20180630	06/30/2018		Background Check	25.00
				Check Total	25.00
	00049557	07/05/2018	ORKIN	Orkin Exterminating Inc	
	171910595	07/01/2018		Pest Control	117.53
				Check Total	117.53
	00049558	07/05/2018	REALLYGO	Really Good Stuff, Inc	
	6427852	06/04/2018		Classroom Supplies - BA	230.71

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
6442899	06/19/2018		06/29/2018	Classroom Supplies - BA	33.98
Check Total					264.69
00049559	07/05/2018	RIVERSIDE		Riverside Construction Inc	
788	06/21/2018		07/03/2018	Roof Repair	2,539.60
Check Total					2,539.60
00049560	07/05/2018	SCHOOUTF		School Outfitters, LLC	
INV12869365	06/28/2018		07/03/2018	Chemistry Cabinets	1,328.63
Check Total					1,328.63
00049561	07/05/2018	SOCS		FES, Inc	
INV009698	07/01/2018		07/03/2018	SOCS Web Hosting Royalty	2,160.00
Check Total					2,160.00
00049562	07/05/2018	SOFTCHOI		Softchoice Corporation	
4863207	06/20/2018		06/29/2018	MS Office Subscription	1,475.40
Check Total					1,475.40
00049563	07/05/2018	STAPLES		Staples Credit Plan	
2094043881	05/23/2018		06/29/2018	Manila Folders	0.36
2097679671	05/30/2018		06/29/2018	Calc/Dymo Labels	143.94
Check Total					144.30
00049564	07/05/2018	TRISTURF		Tri-State Turf & Irrigation	
34414	06/20/2018		06/29/2018	Sprinkler Service	60.00
Check Total					60.00
00049565	07/05/2018	VISA		VISA	
2663413	05/24/2018		07/03/2018	Amazon - Headphones - DJ	42.48
294642	06/03/2018		07/03/2018	Holiday Inn - Nurse Conf	191.90
4730MB	06/08/2018		07/03/2018	Pflanz - Football Speakers	550.00
5933033	06/15/2018		07/03/2018	Amazon-Make Just One Change	23.86
656-1331057	05/30/2018		07/03/2018	Master Teachers - Retirement	208.65
82663	05/24/2018		07/03/2018	Habitudes for Career Reacy	375.46
899105984981	05/23/2018		07/03/2018	Container Store - TH	127.77
9337415974	06/18/2018		07/03/2018	Personnel Concepts-Compliance	427.24
9396231	06/07/2018		07/03/2018	Amazon-Teaching Kids to Think	59.38
9983428	05/23/2018		07/03/2018	Amazon - Demo Clock - LJ	23.32
Jun18	05/24/2018		07/05/2018	Hilton Hotels	181.97
Check Total					2,212.03
00049566	07/05/2018	VSP		Vision Service Plan	
2VISR.425	07/13/2018		07/13/2018	Jul 2018 Payroll	537.13
Jul18-4	07/01/2018		07/03/2018	BH Prm	8.20
Jul2018	06/29/2018		06/29/2018	LS Vision Ins Prm	8.23
Jul2018-2	07/01/2018		07/03/2018	JS Prm	8.20
Jul2018-3	07/01/2018		07/03/2018	TN Prm	28.09

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
Check Total						589.85
	00049567	07/05/2018	WAKEREP3		The Wakefield Republican	
	34062	05/10/2018		06/29/2018	Meeting Notice	9.33
	34222	05/17/2018		06/29/2018	Para Job Ad	35.00
	34414	05/24/2018		06/29/2018	Meeting Proceedings/Para Ad	331.48
Check Total						375.81
	00049568	07/05/2018	WALMART2		Walmart Community	
	025807	06/25/2018		07/03/2018	Supplies	172.90
Check Total						172.90
	00049569	07/05/2018	WANATLINS		Washington National Insurance Co	
	2CAND.425	07/13/2018		07/13/2018	Jul 2018 Payroll	435.60
	2LIFE.425	07/13/2018		07/13/2018	Jul 2018 Payroll	35.49
Check Total						471.09
	00049570	07/05/2018	WAYNEHER		Wayne Herald	
	WakeComm Jun18	06/30/2018		07/05/2018	Para Job Ad	70.50
Check Total						70.50
	00049571	07/05/2018	WCS-GEN		WCS-General Fund	
	2LCU.425	07/13/2018		07/13/2018	Jul 2018 Payroll	48.00
	2SUMINR.425	07/13/2018		07/13/2018	Jul 2018 Payroll	55.27
	2SUMRDV.425	07/13/2018		07/13/2018	Jul 2018 Payroll	2.61
Check Total						105.88
	00049572	07/05/2018	WCSINTER		Wakefield School-Interim	
	4492	06/05/2018		06/29/2018	Sign Language Class Reg	30.00
	4493	06/28/2018		06/29/2018	NSAA Membership	850.00
Check Total						880.00
	00049573	07/05/2018	WIGMAN		Wigman Company	
	276577	06/25/2018		06/29/2018	Faucets	696.70
Check Total						696.70
01 - GENERAL FUND Totals:						394,837.24

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Checks Printed

01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

00049574	07/05/2018	MILLBLDG		Miller Building Supply	
7118	06/04/2018		07/05/2018	Caulk	2.59
7120	06/04/2018		07/05/2018	Supplies	45.97
7170	06/06/2018		07/05/2018	Primer	24.48
7193	06/07/2018		07/05/2018	Paint Supplies	99.94
7196	06/07/2018		07/05/2018	Paint	40.99
7202	06/07/2018		07/05/2018	Paint Supplies	8.72
7266	06/11/2018		07/05/2018	Paint Supplies	55.46
7268	06/11/2018		07/05/2018	Paint Supplies	265.92
7281	06/11/2018		07/05/2018	Paint Supplies	8.88
7301	06/12/2018		07/05/2018	Supplies	13.47
7340	06/14/2018		07/05/2018	Chalkboard Paint	10.99
7343	06/14/2018		07/05/2018	Supplies	10.37
7344	06/14/2018		07/05/2018	Paint Supplies	10.17
7358	06/14/2018		07/05/2018	Chalkboard Paint	10.99
7370	06/15/2018		07/05/2018	Supplies	10.98
7405	06/18/2018		07/05/2018	Paint	41.99
7412	06/18/2018		07/05/2018	Supplies	21.16
7417	06/18/2018		07/05/2018	Supplies	43.39
7428	06/19/2018		07/05/2018	Paint Supplies	40.11
7551	06/26/2018		07/05/2018	Supplies	241.83
7558	06/25/2018		07/05/2018	Holesaw	57.99
7605	06/27/2018		07/05/2018	Supplies	51.86
7626	06/27/2018		07/05/2018	Carpet Cleaner	21.99
7641	06/28/2018		07/05/2018	Supplies	40.32

Check Total 1,180.56

01 - GENERAL FUND Totals: 1,180.56

Total of Checks Printed: 1,180.56

Report Total: 1,180.56

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
06 - LUNCH FUND					
Bank Account :F - Iowa-Nebraska State Bank					
00004580		07/05/2018	AXISPLUS	AxisPlus Benefits	
2MEDR.425		07/13/2018		07/13/2018 Jul 2018 Payroll	56.74
				Check Total	56.74
00004581		07/05/2018	BLUECROS	Blue Cross and Blue Shield of NE	
3BCBS.425		07/13/2018		07/13/2018 Jul 2018 Payroll	1,215.86
3DENT.425		07/13/2018		07/13/2018 Jul 2018 Payroll	57.34
				Check Total	1,273.20
00004582		07/05/2018	CENTERP	CenterPoint Energy Services Retail LLC	
3246843-3		06/28/2018		07/03/2018 May Natural Gas - NGM811131	89.84
				Check Total	89.84
00004583		07/05/2018	HOBART	Hobart Sales And Service	
OC79652		06/27/2018		07/03/2018 Kitchen Inspection	329.00
				Check Total	329.00
00004584		07/05/2018	HOLIDAYK	Holiday Inn Kearney	
66027		06/27/2018		07/05/2018 State Conf Lodging - KF	299.85
				Check Total	299.85
00004585		07/05/2018	MADINATI	Madison National Life	
2SALP.425		07/13/2018		07/13/2018 Jul 2018 Payroll	12.56
2SUPP.425		07/13/2018		07/13/2018 Jul 2018 Payroll	3.06
3LIFE.425		07/13/2018		07/13/2018 Jul 2018 Payroll	29.25
				Check Total	44.87
00004586		07/05/2018	MGTRUS	MG Trust Company	
2403B.425		07/13/2018		07/13/2018 Jul 2018 Payroll	90.80
				Check Total	90.80
00004587		07/05/2018	NEBRASK3	IA/NE State Bank	
2FICA.425		07/13/2018		07/13/2018 Jul 2018 Payroll	230.23
2FICM.425		07/13/2018		07/13/2018 Jul 2018 Payroll	53.85
2USIT.425		07/13/2018		07/13/2018 Jul 2018 Payroll	290.85
3FICA.425		07/13/2018		07/13/2018 Jul 2018 Payroll	230.23
3FICM.425		07/13/2018		07/13/2018 Jul 2018 Payroll	53.85
				Check Total	859.01
00004588		07/05/2018	NEBRASK5	Nebraska Retirement System	
2NTRT.425		07/13/2018		07/13/2018 Jul 2018 Payroll	272.34
3NTRT.425		07/13/2018		07/13/2018 Jul 2018 Payroll	275.06
				Check Total	547.40
00004589		07/05/2018	NEREVENUE	Nebraska Dept Of Revenue	
2NEIT.425		07/13/2018		07/13/2018 Jul 2018 Payroll	90.11

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	90.11
00004590		07/05/2018	PEGLSYSC		Sysco Lincoln	
	16119259P	06/13/2018		06/29/2018	Migrant Summer School	-28.90
	161921968	06/01/2018		06/29/2018	Migrant Summer School	903.68
	161934437	06/08/2018		06/29/2018	Migrant Summer School	216.86
					Check Total	1,091.64
00004591		07/05/2018	VSP		Vision Service Plan	
	2VISR.425	07/13/2018		07/13/2018	Jul 2018 Payroll	7.45
					Check Total	7.45
06 - LUNCH FUND Totals:						4,779.91
Total of Checks Printed:						399,617.15

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
	Invoice	Invoice Date	PO Number	PO Date	Description

Deposits Printed

01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

DD	00004592	07/05/2018	HSANUER	State Nebraska Bank	95.01
	3HSANUER.425	07/13/2018		07/13/2018 Jul 2018 Payroll	

Check Total 95.01

01 - GENERAL FUND Totals: 95.01

Total of Deposits Printed: 95.01

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Deposit Emails

01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

E	00004593	07/05/2018	HSA-CARRSH	State Nebraska Bank	
	3HSASC.425	07/13/2018		Jul 2018 Payroll	267.89

Check Total 267.89

E	00004594	07/05/2018	HSACARSLA	Iowa-Nebraska State Bank	
	3HSACARSLA.42	07/13/2018		Jul 2018 Payroll	95.01

5

Check Total 95.01

01 - GENERAL FUND Totals: 362.90

Total of Deposit Emails: 362.90

Report Total: 400,075.06

Check Register

Direct

Dep. Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date Description	

Checks Printed

01 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

00049579	07/09/2018	BROWNSAE	Brown & Saenger	
4012948-0	05/23/2018		07/09/2018 Copy Paper	5,634.36
4015699-0	06/08/2018		07/09/2018 Construction Paper	1,083.37
Check Total				6,717.73
00049580	07/09/2018	CRESCENT	Crescent Electric Supply Company	
S505269802.001	07/06/2018		07/09/2018 Lightbulbs	149.62
Check Total				149.62
00049581	07/09/2018	CUBBY'S	Cubby's Inc.	
1010614	06/29/2018		07/09/2018 DE Fuel	30.01
1020164	06/20/2018		07/09/2018 DE Fuel	24.87
1022135	06/26/2018		07/09/2018 DE Fuel	28.56
1022802	06/28/2018		07/09/2018 DE Fuel	25.79
1029989	06/19/2018		07/09/2018 DE Fuel	19.41
Check Total				128.64
00049582	07/09/2018	KSBSCHO	KSB School Law, PC LLO	
4854	07/02/2018		07/09/2018 Legal Services	142.50
Check Total				142.50
00049583	07/09/2018	MCGRAWH2	McGraw-Hill School Education LLC	
103538496001	06/28/2018		07/09/2018 Glencoe Biology Subscription	3,650.40
Check Total				3,650.40
00049584	07/09/2018	NCSA	Nebr Council Of School Adm	
e12012-553061	07/09/2018		07/09/2018 Admin Days - Heitz	285.00
Check Total				285.00
00049585	07/09/2018	PEARSONE	Pearson Education	
7026283004	06/30/2018		07/09/2018 Elem Science	20,907.78
Check Total				20,907.78
00049586	07/09/2018	SUPREMES	Supreme School Supply Co.	
84644	07/02/2018		07/09/2018 Class Record Book	192.06
Check Total				192.06
00049587	07/09/2018	WAKEREP3	The Wakefield Republican	
34763	06/07/2018		07/09/2018 Cook Job Ad/Meeting Notice	9.82
35039	06/21/2018		07/09/2018 Meeting Proceedings	206.55
Check Total				216.37

01 - GENERAL FUND Totals: 32,390.10

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

06 - LUNCH FUND

Bank Account :F - Iowa-Nebraska State Bank

00004592	07/09/2018	WAKEREP3		The Wakefield Republican	
34763	06/07/2018		07/09/2018	Cook Job Ad/Meeting Notice	35.00
34891	06/14/2018		07/09/2018	Cook Job Ad	35.00

Check Total 70.00

06 - LUNCH FUND Totals: 70.00

Total of Checks Printed: 32,460.10

Report Total: 32,460.10

ALL Data

Cash Summary Report

Arranged by:
Fund ID

Date Range: 06/01/2018 thru 06/30/2018

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
01	GENERAL FUND							
	1,712,271.41	480,391.75	-445,829.08	0.00	1,746,834.08	0.00	0.00	1,746,834.08
02	DEPRECIATION FUND							
	627,823.15	588.61	0.00	0.00	628,411.76	0.00	0.00	628,411.76
03	EMPLOYEE BENEFIT FUND							
	25,667.17	3,290.61	-98.00	0.00	28,859.78	0.00	0.00	28,859.78
06	LUNCH FUND							
	155,401.85	147.78	-19,820.31	0.00	135,729.32	0.00	0.00	135,729.32
07	BOND FUND							
	38,708.73	7.69	0.00	0.00	38,716.42	0.00	0.00	38,716.42
08	SPECIAL BUILDING FUND							
	649,554.21	5,979.71	0.00	0.00	655,533.92	0.00	0.00	655,533.92
09	QUALIFIED CAPITAL PURPOSE UNDE							
	135,532.20	8,134.65	0.00	0.00	143,666.85	0.00	0.00	143,666.85
10	COOPERATIVE FUND							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	INTERIM							
	4,627.86	540.42	-880.00	0.00	4,288.28	0.00	0.00	4,288.28
12	STUDENT FEE							
	4,070.65	0.00	0.00	0.00	4,070.65	0.00	0.00	4,070.65
Report Totals:	3,353,657.23	499,081.22	-466,627.39	0.00	3,386,111.06	0.00	0.00	3,386,111.06

BUDGET REPORT

June 30, 2018

		Annual Budget	Monthly Expense	YTD	Budget Balance	Percent Remain
1100	General Ed	2,771,124.00	207,763.17	2,398,173.64	372,950.36	13.46%
1125	Flex Funding	32,541.00	2,487.37	23,682.94	8,858.06	27.22%
1150	LEP Plan	170,091.00	10,463.23	168,606.51	1,484.49	0.87%
1160	Poverty Plan	229,162.00	21,805.35	211,371.64	17,790.36	7.76%
1180	Technology	189,988.00	27,915.25	121,622.64	68,365.36	35.98%
1190	Pre-School	75,221.00	5,261.86	63,635.28	11,585.72	15.40%
1200/91	Special Education	1,027,807.00	84,306.76	736,986.16	290,820.84	28.30%
2100	Guid/Support Services	184,452.00	14,025.34	160,736.86	23,715.14	12.86%
2212/22	Staff Dev/Media Center	79,781.00	3,993.90	59,383.31	20,397.69	25.57%
2310	Board of Ed	48,375.00	654.96	29,348.91	19,026.09	39.33%
2320	Superintendent	168,916.00	13,256.49	142,569.21	26,346.79	15.60%
2330	District Legal Services	20,000.00	0.00	3,931.50	16,068.50	80.34%
2400	Principal	307,321.00	24,405.68	278,793.52	28,527.48	9.28%
2510	Business	123,162.00	5,458.26	100,631.72	22,530.28	18.29%
2600	Plant Oper/Maint	455,449.00	33,042.56	302,596.91	152,852.09	33.56%
2750/60	Transportation	257,990.00	9,392.77	139,027.78	118,962.22	46.11%
3135	High Ability Grant	7,757.00	646.09	7,003.82	753.18	9.71%
4200	Title I Part A	81,516.00	7,657.55	87,127.05	(5,611.05)	-6.88%
4310	Title II Part A	10,901.00	0.00	2,781.45	8,119.55	74.48%
4400	ECSE/IDEA	102,979.00	54,759.50	212,292.50	(109,313.50)	-106.15%
4700	Perkins Grant	2,500.00	0.00	4,876.00	(2,376.00)	-95.04%
4925	Title III - Limited English	13,931.00	0.00	4,073.26	9,857.74	70.76%
4992	REAP Grant	28,000.00	39,015.66	47,703.50	(19,703.50)	-70.37%
6000	Summer School	11,380.00	407.84	5,508.96	5,871.04	51.59%
8000	Transfers	95,000.00			95,000.00	100.00%

TOTAL	6,495,344.00	566,719.59	5,312,465.07	1,182,878.93	18.21%
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PREVIOUS YEAR	6,378,506.00	505,701.90	5,335,831.27	1,042,674.73	16.35%
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**GENERAL FUND - #195103
TREASURER'S REPORT AS OF JUNE 30, 2018**

BALANCE AS OF JUNE 1, 2018 **\$1,712,271.41**

REVENUE

WCS-General - Limited Computer Use	61.00
Various Summer Insurance Premium Reimb.	312.52
L Siebrandt Health/Dental/Vision Ins Prm	708.46
A Sonder Health/Dental Ins Prm	933.41
Personal Copies	5.00
Lost/Damaged Textbooks	30.00
Title III Consortium Reimb	327.34
Perkins Grant Reimb	845.00
LCC - SPED Tuition	4,500.00
SON - SPED Reimb	65,254.00
SON - State Aid	56,942.00
Thurston County - Proceeds	15,823.86
Dixon County - Proceeds	76,448.50
Wayne County- Proceeds	258,898.40
Bank - Interest	1,679.99

TOTAL REVENUE

EXPENSES

June Payables	254,179.48	
June Payroll	194,027.33	<u>\$482,769.48</u>

TOTAL EXPENDITURES

TOTAL

\$448,206.81

GENERAL FUND AS OF JUNE 30, 2018

\$1,746,834.08

\$1,746,834.08

Current Cash Balance Report

Date: 09/01/2017 thru 06/30/2018

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
100 FOOTBALL	727.36	290.00	245.17	0.00	772.19
105 JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
110 VOLLEYBALL	3,387.93	9,717.00	8,650.71	0.00	4,454.22
115 JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
120 GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
125 BOYS BASKETBALL	2,772.97	11,865.50	9,081.94	0.00	5,556.53
130 GIRLS BASKETBALL	1,145.12	3,493.93	2,197.49	0.00	2,441.56
135 JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
140 JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
145 TRACK	0.00	0.00	0.00	0.00	0.00
150 JH TRACK	0.00	0.00	0.00	0.00	0.00
160 NEW UNIFORMS	2,778.38	0.00	2,213.26	0.00	565.12
170 WRESTLING	1,893.89	2,331.00	2,378.23	0.00	1,846.66
175 GEN ATHLETICS	15,718.66	43,210.34	36,474.60	-355.93	22,098.47
180 JH WRESTLING	0.00	0.00	0.00	0.00	0.00
190 ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
A ATHLETICS Totals:	28,424.31	70,907.77	61,241.40	-355.93	37,734.75
B CLASSES					
200 CLASS OF 2019 (11th Grade)	552.44	5,592.22	5,915.91	0.00	228.75
205 CLASS OF 2020 (10th Grade)	101.39	1,056.50	156.55	0.00	1,001.34
210 CLASS OF 2021 (9th Grade)	315.41	1,447.03	0.00	-979.20	783.24
211 CLASS OF 2022 (8th Grade)	211.31	232.15	0.00	0.00	443.46
212 CLASS OF 2023 (7th Grade)	0.00	0.00	0.00	0.00	0.00
215 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
236 CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
B CLASSES Totals:	1,180.55	8,327.90	6,072.46	-979.20	2,456.79
C ORGANIZATIONS					
301 POWER DRIVE	1,140.74	0.00	117.87	0.00	1,022.87
302 FFA	205.42	0.00	0.00	0.00	205.42
303 SPEECH CLUB	3,203.10	5,079.68	2,766.59	554.95	6,071.14
305 DISTRICT 7 FCCLA	1,208.31	1,882.00	1,254.14	525.00	2,361.17
306 MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310 NATIONAL HONOR SOCIETY	3,727.93	1,513.43	1,246.19	0.00	3,995.17
315 FBLA	63.50	7,742.58	6,253.58	0.00	1,552.50
320 ANNUAL	-4,164.21	6,742.30	856.26	0.00	1,721.83
325 TOTAD	577.22	0.00	0.00	0.00	577.22
330 FCCLA	2,269.50	6,248.31	5,562.92	-270.00	2,684.89
335 STUCO	1,317.66	438.82	513.24	0.00	1,243.24
340 SPEECH & DRAMA	-1,971.01	1,934.00	4,119.26	-554.95	-4,711.22
345 ONE ACT	-521.40	558.00	1,500.80	0.00	-1,464.20
346 ART CLUB	1,343.69	2,128.38	2,136.15	0.00	1,335.92
385 LIBRARY	1,436.26	1,570.31	1,570.31	0.00	1,436.26
395 HOMECOMING	-697.29	738.86	1,015.07	0.00	-973.50
501 HIGH SCHOOL SWING CHOIR	1,036.57	2,704.93	2,325.93	0.00	1,415.57
553 ELEMENTARY STUCO	743.01	150.25	357.62	0.00	535.64
C ORGANIZATIONS Totals:	10,919.00	39,431.85	31,595.93	255.00	19,009.92
D CONCESSIONS					
400 CONCESSIONS	0.00	17,978.51	19,255.21	1,276.70	0.00
D CONCESSIONS Totals:	0.00	17,978.51	19,255.21	1,276.70	0.00

ALL Data

Current Cash Balance Report

Date: 09/01/2017 thru 06/30/2018

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E MISC					
350 SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
502 YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503 LOUNGE	2,166.49	815.40	528.60	0.00	2,453.29
505 CHECKING INTEREST	12,357.13	230.53	0.00	0.00	12,587.66
510 CD INTEREST	2,592.30	0.00	0.00	0.00	2,592.30
520 ELEMENTARY	6,647.72	1,845.35	4,242.19	0.00	4,250.88
540 POP FUND	9,529.72	1,495.64	2,355.07	0.00	8,670.29
550 STUDENT FEES	240.00	0.00	0.00	0.00	240.00
555 WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
560 MEMORIALS	200.00	0.00	0.00	0.00	200.00
576 PE UNIFORMS	482.00	594.00	844.00	0.00	232.00
577 STATE TOURNAMENTS	1,376.34	745.50	3,830.34	-255.00	-1,963.50
E MISC Totals:	36,841.70	5,726.42	11,800.20	-255.00	30,512.92
Z Inactive					
155 BOYS GOLF	0.00	0.00	0.00	0.00	0.00
220 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
225 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
226 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
227 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
228 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
229 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
230 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
231 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
232 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
233 CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
234 CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
235 CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
300 VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
355 ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
360 CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
365 VICA	0.00	0.00	0.00	0.00	0.00
370 EMBROIDERY	0.00	0.00	0.00	0.00	0.00
390 STUDENT ASSISTANCE	500.00	500.00	0.00	0.00	1,000.00
405 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
551 5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
552 TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
575 Wakefield VB	0.00	0.00	0.00	0.00	0.00
Z Inactive Totals:	500.00	500.00	0.00	0.00	1,000.00
Report Totals:	77,865.56	142,872.45	129,965.20	-58.43	90,714.38

SELECTED

Receipt History Detail

Arranged by:
Receipt Date

Receipt Date	Receipt Number	Deposit Slip Number	Received From	Receipt Description	Amount
06/04/2018	000000		Speech Boosters		941.68
				Date Total for 06/04/2018:	941.68
06/19/2018	000000		VB	Camp	520.00
				Date Total for 06/19/2018:	520.00
06/30/2018	000000		Interest	June 2018	21.44
				Date Total for 06/30/2018:	21.44
				Report Total:	1,483.12

SELECTED Data

Check Summary Report

Arranged by:
Check Date

Date: 09/01/2017 thru 07/02/2018

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
04/27/2017						
009015	V	06/11/2018	Noah's Hope & Animal Rescue		Donation	-300.00
06/07/2018						
009527	O	06/07/2018	Pepsi-Cola of Siouxland		Pop	79.05
009526	O	06/07/2018	Misko Sports		Shorts/Shirts	780.00
06/07/2018 Total:						859.05
06/18/2018						
009528	O	06/18/2018	Clarkson-Leigh Boys Basketball		BB Camp	150.00
06/21/2018						
009529	O	06/21/2018	Iris Borg		VB Camp	379.30
06/27/2018						
009530	O	06/27/2018	School Today		Renewal	250.00
06/28/2018						
009531	O	06/28/2018	DC West Team Camp	I	Camp	100.00
06/29/2018						
009532	O	06/29/2018	Iris Borg		VB League	600.00
Report Total:						2,038.35



Dean Foods 2018-19 Dairy Bid

Land O Lakes - Le Mars Office
1345 12th Ave SW
Le Mars, IA 51031

JUNE 2018

Le Mars
0

Bill To: NEW
WAKEFIELD COMM SCHOOLS

Dean Foods / Land O Lakes would like the opportunity to bid on your schools dairy program for the upcoming 18-19 school year. Please see the below bid prices quoted for the month printed in the top right corner.

JUN 25




If you have any questions regarding the bid, please contact Debra Carlson at:
E-mail: debra_carlson@deanfoods.com Phone: 712-548-2200 x41113 Fax: 712-548-5809

Milk	Carton	Item #	Escalator
8oz LOL DairyPure Whole	Paper	56969	
8oz LOL DairyPure 2%	Paper	56986	
8oz LOL DairyPure 1%	Paper	56982	0.1695
8oz TruMoo 1% Chocolate (48/case)	Paper	47284	0.2160
8oz LOL DairyPure Skim	Paper	56984	0.1680
8oz TruMoo Fat Free Chocolate	Paper	45837	0.1780
8oz TruMoo Fat Free Strawberry	Paper	46073	0.1780
Gallon LOL DairyPure Whole	Plastic	56826	
Gallon LOL DairyPure 1%	Plastic	56840	
Gallon LOL DairyPure Fat Free Skim	Plastic	56836	
Half Gallon LOL DairyPure 2%	Plastic	56923	
Quart LOL DairyPure Buttermilk	Paper	58759	

Juice	Carton	Item #	Escalator
Gallon Orchard Pure Orange Juice	Plastic	57741	3.9023
Half Gallon Orchard Pure Orange Juice	Plastic	57739	2.2112
12oz Orchard Pure 100% Orange Juice	Plastic	56683	0.9700
12oz LOL 100% Apple Juice	Plastic	29135	0.9700
8oz LOL Orange Juice	Paper	11188	0.3209
4oz 100% Juice: Orange, Apple, Fruit Punch & Grape	Plastic - Foil Top	54952	0.2150
Culture			
5LB LOL Cottage Cheese 4%	Plastic Tub	11653	6.7608
5LB LOL Cottage Cheese 2%	Plastic Tub	11654	6.7203
24oz DairyPure FF Cottage Cheese (4/case=6lbs)	Plastic Tub	58738	2.5424
5LB LOL Sour Cream Reg	Plastic Tub	11573	6.8665
5LB LOL Sour Cream Lite	Plastic Tub	54017	6.5200
5LB LOL Yogurt Low Fat Strawberry	Plastic Tub	42701	8.0403
24oz LOL Yogurt FF Plain (6/case=9lbs) and LF (van, peach, straw, straw/ban, rasp)	Plastic Tub	12832	2.3881
6oz LOL Yogurt-Low Fat & Fat Free (All Flavors)	Plastic Cup	12825	0.6245
NEW Dairy Pure Mix In's- Blueberries, Pineapple, Peaches and Pecan and Strawberries and Almond	5.3 oz	61870	1.3800
Other			
HG DP Lactose Free ESL Skim (other fat levels avail)	Paper	56745	3.8794
Dzn Large Eggs (15dzn per case - sold by full cases only)	Paper Carton	60699	1.7600
Half Gallon LOL IC Mix 5% Van and Choc	Plastic	37968	3.3523
14oz Dairy Pure /TruMoo Milk	Plastic	56781	0.9900
Flavors: White: VD, 2%, FF - Straw: 1% - Choc: VD, 1%			
14oz TruMoo 1% Protein (van, choc, cook n crm)	Plastic	51059	1.3200
14oz Caribou Iced Coffee (mocha, crml, van hzint)	Plastic	56504	1.7600

Please fill in the below information, sign and return via mail, e-mail or fax along with **any other competitive bid** and a 2018/19 school calendar.

TRU MOO - No High Fructose Corn Syrup, No Artificial Growth Hormones and No GMO Ingredients!

We Accept  We Decline

First Day of School: _____

Proposed Last Day of School: _____

Kitchen / Food Service Director:
Name: _____

Phone #: _____

Email: _____

Signature: _____

Delivery days and times to be determined.
Bid includes use of Dean's refrigeration cooler.
Bid does not include straws.



New from Dean's Foods.



Produced & Distributed by Dean Foods.

Fluid Milk Escalator /De-escalator Clause

Future price adjustments will be predicated on the following escalator/de-escalator formula for fluid milk taking into consideration Federal Milk Market monthly changes in the cost of skim milk and butterfat. Expenses including fuel, energy, packaging and ingredients will also be included in monthly changes and will be communicated as to what these expenses include.

SKIM MILK:

- For each \$.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	-	.0430 per 5 Gallon
Gallon	-	.0086 per Gallon
8 oz.	-	.00054 per 8 oz.

BUTTERFAT:

- For each \$.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Oz	.0017/8 Oz	.0011/8 Oz	.0005/8 Oz	.0001/8 Oz

- **Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses (fuel, packaging, ingredients, resin, energy, etc.).**
- This escalator/de-escalator formula applies to all fluid milk items.

Non Fluid Milk Items

Prices bid on products other than fluid milk are for one month only, and will automatically renew at the quoted price, unless Dean Foods advises you of our intent to change the price as a result of a significant supplier price change.

SUSPENSION AND DEBARMENT CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Dean Foods North Central, LLC

Organization Name

Thomas Murray

Name of Authorized Representative

Thomas Murray, SVP North Region

Signature

10.27.17



Omaha Division
2901 Cuming Street
PO Box 3825
Omaha, NE 68131-2108
(402) 344-4321

June 11, 2018

Mr. Mark Bejot
Wakefield Public School
Box 330
Wakefield, NE 68784

Dear Mr. Bejot;

We are pleased to submit the following bid for dairy products for the 2018-2019 school year;

Hpt Choc Skim FF Milk	0.1875
Hpt Choc 1% Milk	0.1875
Hpt 1% Milk	0.1800
Hpt Strawberry Skim FF Milk	0.1875
4 oz Orange Juice	0.1900
4 oz Apple Juice	0.1800
5lb. Sour Cream	7.0000
5lb. Cottage Cheese	7.7000
4oz. Yogurts	0.3800

We are looking forward to hearing from you on the outcome of the bid. Please call if you have any questions. Thank you for the opportunity to bid.

Sincerely,

Dave Petz
Hiland Dairy
Box 106
West Point, NE 68788

dpetz@hilanddairy.com
Office-402-372-2471
Fax-402-372-3026

The above Bid is accepted by the Superintendent or Food Service Director

Signed _____ Name of School _____

Acceptance Date: _____ First Delivery _____ Esc./De-Esc. Month June

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **June's 2018** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate , re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE
DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: 6-12-18

Hiland Dairy Foods Co., LLC

Rick Beaman

Rick Beaman
General Sales Manager

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district **does/does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district ~~does not will~~ provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires more materials beyond the basic materials provided by the district, than minimal cost for materials, the finished product will remain the property of the district unless the students will either furnish the materials, or pay purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school. for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$
- Art Classes \$
- Family and Consumer Science Classes \$ [TMH]

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$ 30
Covers admission to all extracurricular events
- Student participation fee \$ 0
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$ 20- -
- DECA \$ 0
- National Honor Society \$ 20
- ~~▪ Cheerleading, Drill Team, Flag Corps~~ ~~Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$_____.~~
- Football students must provide their own football

shoes, undergarments, and mouth guards

- Golf

students must provide their own golf shoes, undergarments, and clubs

- ~~▪ Softball and Baseball~~

~~students must provide their own shoes, gloves, and undergarments~~

Track, Volleyball, Wrestling

~~Students must provide~~

- Future Farmers of America

student must purchase their own jackets and pay dues of \$ 40

- ~~▪ Rifle and Trap Teams~~

~~students must provide their own weapons and ammunition~~

- Science Club

\$ 0

- FCCLA

\$ 20

- ~~Spanish Club~~

~~\$ _____~~

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$ 10.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$ 0.10 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$ 300/month.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$ 200.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PreK-8_6
 - Regular Price \$ 1.30–
 - Reduced Price \$ 0.30–
- Breakfast Program – Grades 9_7-12
 - Regular Price \$ 1.30
 - Reduced Price \$ 0.30
- Lunch Program – Grades PreK-8_6
 - Regular Price \$ 2.25
 - Reduced Price \$ 0.40
- Lunch Program – Grades 9_7-12
 - Regular Price \$ 2.70
 - Reduced Price \$ 0.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or

student group. The maximum dollar amount charged by the district for these materials will be \$ 100

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$ 0-100.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

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

Wakefield Community Schools

Concussion Policy Addendum Policy 6034.1

See District Policy 6034

In compliance with the Nebraska Concussion Awareness Law LB 260 (7-1-2012) and LB 923 Return to Learn amendment (4-22-2014), Wakefield Community Schools has entered into official policy the directives and responsibilities as identified in such laws.

The Nebraska Concussion Awareness Law LB260 was enacted to provide a means for schools to improve their athletic health care; improve their methods for managing sports-related concussions and the progression for concussed athletes return to play in a more consistent, objective, and safe manner; educate schools, coaches, athletes, and parents to recognize the signs, symptoms, and inherent risk of sports-related concussions.

LB 923 The Return to Learn Amendment is a revision of LM 260 and established a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modification of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

In compliance with LB 260 & LB 923, the following step by step policy will be followed when an athlete is **"reasonably suspected"** of having received a concussion or anytime an athlete is removed from a game, practice or sports activity due to a suspected concussion prior to "return to play", sports' participation or any school sponsored physical activity.

Step 1: The athlete will immediately be removed from play, sports participation and all physical activity. No athlete suspected of having sustained a concussion will return to athletic activity until the succeeding steps are fully completed.

"When in doubt, sit them out!" The concussed brain is most vulnerable to a repeat injury (2nd Impact Syndrome) following the initial concussion. The 2nd injury is very critical to guard against. Previously, athletes were allowed to return to play during the same day, game or practice in which the injury occurred if their symptoms resolved during the course of that activity. Studies have now shown us that the young brain does not recover quickly enough for an athlete to return to activity in the same day of injury. Once a concussion occurs, the brain is most vulnerable to further injury and very sensitive to any increased stress until it fully recovers. If an athlete returns to activity before being fully healed from a concussion, the athlete is at increased risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term potentially life threatening complications.

Step 2: The athlete's parents or guardians will be contacted about the suspected concussion. (See Appendices A & B)

Parents or Guardians will be notified immediately after the injury and will be provided information on Wakefield Community Schools' Concussion Policy and will review the subsequent concussion management protocol.

Step 3: All athletes suspected of having a concussion must be medically evaluated by a licensed healthcare professional trained in the evaluation and management of traumatic brain injury among a pediatric population before they are eligible to return to play.

If the injured athlete is formally medically diagnosed with having sustained a concussion, Steps 4 thru 6 will be followed accordingly and the injured athlete will be disqualified to return to play until all steps are satisfactorily completed.

If the injured athlete is formally and medically determined to "NOT" have sustained a concussion, the injured athlete may then return to play upon having provided a satisfactorily completed Return to Play (RTP) form with requires clearance and signatures from both the examining medical provider and parent/guardian.

Step 4: The Wakefield Community Schools Concussion Management Team (CMT) will be notified of the injured athlete (See Appendix C)

A successful Return to Learn is necessary before Return to Play may be activated. In compliance with Nebraska LB 923, the Wakefield Community Schools CMT will design an individual plan to review the student's concussion recovery and make the necessary academic accommodations until that student no longer need them as a result of the concussion. After the CMT certifies that no further academic concerns or accommodations are needed, the student may be released to begin the progressive return to play program.

Step 5: ImPACT Test - Immediate Post-Concussion Assessment and Cognitive Testing.

ImPACT is an online computer-based testing program specifically designed for the management of sports-related concussion. It is a research-based software tool developed at the University of Pittsburgh Medical Center that evaluates multiple aspects of neurocognitive function.

ImPACT is the industry leader in neurocognitive post-concussion testing. Current ImPACT clients include the NFL, NBA, NHL, MLB, numerous NCAA Division I Football programs and multiple high schools throughout the United States and Nebraska.

Testing involves a pre-activity baseline test and post-injury test for comparison. When a concussion has occurred, the post--injury test is compared to the baseline report to assess potential changes caused by a concussion. The injured athlete must present satisfactory computer-evaluated post-concussion test scores that indicated neurocognitive function has returned to pre-injury baseline testing levels.

ImPACT measures multiple aspects of neurocognitive functioning in athletes, including:

- Player symptoms;
- Verbal and visual memory, processing speed, and reaction time;
- Reaction time measured to a 1/100th of second;
- Attention span;
- Working memory;
- Sustained and selective attention time;
- Response variability;
- Non-verbal problem solving.

Step 6: Written clearance/consent to return to play by a licensed healthcare professional, trained in the medical evaluation and management of traumatic brain injury among a pediatric population. (See Appendix D)

Before initiating Step 7 Progressive Return to Play, the injured athlete must:

1. Have provided written clearance/consent from the examining medical provider;
2. Have provided written clearance/consent from parents/guardians;
3. Has been certified by the school's Concussion Management team to Return to Learn;
4. Has satisfactorily completed the ImPACT Post-Concussion Test;
5. Is symptom-free at rest, remains symptom-free or no longer presents signs or symptoms of a concussion in an effort to allow the brain to continue to heal and to re-adjust to physical exertion, the injured athlete may proceed with activity in a gradual step-wise Progressive Return to Play (RTP) Program.

Step 7: Progressive Return to Play (RTP) Program.

24 hours will be required between each step before advancing to the next step as monitored and directed by the Wakefield HS Athletic Trainer. The concussed athlete must remain symptom-free before proceeding to the next step. The concussed athlete will be re-evaluated daily prior to the start of each new step.

This process will be repeated until the athlete can complete all steps and remain symptom free. The injured athlete will NOT be allowed to begin the gradual progression for return to sport activity until the program has been satisfactorily completed.

If concussion symptoms, signs or behaviors recur or are observed, the athlete must stop all activity and be reevaluated by a licensed healthcare professional. The athlete may not resume the Progressive Return to Play Program until being symptom free. Once the concussed athlete is symptom free, they may resume the Progressive Return to Play Program starting over with Step 1.

The return to play schedule will proceed as follows:

- Step 1:** Symptom-free at rest. No physical or mentally taxing activity.
- Step 2:** Light aerobic exercise. Low level activity. No weight lifting or resistance training.
- Step 3:** Moderate aerobic exercise. Running at moderate intensity without equipment.
- Step 4:** Sport specific drills. Non-contact drills. May begin weight lifting or resistance training.
- Step 5:** Full contact practice, scrimmage or training drills.
- Step 6:** Full game or competition play.

All injuries and/or illnesses preventing an athlete from sports participation must be reported to the Wakefield HS Sport Head Coach and/or Wakefield HS Athletic Trainer. Athletic injury return to play progression is monitored by the Wakefield HS Athletic Trainer under the direction of an approval by the examining medical provider.

All athletes requiring medical evaluation for injuries or illnesses that subsequently prevent the athlete from sport participation (whether or not the result of athletic participation), are required to provide a satisfactorily completed "Return to Play" clearance form signed by parent(s) or guardian(s) and the examining medical provider.

Questions or concern regarding this policy addendum may be directed to the High School Administration.

Wakefield High School Information Notification

This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Signs (observed by examiner)

- Appears to dazed or stunned
- Confusion
- Moves Clumsily
- Loss of consciousness
- Behavior/personality changes
- Forget events prior to injury
(Retrograde amnesia)
- Forget events after injury
(Anterograde amnesia)

Symptoms (reported by athlete)

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light
- Tinnitus (ringing in ears)
- Feeling “foggy”
- Concentration or memory issues
- Change in sleep pattern
- Feeling fatigued

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a health care professional (athletic trainer, primary care physician, neurosurgeon) Close observation of the athlete should continue for several hours. You should also inform your child’s coach if you think that your child may have a concussion Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Return to Practice and Competition

School High School Concussion Management Policy provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a health care professional (athletic trainer, primary care physician, or neurologist) has evaluated the athlete and provided a written authorization to return to practice and competition. School High School recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. School High School also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the school's athletic trainers (Return to Activity Protocol).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

For education from the Nebraska Concussion Network you can go to:

<http://Neb.SportsConcussion.org>

For concussion information and educational resources collected by the Wakefield High School, go to the Wakefield Schools Website, under "activities, athletics, concussion policy." The school web site is:

www.wakefieldschools.org

INFORMATION NOTIFICATION SIGNATURE FORM

*Signs and Symptoms

*What can happen if my child keeps on playing with a concussion or returns too soon?

*If you think your child has suffered a concussion

*Return to Practice and Competition

*Online Resources

Signatures below signify receipt of concussion information

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

Wakefield Community Schools Possible Concussion Suspected

*This student displayed symptoms of a possible concussion. Student was removed from play

Student's Name: _____

Date/Time of Suspected Concussion: _____

Activity during Suspected Concussion: _____

Signs and Symptoms Present: _____

Actions taken to treat: _____

Documentation of Parental Notification:

Date/Time of notification: _____

Staff member: _____

Parent Signature: _____

Information about concussion symptoms and management can be found at:

<http://www.cdc.gov/concussion>

This student displayed symptom(s) of a possible concussion and must be assessed by a licensed health care professional in accordance with the Nebraska Concussion Awareness Act.

A student-athlete may be allowed to return to play when:

- He/She has been evaluated by a licensed healthcare professional;
- He/She has received written clearance from the licensed healthcare professional;
- **AND** he/she has written permission to resume participation from the student's parent/guardian.

*The student must pass Return To Learn Protocol (no academic accommodations needed) prior to beginning the Return To Play Protocol.

If you have any questions, please contact Wakefield Community School.

RETURN TO ACADEMICS PROGRESSION

Progression is **individual**. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

Steps	Progression	Description
1	HOME - Cognitive and physical rest	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Limited mental exertion - computer, texting, video games, homework
2	HOME - Light Mental Activity	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Up to 30 minutes exertion ➤ No prolonged concentration

Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms.

3	SCHOOL - Part Time Maximum adjustments Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> ➤ Provide quiet place for scheduled mental rest ➤ Lunch in quiet environment ➤ No significant classroom or standardized testing ➤ Modify rather than postpone academics ➤ Provide extra time, help, and adjustment of assignments
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Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.

4	SCHOOL - Part Time Maximum adjustments Shortened day/schedule	<ul style="list-style-type: none"> ➤ No standardized testing ➤ Modified classroom testing ➤ Moderate decrease of extra time, help, and modification of assignments
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Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.

5	SCHOOL - Part Time Minimal adjustments	<ul style="list-style-type: none"> ➤ No standardized testing; routine tests or OK ➤ Continued decrease of extra time, help, and adjustment of assignments ➤ May require more support in academically challenging subjects
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Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academic and athletics.

6	SCHOOL - Full Time Full academics No adjustments	<ul style="list-style-type: none"> ➤ Attends all classes ➤ Full homework and testing
---	---	--

When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request 504 meeting to plan and coordinate student supports.

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RETURN TO COMPETITION FORM

This form is to be used after an athlete is removed from and not returned to competition following the identification of a concussion by a healthcare professional. The athlete should not be returned to play until written authorization is obtained from an appropriate health care professional and the parent/guardians. Appropriate health care professional shall be an athletic trainer, medical doctor or neurosurgeon.

Athlete: _____ School: _____

Grade: _____ Sport: _____ Date of Injury: _____

I have examined and progressed the named student-athlete following his/her identification of a concussion and they have completed the return to activity as mandated by the concussion management policy of Wakefield Community School District. In order for the student-athlete to complete stage six and return to full athletic competition the parent must grant permission for the student-athlete to do so.

_____ **Permission *is granted*** for the athlete to return to competition

_____ **Permission *is not granted*** for the athlete to return to competition

COMMENT: _____

Healthcare Professional

Date: _____

Parent/Guardian

Date: _____

2002 Organization of the Board

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

BOE

[Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.
 - ✶ [Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member

will be the officer for the upcoming year unless the position changes by action of the board.

ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a ~~hat~~ drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. ~~hat~~ drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

3.4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by Nebraska statutes.

4.5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.

- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

Complaint and Appeal Process.†

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any ~~time~~ time to time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the

administrator or Title IX/504 coordinator received the complaint.

4. ~~A complainant who~~ If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint ~~they~~ her or she may appeal the decision to the superintendent.

- a) This appeal must be in writing.
- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
- c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
- d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. ~~A complainant who~~ If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint ~~they~~ he or she may appeal the decision to the board.

- a) This appeal must be in writing.
- b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) ~~Complaints filed without~~ a good faith ~~ny~~ intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume

unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2007

Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.

2. This board hereby gives prior approval for board members to attend meetings described in paragraph no. 1. Upon approval by the board president or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging. *as permitted by law.*
 - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in ^{the first} paragraph no. 1, and may authorize the payment of such registration costs, tuition costs, fees or charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate. *and as permitted by law*
 - b. The decision to authorize attendance at such functions shall be made after consideration of the value to the school district of attending the function, the cost of attendance, the availability of funds in the budget and such other criteria as the decision-maker deems relevant.
 - c. The school district may pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means. If the use of a personal automobile is authorized, mileage shall be reimbursed at the rate provided by board policy. The cost of meals and lodging, if authorized, shall be reimbursed based upon documented expenditures actually and necessarily incurred.
 - d. Upon proper authorization, the board shall allow the payment or reimbursement for expenses incurred by board members, employees or volunteers as otherwise specifically permitted by law.
 - e. The board authorizes the expenditure of funds for nonalcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after

performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.

- f. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$300.
- g. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$30.00.
- h. Public funds shall not be spent to provide food or beverages to board members, school officials, employees, volunteers, students, or any other person except as allowed by law.

Adopted on: 12/14/2009

Revised on: 07/25/2013

Reviewed on: 04/18/2017

2007
Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
 - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
 - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
 - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or

immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00. ³⁰⁰
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed ~~\$25.00~~ \$50.00.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2013 Violation of Board Ethics

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
 - a. Identify the provision of the code that the member has violated;
 - b. Propose how the member can remedy the violation;
 - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
2. The board may ~~enter executive session~~ discuss the violation as an agenda item at a meeting during a regular meeting to confront the offending board member. However, the board will not enter closed session to hold the discussion of the ethics violation unless the Open Meetings Act authorizes a closed session.
 - a. ~~The board may enter executive session when necessary to prevent needless injury to the reputation of the offending board member.~~
 - b. ~~During the executive session, board members will identify the provision of the code that has been violated and propose how the member can remedy the violation.~~
 - c. ~~The board may invite its attorney to participate in an executive session regarding a breach of board ethics.~~
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

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

Current

**3020
Copyright Compliance**

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct.

Adopted on: 2/08/2010

Revised on: _____

Reviewed on: 03/10/2014

Have a slide on
copyright

3020 Copyright Compliance

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media ("works") may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with the Copyright Act state and federal copyright law or when the written permission or license for such use by reproduction has been obtained from the copyright holder. A staff member who wishes wanting to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be granted permitted.

Distribution of Copyright Compliance Materials. The district will providemake information available to staff and students which describes and promotes compliance with copyright laws.

Course Materials Subject to Copyright Protection. The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, tThe district will take reasonable steps to remove, -stop deny access to, and stop use of any unauthorized copyrighted work stored in the

district's paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in repeated violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy ~~will~~ may face disciplinary action up to and including expulsion, ~~depending on the seriousness of the misconduct.~~ Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3022
Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Volunteers who will provide more than three (3) hours of time per week must execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A volunteer who objects to such a check must inform the principal of the building in which he or she serves.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.

Adopted on: 2/08/2010

Revised on: _____

Reviewed on: 03/10/2014

Now
Revised
by Adm

3022 Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
- 4.5. Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason, including due to but not limited to any charge or conviction of any misdemeanor involving moral turpitude or any felony; any behavior that would lead a reasonable person to be concerned about interaction with a student; or for any other reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Electronic Records Management Policy
Record Management and Retention

~~In order to meet the District's technical and business needs and to achieve good faith, routine operation of the District's electronic information system, it is the policy of this District to retain electronically stored information in a form with its metadata intact ("ESI") for a period of _____ from the date the ESI is created ("Retention Period"). At the expiration of the Retention Period, the ESI shall be subject to overwriting or deletion from the District's electronic files and records, except as otherwise required by these policies or state and federal law. When ESI is relevant or may reasonably become relevant to pending or reasonably anticipated litigation, such ESI shall be retained until the pending litigation is over or until the reasonable anticipation of litigation no longer exists, regardless of whether such ESI's Retention Period has expired. When ESI is relevant or may reasonably become relevant to pending or reasonably anticipated litigation, the District's central administration office shall send a litigation hold memorandum to all personnel that may have access to such ESI.~~

~~The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.~~

Special Rules Related to Electronic Forms of Communication.

~~Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belongs to or pertains to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.~~

* Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with

Get these Documents

Cook Leslie

metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

Option 2 – use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of 60 days from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten after 30 days or when determined no incident has occurred, whichever is sooner consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

File disposition Report 1x/yr

Need to pick

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3025

Returned and Outstanding Checks

Returned Checks. —Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus a \$30.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3040 School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

Option 1:

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief

We don't do
Memorials

for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval.

ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

VI This policy will not apply to memorials beginning w/ adoption of this policy

Option 2:

Allow memorials
Process of Recommendation
to BOE

i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials are generally not allowed anywhere on school premises.

ii. Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:

a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.

b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by the crisis team.

c. The crisis team will consider:

i. The current research regarding the potential psychological harm that could be caused by a memorial;

ii. The potential disruption to the school's learning environment;

iii. The cost to the district of erecting and/or maintaining a memorial;

iv. Whether prior tragedies have been commemorated by a memorial;

Crisis Approval
then Take to the BOE
for Approval

v. The potential for future tragedies which could necessitate a similar memorial; and

vi. Any other factor which the crisis team deems relevant to its recommendation.

d. After consideration of the factors outlined above, the crisis team will make a recommendation as to whether the prohibition against memorials should be waived.

e. The Superintendent will communicate the crisis team's recommendation to the individual requesting the memorial.

f. If the crisis team recommends waiver of the prohibition against memorials, the individual who made the initial request must inform the Superintendent if he/she wishes to ask the board to approve the memorial.

g. Memorials may only be approved by the board and only after completion of the process outlined in this policy.

iii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

ii.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff

- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Staff members with access to district devices,
4. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.
2. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that

personal information has been or will be used for an unauthorized purpose.

3. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Affected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3048 Communicable Disease

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's

communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Adopted on: _____

Revised on: _____

Reviewed on: _____

3049

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles (“drones”), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system’s operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3050 Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

B. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4012

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- ~~3. Staff shall not use chat rooms or instant messaging.~~
4. Staff shall not use school computers to ~~participate in on-line auctions, on-line non-academic gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.~~
- ~~5. Staff shall not access social networking sites such as Facebook, and Twitter on school computers or during school time unless such access is for an educational activity which has been preapproved~~

by the staff member's immediate supervisor. This prohibition extends to posting on social networking sites using personal electronic devices during a staff member's planning period.

6. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
7. Staff shall not publish web pages without the written approval of the administration. Any web page published by staff members may be linked to the district's web site. Staff are cautioned that publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. They must obtain the written consent of the superintendent or designee prior to posting any student-related information on the Internet.
8. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. **School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image. Page 23 of 79 Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. **Enforcement**

A. **Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Adopted on: 4/12/2010
Revised on: 7/11/2016
Reviewed on: 7/11/2016

4012 Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or Utilizing School Resources(?) on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- ~~3. Staff shall not use chat rooms, message boards, or instant messaging.~~
- ~~4.3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent any activity which interferes with the staff member's ability to perform their assigned duties.~~
- ~~5.4. The only political advocacy allowed by staff on school computers or district internet access shall is be lobbying via e-mail on educational related issues. Before engaging in this sort of activity on school computers or district internet access, staff must obtain the consent of the superintendent or designee that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.~~
- ~~6.5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.~~

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4013 Grievance Procedure

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

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

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

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

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

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

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

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board

shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

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

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

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

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

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

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

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

district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

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

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except for through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Bad Faith or Serial Filings. The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4014 Employment-Related Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication

using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

~~to a supervisor, principal, the superintendent of schools, the Title IX coordinator, or a board of education member with whom he or she feels comfortable in reporting the issue.~~

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of ~~one student by another student or~~ students is addressed in a separate policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5008 Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

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

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

B. Students with Disabilities

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

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable

opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.

2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by

filing a written objection with the district.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5026

Sex Equality in the Education Program

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy and the subsequent rules and regulations, as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

The district's Title IX Coordinator is the Athletic Director. The Title IX Coordinator may be contacted at (402) 287-2012 ext 257 (phone number), mbrenn@wakefieldschools.org (e-mail address) or in person at 802 Highland Street, Wakefield NE 68784 (address).

The Title IX Coordinator shall administer, coordinate, and publish this policy, together with any rules and regulations, to all students, parents, and other interested groups and associations. The Title IX Coordinator shall report annually to the board of education on the district's compliance with this policy and shall recommend such changes as he or she deems necessary.

Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, gender, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy.

Adopted on: 6/14/2010

Revised on: 3/14/2016

Reviewed on: 2/8/2018

REMOVED

5027

Sexual Harassment of Students by Other Students

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Retaliation against students who make good faith reports of sexual harassment is prohibited.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

Adopted on: 6/14/2010

Revised on: 3/14/2016

Reviewed on: 2/8/2018

Sexual Harassment of Students by Other Students
Sex Discrimination and Sexual Harassment of Students

I. Sex Discrimination

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy and the subsequent rules and regulations, as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, ~~gender~~^{sex}, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

II. Sexual Harassment

—Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment ~~by its students against other students of its students~~, even when the affected student does not complain to the faculty or the administration.

A.

—
B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the

purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

D. A student who feels he or she has been sexually harassed ~~by another student~~ should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.

C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy. ~~A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.~~

~~This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

5035 Student Discipline

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

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

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

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

Short-Term Suspension

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

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

(long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

- 1. Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
- 3. Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended ~~will/will not~~ be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: ~~work can make up work~~
is not to exceed two day w/o administrative approval

Emergency Exclusion

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

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-

term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;

We need to contact Co. Atty's

3. It is a violation of state law that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students;
5. It is a violation of state law that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

QUESTION: Add something like "It is required or requested by law enforcement or the county attorney."???

Adopted on: _____

Revised on: _____

Reviewed on: _____

- Send a letter on attendance guidelines - annually
- Need to discuss what are cases you want me to report

5037
Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-~~lectronic~~-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at

any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district **does/does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district ~~does not will~~ provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires more materials beyond the basic materials provided by the district, than minimal cost for materials, the finished product will remain the property of the district unless the students will either furnish the materials, or pay purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school, for the reasonable cost of materials required for the course project.

~~_____~~ The maximum dollar amount charged by the district for course materials shall be:

- ~~• _____ Industrial Technology Classes _____ \$ _____~~
- ~~• _____ rt Classes _____ \$ _____~~
- ~~• _____ Family and Consumer Science Classes _____ \$ _____ [TML]~~

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$ 50
Covers admission to all extracurricular events
- Student participation fee \$ 0
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$ 20- -
- DECA \$ 0
- National Honor Society \$ 20
- ~~▪ Cheerleading, Drill Team, Flag Corps~~ ~~Students~~ ~~must~~ ~~purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$_____.~~
- Football students must provide their own football

- | | |
|------------------------------|--|
| | shoes, undergarments, and mouth guards |
| ▪ Golf | students must provide their own golf shoes, undergarments, and clubs |
| ▪ Softball and Baseball | students must provide their own shoes, gloves, and undergarments |
| Track, Volleyball, Wrestling | Students must provide |
| ▪ Future Farmers of America | student must purchase their own jackets and pay dues of \$ <u>40</u> |
| ▪ Rifle and Trap Teams | students must provide their own weapons and ammunition |
| ▪ Science Club | \$ <u>0</u> |
| ▪ FCCLA | \$ <u>20</u> |
| ▪ Spanish Club | \$ _____ |

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$ 10.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$ 0.10 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$ 300/month.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$ 200.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The

district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PreK-8_6
 - Regular Price \$ 1.30-
 - Reduced Price \$ 0.30-

- Breakfast Program – Grades 9_7-12
 - Regular Price \$ 1.30
 - Reduced Price \$ 0.30

- Lunch Program – Grades PreK-8_6
 - Regular Price \$ 2.25
 - Reduced Price \$ 0.40

- Lunch Program – Grades 9_7-12
 - Regular Price \$ 2.70
 - Reduced Price \$ 0.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$ 100

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$ 0-100.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5054 Student Bullying

Definition of Bullying. ~~The centers for disease control~~Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing patterns of physical, verbal or electronic abuse." The District's administrators ~~will use~~are authorized to use both of these ~~to~~ definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. ~~Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.~~

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. ~~Regardless where the bullying occurred,~~^(A1) district staff will promptly investigate bullying complaints which could also be considered harassment under the district's anti-discrimination policies.

~~[RBT Alternative]: The Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints which also that violate trigger the district's obligations under its anti-discrimination policies.~~

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5057

Parental Involvement In the Title I Program **District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy, and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement ~~parental involvement~~ in the Title I program. ~~Parental Involvement~~ Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved-. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.

3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. on ways to support children's learning. ~~This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference.~~ The ~~A~~ goal of ~~these~~ parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or ~~and~~ parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
- ~~6.7.~~ Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Parental Involvement Policy, ~~and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.~~

Adopted on: _____
Revised on: _____

Reviewed on: _____

5062
Lice and Nits

THIS POLICY CONTAINS OPTIONS A and B. YOU MUST SELECT ONE OF THE OPTIONS AND DELETE THE OTHER

Option A

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or 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.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Option B

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of ~~lice, louse eggs, or nits~~lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live ~~lice, eggs, or nits~~lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 100¹ miles of the school district.

Adopted on: _____

Revised on: _____

Reviewed on: _____

¹ Insert mileage that is appropriate to your district's geographic location.

6027 Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason, including but not limited due to any charge or conviction of any misdemeanor involving moral turpitude or any felony; any behavior that would lead a reasonable person to be concerned about interaction with a student; or for any other reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion

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

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

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

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

Extension of Exclusion

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

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

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

If the initial request for a hearing is oral, they shall confirm the request in writing.

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

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

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

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

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

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

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on

behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

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

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

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

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

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

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

6036

Reading Instruction and Intervention Services

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

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

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

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

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

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

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

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

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

The supplemental reading intervention program may also include:

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

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

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

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

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



Karen Haase
Steve Williams
Bobby Truhe
Tim Malm
Shari Russell, Paralegal

MEMORANDUM

TO: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: May 14, 2018
RE: Annual Policy Updates

Attached are the 2018 KSB School Law policy updates. As has been our practice, we have also included changes to our standard forms and updates on some other laws which do not require changes to policies but do present new obligations or things to keep in mind as you enter the 2018-2019 year. We have broken these down in 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Tuesday, May 22, 2018 at 10:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We will send out the link to the ZOOM conference to subscribers and will post it on the website in the Policy Updates section.

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

Policy Changes

REVISION OF POLICY 2002: Organization of the Board

Without fail, some boards struggle each year to appoint board officers. Sometimes no board members volunteer; sometimes no motion receives a second; and sometimes there are dozens of votes without any nominated board member receiving a majority. For example, we believe the current record is 155 votes for the board president position, split 3-3 each time. You saw it play out in the World Herald and on social media this year at Omaha Public Schools.

We have added two provisions to this policy. The first makes clear that the votes to nominate a board officer can be conducted by secret ballot as long as the vote tally is recorded in the minutes. The second is a series of methods the board can use to fill its officer positions if one of the crazy circumstances above happens to your board.

The most common scenario is a split vote multiple times for board president. For that scenario, we've offered 2 options: split the position between the 2 members at 6 months apiece, or flip a coin.

This change is not required but is recommended; you will have to make a choice between 2 options.

REVISION OF POLICY 2006: Complaint Procedure

Recommended we use this

Our general purpose behind policy 2006 is simple: drive as many different complaints and due process requirements as possible to one place, using one procedure. Unfortunately, bad actors also know that one way to significantly increase the administrative burdens of operating a school is to file complaints in bad faith or to become a "serial filer." Schools have seen an increase in the number of individuals who simply file complaints to be a pain, especially when they can eventually get a review from the board. Additionally, many of these "serial" complainants are either raising illegitimate issues or have no desire to actually resolve claims through the complaint process.

To combat bad faith attempts, we added a section to the policy to address those situations. Even entities like the Office of Civil Rights have

added similar complaint processing restrictions for serial filers. However, because policy 2006 contains many important state and federal law due process components (such as the ADA, Title IX, Section 504, etc.), this section had to be carefully worded to avoid violations. You should review it carefully and decide if the board is comfortable allowing the superintendent to make these determinations.

This policy was also amended to include the standard of evidence that investigators must use when determining if misconduct occurred. This is related to the updates to Policy 5026 regarding sexual misconduct complaints. It is our recommendation that all student misconduct offenses be investigated using the same standard of evidence.

This change is not required but is recommended.

REVISION OF POLICY 2007: Reimbursement and Miscellaneous Expenditures

The Local Government Miscellaneous Expenditures Act allows schools to spend public funds for one recognition dinner each year for elected and appointed officials, employees, or volunteers of the school district. Since the Act was enacted in 1993, the maximum cost per person for the dinner has been \$25.00. LB 1036 increases the maximum cost per person for such a dinner to \$50.00.

This change is not required but is recommended.

REVISION OF POLICY 2013: Violation of Board Ethics

The current version of Policy 2013 says that a board can go into closed session to discuss a violation of its code of ethics by one of its members. Section 84-1410, governing closed sessions, says that it is permissible to go into closed session "for the prevention of needless injury to the reputation of an individual...if such individual has not requested a public meeting." So long as the underlying reason and technical compliance components of the statute are met, there is no prohibition on using a closed session for protecting the reputation of a board member.

Recently, one of our clients defended an Open Meetings Act complaint filed with the Nebraska Attorney General. In the complaint, the complainant challenged the sufficiency of a closed session motion made by the board of

education. Ultimately, the board wanted to go into closed session to protect the reputation of one of the board members. The Attorney General rejected the idea outright that a board can go into closed session to protect a fellow board member's reputation: "[W]e do not believe that it is a proper reason for a closed session to protect the reputation of a member of the public body."

Consequently, we are revising this policy to remove the authority for the board to use closed session to hold a discussion of a violation of board ethics. We also encourage all boards to be mindful of this decision in the event they want to use closed session to protect a board member's reputation for other reasons.

These changes are required.

REVISION OF POLICY 3020: Copyright Compliance

This year, we took a fresh look at our copyright policy. After reviewing the federal Copyright Act and other copyright laws, we have incorporated several new sections into this policy. Each new section is designed to increase compliance with copyright laws and preserve defenses the district and individuals will have in the event of a violation by a student or staff member engaged in district curriculum, activities, or programs.

The policy requires any staff member who wants to use a copyrighted "work" to seek the written permission of the building principal. The principal must ensure either that (1) the district has obtained a license for the use, or (2) the staff member's use of the copyrighted material is a "fair use" for educational purposes. This will require building principals to have a working understanding of what constitutes "fair use" in the educational context, because federal law provides some protection from liability for educational institutions if they authorize use of copyrighted material only when they "reasonably" believe it is a "fair use." Even if a principal accidentally authorizes use of copyrighted material which turns out to be a violation, the defense to liability exists if the principal reasonably believed it was a fair use. This requires some level of consideration of the fair use doctrine, which is why staff members must seek permission of the building principal and why the principal must actually make a fair use determination.

The policy also requires the district to make materials available (and ideally training) to students and staff on the importance of copyright compliance. It provides another defense for the district to use if it

distributes/trains on copyright compliance in an effort to avoid violations of the law.

Finally, the policy authorizes building administrators or their designees to take reasonable steps to stop copyright violations when they discover them, including removing materials from use, limiting access to district devices and technology, and imposing disciplinary consequences.

These changes are required.

New Policy

REVISION OF POLICIES 3022: Volunteers AND 6027: Field Trips

One of our policy subscribers received multiple requests from convicted felons to volunteer on school district field trips. The school district asked for more specific wording in these policies to make clear that the superintendent had the ultimate authority to reject volunteers or chaperones who were not suitable or appropriate for the assignment.


These changes are not required.

REVISION OF POLICIES 3023: Record Management and Retention (formerly Electronic Record Management)

The Nebraska Secretary of State's Record Management Division has recently completed a full revision of Schedule 10, the record retention schedule which governs school districts. We have added the requirements for general record retention to this policy which previously only addressed electronic records. Given the dominance of digital record-keeping, it did not seem sensible to us to continue distinguishing between electronic and paper records.

We also felt that it was time to review our policy on electronic records management given the huge changes in the management and storage of electronic data with the advent of cloud-based digital communications. If you use a cloud-based service such as Google Apps for Education or Office 365, you will need to select the retention level you have selected from your service provider. If you still use internal servers to host your e-mail, you will need to consult with your technology coordinator to determine how long the district stores e-mail and other electronic data. There is no obligation to

retain all of your e-mail in their original format, but you must identify your retention schedule for these records.

 Under the Secretary of State's retention schedule, "short term communications" must be maintained for at least 6 months, which is why we have included that retention period for school-affiliated social media posts. Please note that all this means is that staff using school-affiliated social media posts cannot delete their posts for at least 6 months. If you use Twitter, for example, to announce sports scores, you just cannot go back and delete old Tweets at the end of the school year. You do not have to print these posts -- leaving them on the social media application counts as "maintaining" under the schedules.

We have had numerous issues related to retention and review of security camera footage. School districts' retention obligations for security video is covered by Schedule 24. After consulting with the Secretary of State's office, we have categorized security video as "working papers" which can be destroyed as soon as the school determines that there is no need to keep it. Schools will have to complete an annual disposition report regarding this footage. The Secretary of State's Office was gracious enough to provide us with a sample disposition report on security video footage, which we have included as an example with these updates.

These changes are required.

REVISION OF POLICY 3025: Returned and Outstanding Checks (formerly Returned Checks)

205 We have updated this policy to include a section on "Outstanding Checks." This year, we had a few boards who issued checks which were not deposited. School auditors recommended to their school districts that they adopt a policy which requires a review after a certain amount of time, and if necessary a follow up with the payee. The new section permits the superintendent to take any action necessary to resolve the matters, including stopping payments and reissuing checks.

This change is not required.

REVISION TO POLICY 3040: School Safety and Security

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Affn
 We have made two changes to the policy. The first deals with requests for memorials. When a school community experiences the death of a student or a similar tragedy, there is often the very human tendency to want to do something in memory of the deceased student. These memorials can range from spontaneous tributes piled at lockers or parking spaces to more permanent, lasting tributes like placing plaques in halls or planting trees or gardens in the student's name. There may also be ceremonies or assemblies that bring together members of the school community to share memories and grieve together. While this is a very understandable impulse, the most current psychological research indicates that these sorts of memorials are not good for kids and they create tremendous potential legal issues. We blogged about this issue last year [here](#). After several schools faced high-profile pressure from their communities to consider allowing student memorials, we reached out to Jolene Palmer, the State Safety and Security Officer. She confirms that it remains best practice to disallow student memorials. While we agree with Ms. Palmer and defer to the research, we also know that there can be tremendous political pressure to allow a memorial. So, we now have two options for memorials. The first is to flatly prohibit them. The second option sets up a process whereby the school's crisis team can consider a request for a memorial and make a recommendation to the board. It is important that you discuss this issue as a board **now** before a crisis event has occurred.

We have also revised the list of crisis team participants to include a representative of the district's IT staff. This person can be an important resource for retrieving security footage, shutting down e-mail access, and other possible crisis response steps.

These changes are not required.

REVISION TO POLICY 3047: Data Breach and Response

We updated this policy to include the security standards put in place by LB 757. LB 757 requires that districts implement appropriate security procedures and practices based on the personal information that is handled by the district. It also requires that vendors be held to the same security standards. This means the policy change will only be step one of compliance with this statute. Each district will need to work with its technology staff to

ensure that data security is in place. Districts will also want vendor contracts reviewed as they enter new contracts or review current contracts, to get the required security provisions written into each contract.

This change is required.

NEW POLICY 3048: Communicable Disease

*Best Practices
Nurses want*

The KSB Policy Service used to include a policy on communicable diseases, but we decided it duplicated other policies and wasn't needed. Some of our subscribers requested that we put it back in the service. Policy 3048 is the new and improved version of our communicable disease policy.

This policy is not required.

NEW POLICY 3049: Drones and Unmanned Aircraft

We have added this policy to the service since many schools now use drones or other "Unmanned Aircraft Systems" as part of school programs. The policy contemplates some general use restrictions while also factoring in differences for district uses versus personal or private use on school grounds. The policy generally defers to the superintendent or his or her designee to provide permission, designate authorized areas, and impose other restrictions on the use of drones on school property.

This policy is not required but is strongly recommended.

NEW POLICY 3050: Technology in the Classroom

Some teachers bring "smart speakers" such as Google Home and Alexa Echo devices into their classrooms. This policy addresses the use of those devices, along with assistive technology that has "listen-in" capabilities.

This policy also addresses how educational apps and other software will be used in the classroom and requires teachers to notify the administration of any app or software they plan to use in their classroom that is not issued by the district.

The Children's Privacy Protection Act places limits on the information which operators of websites or online services can collect from children

Star

OK
Star
Good Idea

- List of Devices
- List of Technology
- Allow - Google Apps

under the age of 13. COPPA is the reason Twitter and Facebook, for example, have a minimum user age of 13 in their terms of service. The aim is to give parents more control over what information is collected from their children online. Schools are not directly regulated by COPPA, but as the digital revolution has moved into the classroom, schools have increasingly been put in the middle of the relationship between vendors and parents. The FTC is the federal agency which enforced COPPA. It has said it prefers schools to have a system where digital resources are reviewed on a district-wide basis to develop a "whitelist/blacklist" system. But that is a suggestion, not a requirement. In our experience, this is simply unworkable given the vast array of digital educational resources available and the need for school staff to be nimble in responding to student needs. The FTC has said schools may use a decentralized review so long as the district provides adequate guidance to the staff members who are allowed to make relevant decisions. That means if you adopt this policy with a decentralized process, you will have to provide training for every teacher who is permitted to deploy an app that might collect student data.

There is no standard training protocol on COPPA. The district should document the directive that staff must understand the data implications of app usage and student data privacy. One option would be to require all staff to view this video from PTAC. It is only nine minutes long, not terribly boring, and covers the basics of FERPA and COPPA very well. We also think it will be hard for the FTC or FPCO to say your training was inadequate if you used resources created by the U.S. Department of Education.

The assistive technology provisions are required. The rest of the policy is highly recommended.

REVISION OF POLICY 4012: Staff Internet and Computer Use

Previously, we did not distinguish between staff use of school internet and computers while "on duty" versus "off duty." We have added that distinction to the policy. To start, we simply added "While on Duty" to several of the first few sections of the policy. We then added a section at the very end of the policy on "Off-Duty Personal Use."

This new section mirrors the requirements contained in policy 3044, which covers personal use of school resources, including when it is permissible. This was included in the 2017 updates, and it is required to comply with the Political Accountability and Disclosure Act. In addition to complying with other district policies, it requires personal internet/computer

use by staff to comply with NDE Rule 27, so it is clear that inappropriate or unauthorized use can be used as part of a personnel case or PPC complaint. Finally, the new section and policy 3044 require the employee to report as compensation any taxable "income" as defined by IRS rules. We are not accountants and cannot give tax advice, but we believe there are some authorized uses of school property which arguably could be considered as in-kind "income" which must be accounted for in tax filings.

This change is required.

2, 10, 5

REVISION OF POLICY 4013: Grievance Procedure

We include this policy in our policy service, but grievance procedures are mandatory subjects of bargaining. We advise schools and ESUs that your grievance procedure which applies to certificated staff should be in your negotiated agreement. Some schools modify and use this policy for administrative and classified staff "grievances," but most school use their general complaint procedure for non-union grievances. Regardless of how you handle your grievance procedures for work-related complaints (negotiated agreement, policy, or handbook), some updates from state and federal law have impacted grievance procedure considerations over the past year. We suggest you consider incorporating the changes below wherever your grievance procedures are housed.

In August, the Nebraska Supreme Court decided *Armstrong v. Clarkson Coll.*, 297 Neb. 595, 901 N.W.2d 1 (2017). The important point for public schools and ESUs in Nebraska relates to grievance procedures. The Court held that prior to filing a lawsuit based upon a breach of contract claim, the plaintiff in the case was first required to exhaust the administrative grievance procedure available to her. We have added a section to our policy making clear that it is a required and not a permissive procedure.

You may recall the NSEA circulating proposed language that local associations presented to boards last year asking the board to consider the grievance procedure as "permissive" or "voluntary" rather than a required administrative procedure to exhaust before filing a lawsuit. We advise our clients not to agree to that. We believe the grievance process is useful, because it forces grievances and related issues into one process for staff members covered by the policy. Most grievances are resolved at the lowest level before they are ever formalized. The downside to a mandatory grievance procedure is that schools may receive more grievances as a result.

Although we shared that concern after reading the case and speaking with the NSEA attorneys, we have not seen a significant uptick in grievances filed. If you have not already, you should talk through that with your board.

Finally, as noted above in the Complaint Procedure updates, schools have seen an increase in the number of individuals who simply file complaints to cause administrative burden. Many of these "serial" complainants are either raising illegitimate issues and/or have no desire to actually resolve claims through the complaint process. We added a section to the policy to address those situations. Even entities like the Office of Civil Rights have added similar complaint processing restrictions for serial filers.

These changes are not required but are recommended. You should review these changes in light of your current grievance procedures and with your board, including adding it as an item to change during your 2018 negotiations.

REVISION OF POLICY 4014: Employment-Related Sexual Harassment

This policy was revised to direct employees who feel they have been harassed to use the complaint procedure found in board policy, or to report the harassment directly to the Title IX coordinator. Prior to this update, the complaint procedure was already in place, and it allowed employees to go directly to the Title IX coordinator. This revision is mostly to clarify the employee's options and streamline the complaint process. Previously this policy also listed board members as a proper person to receive a report of sexual harassment. We have removed that option, because we have seen cases in which a board member had knowledge of a sexual misconduct issue but failed to report it to the administration. This fact was used against the district when the court assessed whether the district was indifferent to the alleged incident.

This change is not required but is recommended.

DELETE POLICY 4047: Implementation of Student Assistance Team Label as "[Intentionally Left Blank]"

Delete
During the Safety and Security Updates we released in the fall of 2016, we moved the SAT policy to number 5067. We realized this year that we did not tell you to remove it from its former location in 4047. You do not

need to change the policy, which is now policy 5067, but you should remove policy 4047. We have updated the 4000 Series Memo and the 4000 Series Index to reflect this change.

This change is not required but is recommended.

Y13

REVISION TO POLICY 5008: Pregnant and Parenting Students

We revised this policy last year in order to comply with LB 427, which allowed you to meet the May 1, 2018 deadline for implementation of a policy. After NDE distributed its model policy, we asked their legal counsel to review our policy to make sure they agreed that it was consistent with their model. NDE's legal counsel suggested the changes contained in this policy. These changes are minor, but it is always good to have NDE approve our policy, and we almost always make any changes they suggest. We also sent these revisions out in April, so your board may have already adopted this revision.

This change is required.

Y13

REVISION TO POLICY 5017: Routine Directory Information

We have added "Name of parent and/or guardian" to the list of information about a student which may be released without parent knowledge or consent. This allows you to announce the name of a student's parents at senior recognition night or on other occasions. To be candid, we should have included this on the list before now.

This change is not required but is highly recommended.

OK

**REVISION OF POLICY 5026: Sex Discrimination and Sexual Harassment of Students;
COMBINE POLICIES 5026 AND 5027**

The Department of Education released new guidance on Title IX investigations in 2017. In the new guidance the DOE rescinded some Obama administration procedures for the investigation and appeal of district decisions involving sexual harassment. The Trump Administration has indicated that the 2001 Title IX Guidance from the Bush Administration should be followed, unless otherwise directed by the DOE. One of the big

changes from this decision is that districts may choose the appeal process for Title IX investigations. A district is not required to offer an appeal from its decision regarding responsibility and disciplinary sanctions. A district can allow only the accused party to have an appeal, as they are the party that "stands to suffer from any penalty imposed" according to decision from the Office of Civil Rights. A district can also allow appeals for both parties once a decision has been made.

In addition to a decision on the appeals process, the district may choose the level of evidence required to reach a conclusion that sexual misconduct has occurred. The district may use a preponderance of the evidence standard or a clear and convincing evidence standard. A preponderance of the evidence standard means that the evidence shows it is more likely true than not that the accusations are true. A clear and convincing evidence standard is a higher bar of proof that requires a party to show that it is substantially more likely than not that the accusations are true.

These are very brief explanations of the appeals and evidence issues raised by the Title IX guidance. The complaint procedure in Policy 2006 will follow a preponderance of the evidence standard, as that is customary in student conduct investigations, and is lawful under the new guidance. Policy 2006 will also reflect a complaint procedure that allows both parties in a student misconduct allegation to appeal the decision.

This change is required.

**DELETE POLICY 5027: Sexual Harassment of Students by Other Students
Label as "[Intentionally Left Blank]"**

This policy was combined with policy 5026 and will now be "Intentionally Left Blank."

This change is required.

REVISION OF POLICY 5035: Student Discipline

This policy was revised to reflect changes in state law. LB 1081 was passed this legislative session. Among other things it amended § 79-262 and § 79-293 to require that school districts collaborate with their local

county attorney in order to determine what student conduct should be reported to law enforcement as a criminal violation. One of the forms for the 5000 series will be a form letter for subscribers to send to their county attorney requesting collaboration. Subscribers should attach this updated policy to the form letter and send it out as soon as possible.

The amended § 79-262 requires the annual review of reportable student conduct occur before August 1. We have drafted what offenses we believe should be reported to law enforcement. If your county attorney collaborates with the district and requests additional or different conduct be reported, the district will need to work with their county attorney and amend the policy. The student handbook has been updated with this change as well.

This change is required.

REVISION OF POLICY 5037: Student Internet and Computer Access

This policy was revised to correct an accidental omission that occurred in section I.B.3.

This change is required.

REVISION OF POLICY 5045: Student Fees

This policy was revised to correct section (B)(4) Materials Required for Course Projects. Course projects that are required in the curriculum cannot have a fee associated with them. Elective coursework counts toward graduation and advancement between grades, and does not qualify as an extracurricular activity under § 79-2,126. However, students who wish to buy different or more advanced materials, such as additional art supplies or lumber, may purchase those materials through the school or provide the materials themselves. The course must include a basic project that can meet the curriculum with materials the district will provide.

This change is required.

REVISION OF POLICY 5054: Student Bullying

OK

One of the issues we see school administrators struggle with is how to distinguish between conduct which is bullying and other conduct which is annoying or hurtful to students. We have revised the bullying policy to pull two definitions into the policy. We think the definition adopted by the Centers for Disease Control is useful to have in your policy because this is the definition that the federal courts have used in litigation alleging that schools have been deliberately indifferent to bullying among students. We also think the CDC definition provides useful tools to discuss bullying allegations with parents. We have also included the definition of bullying found in state law which requires schools to have an anti-bullying policy. Notice that the policy gives district administrators the discretion to use these two definitions to make their own determination on a case-by-case basis about whether bullying has occurred.

The next set of additions are designed to resolve a conflict between state and federal law. The Nebraska Student Discipline Act says that school administrators may only long-term suspend or expel a student for misconduct which occurs on school grounds, in a school vehicle, or at a school activity. But that does not mean that school administrators can simply ignore off-campus cyberbullying. The IDEA, Section 504, and Title IX all require school staff to take prompt remedial action to assist a student who has been bullied or harassed due to a protected status characteristic -- disability, sex, race, etc. This obligation under federal law exists if the bullying or harassment is interfering with the student's ability to access education, *regardless of where the student was when the bullying or harassment occurred*. We have added two paragraphs to the bullying policy to make the distinction between punishment of the bully and support for the victim clear under the policy. Please also notice that the limits of the Nebraska Student Discipline Act only apply to long-term suspension or expulsion. Schools can (and should) impose a whole range of other consequences on students who bully, including short-term suspension, in-school suspension, counseling, additional academic work detentions, and the like. These consequences serve both to punish the bully and to prove that the district was not deliberately indifferent to the victim, even if the bully could not be expelled.

This change is required.

REVISION OF POLICY 5057: District Title I Parent and Family Engagement Policy

Once again this year, NDE required a few changes to school districts' Title I policies. We collaborated with NDE on these changes and obtained their approval of this policy. This policy should comply with all items to be reviewed in the event your district is subject to an audit or review of your Title I policy.

This change is required.

Ontario

REVISION OF POLICY 5062: Lice and Nits

This policy has always had two options. Option A is more aggressive and prohibits lice, louse eggs, and nits. Option B was designed to be less aggressive and more in line with what DHHS and the Centers for Disease Control have said, which is that only live lice or eggs should be a basis for exclusion from school. However, the "Option B" version of the policy still contained two references to "nits." This revision simply corrects that. You may not need to do anything to your policy. However, you should double check your policy to be sure the wording is consistent with your board's choice.

This change is required if you adopted "Option B," and you should check your policy to be sure it is worded correctly if you picked that option.

REVISION OF POLICY 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

When the Nebraska Department of Education revamped its website, it changed the URL for service agencies that have approved rates. This revision replaces the old URL with the correct one.

This change is required.

REVISION OF POLICY 6031: Emergency Exclusion

We fixed a sentence fragment in this policy. It was the first sentence under the heading "Extension of Exclusion." In that same paragraph, we changed the word "considered" to "made" in the last sentence.

This change is required.

NEW POLICY 6036: Reading Instruction and Intervention Services OR Nebraska Reading Improvement Act Policy

LB 1081 creates the Nebraska Reading Improvement Act that expresses the Unicameral's intent that all students in public schools be able to read at or above grade level by third grade. In order to meet this goal, school boards are required to develop policies to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. Beginning with the 2019-20 school year, schools will be required to administer reading assessments approved by NDE three times per school year to all students in kindergarten through third grade. Schools will also be required to provide supplemental reading intervention programs to students identified with reading deficiencies to ensure that they are reading at or above grade level by the end of third grade. This policy addresses all of the requirements of the new Act. However, the Act also authorizes NDE to adopt rules and regulations. We will review any such rules and regulations and amend the policy as necessary prior to the 2019-20 school year.

This policy is required.

Forms Changes

Employment Application (4000 Series)

The state laws regarding Veterans Preference have been updated to change the definitions of who is eligible for a preference and place timeline limitations on some eligible individuals. The changes to the law are best

observed in LB 639 from the last Unicameral session, and you can view the 2-page bill [here](#).

In terms of the changes relevant for schools as employers, the Unicameral added "service members" to the definition section of 48-225 so that the statute not only covers "veterans" spouses but also the spouses of "servicemembers." The preference given to spouses of servicemembers is limited to the time during which the servicemember is on active duty and up to 180 days of the servicemember's discharge or separation from service. We have updated our form Employment Application to reflect those changes.

NOTE: Many schools still do not include the veterans' preference disclaimer in their job postings. Section 48-227(3) states as follows:

(3) All notices of positions of employment available for veterans preference and all applications for such positions by the state or its governmental subdivisions shall state that the position is subject to a veterans preference.

Every job opening you post or advertise should include the following wording: "This position is subject to a veterans preference."

These changes are required.

Copyright Compliance for School Staff (4000 Series)

Put out first of the year

This document is from the U.S. Copyright office and can be distributed to staff as a way to evidence attempts at copyright compliance in the educational setting.

This form is not required but recommended.

Title I School-Parent-Student Compact Example (5000 Series)

Consistent with the Title I policy, we collaborated with NDE to update our model Title I Compact document. The primary change to note is that it no longer requires the signature of the building principal, parents, or eligible students.

These changes are required.

**Disenrollment Packet
(5000 Series)**

Disenrollment varies based on student age and circumstance. The new packet provides a separate form for each disenrollment situation authorized by state law. The final page of the packet is for the superintendent to fill out in situations that require an exit interview.

*Make for
all situations
Don't fill out*

These changes are not required but are recommended.

**Letter to County Attorney Regarding Collaboration
(5000 Series)**

LB 1081 was passed during the legislative session, which amended section 79-283 to require school districts to collaborate with their county attorney to determine what violations of student conduct should be reported law enforcement.

Satisfied w/ new collaboration

*Send out
to Co. Atty
which
use right
away*

This change is required.

**Foreign Exchange Student Application Form
(5000 Series)**

Whenever our policies reference a "form" or "application," we try to provide a sample for you to use. We did not have a sample application for foreign exchange students despite the fact that policy 5006 requires the prospective host family to "file an application with the administration to enroll the student."

Examine!

This form is not required but recommended.

Other Issues to Consider

Procurement With Federal Funds (Policies 3003.1, 3004 and 3004.1)

Last year we made extensive revisions to our construction and purchasing policies in order to comply with revisions to the federal Education Department General Administrative Regulations (EDGAR). This is the regulation that required you to begin bidding all of your school lunch purchases if you spend more than \$3,500. In early December 2017, Congress raised the limits for all categories of purchasing for the military and for institutions of higher education. This year, the Office of Management and Budget has announced that it will extend those changes to the programs covered by EDGAR, including K-12 educational entities. The new regulations will be released in July and will be effective immediately. We will have to review the regulations when they are released and will also need to confer with several program offices at the Nebraska Department of Education.

The good news: The purchasing limits for some federal programs are definitely going to be increased for the 2018-19 school year. The federal regulations will increase the limit for micro-purchases from \$3,500 to \$10,000 and small purchases will increase from \$150,000 to \$250,000. We might also be able to loosen up some of the other administrative burdens that have been placed on your federal purchasing programs during the 2017-18 school year.

The bad news: We will have to send a separate update on purchasing policies sometime this summer to allow you to take advantage of those higher purchasing limits. The higher limits could potentially apply to Title I, school nutrition, and special education. We do not yet know if the Nebraska Department of Education will take any steps to retain the lower limits in specific program areas, and will work with those offices within NDE to formulate a single set of policy changes that subscribers can adopt. We will also need to review the actual federal regulations to see what, if any, of the other administrative hoops might be eliminated in our new policies.

Voluntary Termination Incentives

The Unicameral passed LB 512 during the 105th Legislature (2017-18) with an effective date of September 1, 2017. Section 11 of that bill is now codified at section 79-8,142, and it provides certain limitations on early

retirement incentives. These limitations only apply to school districts that are at their maximum budget authority and at their maximum levy, but we fielded many questions about the changes during this past school year. If you are a school district up against your max budget and levy authority, meeting these requirements will allow qualified payments to be excluded from levy and budget limitations on a scaled basis for the next several years. Section 79-8,142 states:

(1) A school district may agree to pay incentives to a certificated employee in exchange for a voluntary termination of employment.

(2) For purposes of this section, incentives paid in exchange for a voluntary termination of employment include any amount paid, except pursuant to the Retirement Incentive Plan or Staff Development Assistance agreement required under sections 79-854 to 79-856 for school districts involved in a unification or reorganization, to or on behalf of any certificated staff member in exchange for a voluntary termination of employment, including, but not limited to, early retirement inducements and costs to the school district for insurance coverage for such certificated staff member or any member of such certificated staff member's family.

(3) Incentives paid to a certificated teacher in exchange for a voluntary termination of employment shall be a qualified voluntary termination incentive for a certificated teacher for purposes of sections 77-3442 and 79-1028.01 if:

(a) All current and future incentives paid by the school district to such certificated teacher for such voluntary termination of employment **do not exceed thirty-five thousand dollars** in total and such school district has not and shall not pay any other incentives to such certificated teacher for any voluntary termination of employment;

(b) All current and future incentives for such voluntary termination of employment are **paid within five years** after such voluntary termination of employment **or prior to such certificated teacher becoming eligible for medicare**, whichever occurs first;

(c) Such school district has, to the satisfaction of the State Board of Education, **demonstrated** that the payment of such incentives in exchange for a voluntary termination of

employment **will result in a net savings in salary and benefit costs to the school district over a five-year period;** and

(d) Such incentives to be paid in exchange for a voluntary termination of employment were **not included in any collective-bargaining agreement.**

(4) Each school district **shall report all incentives paid** in exchange for voluntary terminations of employment on the annual financial report in the manner specified by the department.

(5) The State Board of Education may adopt and promulgate rules and regulations to carry out the purposes of this section.

(Emphasis added).

This statutory change does not necessarily require a change to your school's early retirement policy. However, you should seek a legal review of your policy and agreement if you are looking to use an early retirement program and your district is up against its budget authority and levy limits.

Child Restraint Safety Devices

LB 42 changes the law related to the use of motor vehicle child safety restraint devices. LB 42 requires:

- All children up to 8 years old must ride properly secured in a federally-approved child safety seat.
- Children must ride rear-facing until up to 2 years old or until they reach the upper weight or height limit allowed by the car seat manufacturer.
- Children under 8 years old must ride in the back seat, as long as there is a back seat equipped with a seatbelt and it is not already occupied by other children under 8.
- Children ages 8 to 18 must ride secured in a safety belt or child safety seat (booster seat).

This bill does not require a policy change.

LB 1000: Public Facilities Construction and Finance Act and Bonds

Effective April 17, 2018, any bonds issued under the Public Facilities Construction and Finance Act must be submitted to a vote prior to their issuance.

This bill does not require a policy change.

E-Rate Compliance and Audits

Earlier this school year there was some discussion among educational technology gurus about what school districts must do to prove they have complied with the Children's Internet Protection Act in order to qualify for E-rate funding. The FCC's Small Entity Compliance Guide requires that schools be able to prove that they:

- Implement technology protection measures to prevent students from accessing material which is harmful to minors;
- Have an internet safety policy;
- Held a public hearing when the board originally adopted the internet safety policy;
- Educate students in internet safety and digital citizenship.

If you are a full policy service subscriber, you comply with all of these requirements under two policies. First, Policy 5037 is your internet safety policy and includes the necessary CIPA wording. As long as you can dig up the minutes of the hearing where you originally adopted the district's first internet safety policy, you will be fully compliant with the FCC's regulations. You do not have to hold an annual hearing or review of this policy.

The curriculum piece is met by policy 5054 on student bullying. Years ago, when the FCC regulations came out, we added the last sentence, "Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship." We have conferred with SuAnn Witt, the State E-rate Coordinator, and she confirms that this statement is sufficient to comply with the FCC regulations.

Finally, the billed entity in a consortium application (such as the State of Nebraska for Network Nebraska services or your ESU) may request that members of the consortium provide this information to prove their subsidiary

compliance with the regulations. Schools who work with consortia for the E-rate applications should confer with the consortium manager to see what, if any, documentation the consortium will require.

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

This law does not apply to most Nebraska schools. This federal law was passed in the wake of the USA Gymnastics sexual abuse scandal. The law is focused on interstate competitive athletics and Olympic and Paralympic national governing bodies that participate in the U.S. Olympic Committee. The law includes amateur sports leagues that engage in interstate competition. The law does not apply to extracurricular athletics between schools in the same state. If your school engages in interstate athletic competition and you have any questions about the requirements of the law, please contact us.

This law does not require a policy change unless you participate in interstate athletic competitions. If you do, we will help you prepare a policy as needed.

CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing **policy service**. There is no additional charge for revisions to these policies or consultation about them. Please don't hesitate to contact any one of us with questions. Our group e-mail address is ksb@ksbschoollaw.com.