

Board of Education Regular Meeting  
Monday, June 12, 2017 7:00 PM Central

HS CONFERENCE ROOM  
705 N 9th Street  
Arlington, NE 68002

Matt O'Daniel: Present

Teri O'Flaherty: Present

Bruce Scheer: Present

Jessi Scheer: Present

Luanne Sundberg: Present

Shanon Willmott: Present

Present: 6.

## 1. OPENING PROCEDURES

### 1.1. Call Meeting to Order

Board Members Present: Matt O'Daniel, Teri O'Flaherty, Bruce Scheer, Jessica Scheer, Luanne Sundberg, Shanon Willmott. Also present was Superintendent Lynn Johnson, High School Principal, Aaron Pfingsten, Athletic Director, James Shada, Elementary Principal, Jacqueline Morgan and Cheryl Keeler, recording secretary.

### 1.2. Roll Call

### 1.3. Pledge of Allegiance

### 1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Teri O'Flaherty and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

## 2. WELCOME TO GUESTS AND PUBLIC FORUM

Mr. Craig Burns was present and wished to speak regarding agenda item 7.1. President O'Daniel welcomed Mr. Burns input and requested it be during that agenda item discussion.

## 3. PRINCIPALS' REPORTS

### 3.1. Mr. Pfingsten's Report

Mr. Pfingsten was available to answer questions and elaborated on his written reports. Discipline data was reviewed and emphasized the need for more communication with parents to cut down on tardiness. Other items in his written report included an Instructional Model update and FBLA and SKILLS upcoming trips to nationals.

### 3.2. Mrs. Morgan's Report

Mrs. Morgan was available to present written report and answer questions. Among the written report items reviewed were recent elementary carnival, MAP results with RIT scores, field day and current STEAM camp. Proceeds of carnival, \$3,210, will go towards new playground equipment.

## 4. SUPERINTENDENT'S REPORT

### 4.1. AEA Request for bus use in county parade

Mrs. Johnson presented the request from AEA to the Board. This would be considered a school sponsored event and all participants would be school employees so it would be in compliance with state regulations and policy.

### 4.2. eMeetings software changing to Sparq

Mrs. Johnson informed the Board of upcoming changes to eMeetings software.

### 4.3. Update on staffing

All certified teachers have been hired. There are still 5 non-certified positions open.

### 4.4. Enrollment Figures

The current enrollment of K-12 at 624 is higher than past and the data shows fewer students are optioning out. Discussion on opportunities to co-op with other schools for sports like soccer and swimming was initiated by Bruce Scheer. Mr. Shada will check with Fremont again and see if they are interested in letting Arlington students coop.

### 4.5. Internet Safety & Acceptable Use Policy and Acceptable Use of Computers and Networks Agreement Form

Board members returned updated forms.

### 4.6. Update on Summer Projects

Superintendent Johnson presented written list of summer projects.

## 5. COMMITTEE AND REPRESENTATIVE REPORTS

### 5.1. Americanism/Education Evaluation

No report.

### 5.2. Buildings and Grounds Committee

No Report

### 5.3. Finance Committee

No report

5.4. Negotiations Committee

No report

5.5. NASB Legislative Representative

No current representative

5.6. Professional Development Sharing

No report

6. UNFINISHED BUSINESS

6.1. Discuss, Consider and Take Necessary Action to adopt changes to Policy 5417 School Wellness Policy and addition of Policy 3571 School Meal Program and Meal Charges on second reading

Motion to adopt Policy 5417 School Wellness Policy and Policy 3571 School Meal Program and Meal Charges on second reading Passed with a motion by Teri O'Flaherty and a second by Jessi Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

7. NEW BUSINESS

7.1. Discuss and Consider Policy 3520 Transportation

Craig Burns addressed the Board regarding his request for pick up of his three children. Board response was that current policy does not allow for pick up of option students unless they are on a regular bus route. Even though the children are "on the line" of the district, they are still option. From a legal perspective, changing the policy would open the doors for every option student. Logistically and financially it just isn't possible for the district to pick up all option students. A pick up spot is provided at Menard's in Fremont for option students. Mrs. Johnson will communicate to Mr. Burns the pick up spot closest to his home when bus routes are set the end of July.

7.2. Discuss, Consider and Take Necessary Action to adopt Policy 5416 Student Fees and Student Fees Appendix.

Motion to approve Policy 5416 Student Fees as presented for the 2017-2018 school year, inclusive of Appendix '1' Passed with a motion by Teri O'Flaherty and a second by Jessi Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

President O'Daniel opened a Public Hearing to received input from the public on the student fees policy at 7:52 pm. and receiving no input, the hearing closed at 7:53 pm.

7.3. Discuss, Consider and Take Necessary Action to reaffirm Policy 6400 Parental Involvement.

Motion to reaffirm Policy 6400 Parental Involvement as presented Passed with a motion by Matt O'Daniel and a second by Shanon Willmott.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

President O'Daniel opened a Public Hearing to received input from the public on the parental involvement policy at 7:55 pm. and receiving no input, the hearing closed at 7:56 pm.

7.4. Discuss, Consider and Take Necessary Action to adopt a resolution to enter into a lease agreement for computers with Lease Finance Group

Motion to adopt the resolution to enter into a computer lease agreement with Lease Finance Group as presented Passed with a motion by Bruce Scheer and a second by Teri O'Flaherty.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

7.5. Discuss, Consider and Take Necessary Action to enter into a lease agreement for a copier/printer system.

Motion to authorize Lynn Johnson to enter into a lease copier/printer system agreement not to exceed \$1725 a month Passed with a motion by Matt O'Daniel and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

7.6. Discuss, Consider and Review Police 5415 Anti-Bullying.

7.7. Discuss and Consider the Annual Activities Report

Mr. Shada was available to answer questions on his written report. Each Coach/Sponsor submitted a brief written summary of their sport/club. Mr. Shada highlighted participation numbers, which at an average of 79% student participation in non-athletic programs, is one of the highest in our conference.

7.8. Discuss and Consider amending the following policies on first review: Policy 1200 Anti-discrimination, Policy 3130 Purchasing, Policy 3570 ESSA (Every Student Succeeds Act), Policy 4003 Anti-discrimination, Anti-harassment, and Anti-retaliation, Policy 5001 Form: Summary of Immunization Rules & Regulations, Policy 5004 Full-time and Part-time Enrollment, Policy 6800 Internet Safety and Acceptable Use Policy, Policy 8130 Annual Organization Meeting, Policy 9330 Parliamentary Procedure.

All amendments are due to some legislative change. Some are required others are just suggested.

7.9. Discuss and Consider the following new policies on first review: Policy 3131

Procurement Plan - School Food Authorities, Policy 3131.1 Procurement Plan Code of Conduct, Policy 4028 Employee Fundraising, Policy 5001 Summary of the School Immunization Rules & Regulations, Policy 5413 Requests to Contact Students & Student Interviews by Non-School Personnel, Policy 5418 Homeless Students.

8. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Teri O'Flaherty and a second by Shanon Willmott.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

8.1. Minutes of the Previous Board Meeting(s)

8.2. Monthly Financial Reports

8.3. Claims (Check Register)

8.4. Special Fund Transfers

8.5. Hot Lunch Report

8.6. Activity Report

8.7. Hires

9. EXECUTIVE SESSION

10. ACTION ON EXECUTIVE SESSION ITEMS

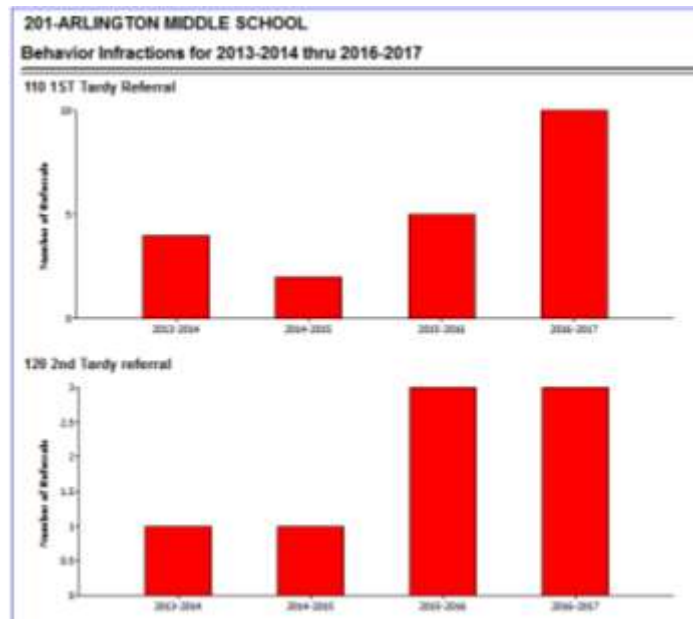
11. ADJOURNMENT

There being no further business meeting adjourned at 8:32.

# Secondary Principal's Report For the June 2017 Board Meeting

## Discipline Data - End of Year

Trends in discipline data are being evaluated by using data graphs. There were more tardy entries this year than in the past but they are more specific to a few cases and not necessarily a trend across the board. We will use this data to inform our students and parents of this focus area. The image below is taken from the middle school data:



## Instructional Model - Update

We are moving into year two of the development and implementation of our instructional model. The plan is to have the model completely taught and implemented in year three. A team of teachers and administrators have been working to make this process applicable both in theory and in practice. The model we are using is aligned with Marzano's Instructional Framework and is based on decades of research on best instructional practices.

## SKILLS and FBLA - Nationals

Arlington SKILLS and FBLA students will be competing at their respective national conventions this summer. SKILLS is held during the week of June 19-23 and FBLA is held during the week of June 2-July 3.

## JULY - Handbooks

Proposed updates to the handbooks will be presented during the July board meeting.

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## June Elementary Principal Report

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**Carnival** – The Elementary Carnival was a huge success we raised \$3,210 dollars that will be go toward updating the playgrounds.

**Field Day** – Field Day was a huge success thanks to Mr. Johnson. Students had the opportunity to participate in many different track and field events. Students that placed in these events were awarded ribbons. Many families were in attendance.

**STEAM Camp** – We are servicing 53 students in grades K-6 with our summer STEAM program. This program has been implemented to help students to not regress through the summer months as well as extend learning for students in the areas of Science, Technology, Engineering, Art, and Math. We have two field trips planned. Camp is happening now Mondays – Thursdays from 8:30-11:30 in the month of June.



Chemical Reactions



Circuit Bugs

### MAP Results -

| Reading               | RIT Score | Student Status Norms | Difference |
|-----------------------|-----------|----------------------|------------|
| 1 <sup>st</sup> Grade | 179.5     | 177.5                | + 2        |
| 2 <sup>nd</sup> Grade | 191.3     | 188.7                | +2.6       |
| 3 <sup>rd</sup> Grade | 201.8     | 198.6                | +3.2       |
| 4 <sup>th</sup> Grade | 212.4     | 205.9                | +6.5       |
| 5 <sup>th</sup> Grade | 211.0     | 211.8                | - .8       |
| 6 <sup>th</sup> Grade | 222.0     | 215.8                | +6.2       |

| <b>Math</b>           | <b>RIT Score</b> | <b>Student Status Norms</b> | <b>Difference</b> |
|-----------------------|------------------|-----------------------------|-------------------|
| 1 <sup>st</sup> Grade | 181.1            | 180.8                       | + .3              |
| 2 <sup>nd</sup> Grade | 194.9            | 192.1                       | + 2.8             |
| 3 <sup>rd</sup> Grade | 207.5            | 203.4                       | + 4.1             |
| 4 <sup>th</sup> Grade | 219.9            | 213.5                       | + 6.4             |
| 5 <sup>th</sup> Grade | 215.5            | 221.4                       | - 5.9             |
| 6 <sup>th</sup> Grade | 229.6            | 225.3                       | + 4.3             |

**ARLINGTON PUBLIC SCHOOL 2016-2017  
STUDENT ENROLLMENT SUMMARY GRADES K - 12  
May 24, 2017**

|                          | <u><b>GIRLS</b></u>       | <u><b>BOYS</b></u> | <u><b>TOTAL</b></u>       |
|--------------------------|---------------------------|--------------------|---------------------------|
| KINDERGARTEN             | 17                        | 15                 | 32                        |
| GRADE 1                  | 22                        | 26                 | 48                        |
| GRADE 2                  | 19                        | 26                 | 45                        |
| GRADE 3                  | 20                        | 30                 | 50                        |
| GRADE 4                  | 14                        | 22                 | 36                        |
| GRADE 5                  | 22                        | 25                 | 47                        |
| GRADE 6                  | <u>24</u>                 | <u>23</u>          | <u>47</u>                 |
| <b>K-6 TOTAL</b>         | <b>138</b>                | <b>167</b>         | <b>305 (317 May 2016)</b> |
| GRADE 7                  | 27                        | 28                 | 55                        |
| GRADE 8                  | 23                        | 31                 | 54                        |
| GRADE 9                  | 30                        | 35                 | 65                        |
| GRADE 10                 | 25                        | 18                 | 43                        |
| GRADE 11                 | 25                        | 31                 | 56                        |
| GRADE 12                 | <u>18</u>                 | <u>28</u>          | <u>46</u>                 |
| <b>7-12 TOTAL</b>        | <b>148</b>                | <b>171</b>         | <b>319 (286 May 2016)</b> |
| <b>K-12 TOTAL</b>        | <b>286</b>                | <b>338</b>         | <b>624 (603 May 2016)</b> |
| PRESCHOOL                | 17                        | 12                 | 29                        |
| <b>PK-12 TOTAL</b>       | <b>303</b>                | <b>350</b>         | <b>653 (632 2016)</b>     |
| <br>                     |                           |                    |                           |
| <b>OPTION ENROLLMENT</b> | <u><b>IN</b></u>          |                    | <u><b>OUT</b></u>         |
| KINDERGARTEN             | 7                         |                    | 1                         |
| GRADE 1                  | 7                         |                    | 1                         |
| GRADE 2                  | 9                         |                    | 4                         |
| GRADE 3                  | 8                         |                    | 1                         |
| GRADE 4                  | 7                         |                    | 5                         |
| GRADE 5                  | 11                        |                    | 2                         |
| GRADE 6                  | 10                        |                    | 7                         |
| GRADE 7                  | 8                         |                    | 3                         |
| GRADE 8                  | 9                         |                    | 4                         |
| GRADE 9                  | 17                        |                    | 5                         |
| GRADE 10                 | 12                        |                    | 4                         |
| GRADE 11                 | 16                        |                    | 2                         |
| GRADE 12                 | <u>12</u>                 |                    | <u>9</u>                  |
| <b>TOTALS</b>            | <b>133 (102 May 2016)</b> |                    | <b>48 (56 May 2016)</b>   |

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of [Name] Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and

access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
 Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512 (2017).

Date of Adoption: [Insert Date]

[Name] Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the [Name] Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the [Name] Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of [Name] Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, [Name] Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the [Name] Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of [Name] Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by [Name] Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

**ADMINISTRATORS, FACULTY, STAFF AND BOARD AGREEMENT**

In order to make sure that all members of Arlington Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Arlington Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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

This form will be retained on file by  
authorized faculty designee for duration  
of applicable computer/network/Internet use.

## 3571

### School Meal Program and Meal Charges

**Meal Program.** The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

**Meal Charge Policy.** The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will

use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**NOTE TO BE DELETED:** This policy satisfies the minimum requirements of the *Healthy, Hunger-Free Kids Act of 2010* and its final rule. Schools that wish to adopt a more “aggressive” policy with higher standards may do so and should contact KSB for policy language that is in-line with their goals.

5417

## **School Wellness Policy**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.\*

### **1. Goals for Nutrition Promotion and Education**

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

### **2. Goals for Physical Activity**

- a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

**3. Goals for Other School-Based Activities Designed to Promote Student Wellness**

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

**4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

- i. USDA National School Lunch and School Breakfast nutrition standards
  - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

## **5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

## **6. Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and

advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

## **7. Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

## **8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)**

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
  - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
  - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
  - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
  - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to

bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

## **9. Triennial Assessment**

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

## **10. Public Notice**

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

## **11. Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

## **12. Operational Responsibility**

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

\* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation’s Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at

[https://www.healthiergeneration.org/\\_asset/wtqdwu/14-6372\\_ModelWellnessPolicy.doc](https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc).

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Students

### School Wellness Policy

A mission of [Name] Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

#### **1. District Wellness Committee**

##### **Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least **four times per year** to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

##### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

#### **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

##### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **3. Nutrition**

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. **The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.** Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants

- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **4. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

#### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)

- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

## **5. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Family Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or

sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### ***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

### ***Glossary***

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: [Insert Date]

Business OperationsTransportation

The Arlington Public Schools' transportation system shall comply with existing Nebraska statutes and state department rules and regulations.

Arlington Public Schools shall provide school bus transportation for resident students attending Arlington Public Schools who live at least one mile from the school and outside of city limits. Students who live within the city limits may be transported to a location along a route if there is room on the bus. The transportation system shall provide a service promoting safe and healthful pupil transportation and contribute to the operational economy and efficiency of Arlington Public Schools.

Arlington Public Schools shall also provide transportation without cost for resident children who attend St. Paul's Lutheran School. Such transportation shall extend only from some point on the regular public school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. Transportation for St. Paul's students is only provided at times when transportation is being provided for Arlington Public School students.

Option students may be bused if they live directly on a school district regular bus route or parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and there is room on the bus.

Nonresident students attending St. Paul's Lutheran School may be bused if they live directly on the school district regular bus route or parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and if the desired pupil capacity on the bus is maintained. Such transportation shall extend only from some point on the regular public school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. There will be an annual fee assessed for these services. The fee is 'in addition' to the shuttle bus fees assessed by St. Paul's. Resident students and option students will be given priority consideration when determining capacities.

A student may be required, at the board's discretion, to transport to a location for pick-up and drop-off without reimbursement as per state law.

School buses and district vans shall be used to transport pupils to and from school for school activities.

School district buses will not operate when weather conditions or other natural elements make it unsafe to do so. The final judgment as to when conditions are unsafe to operate will be made by the

superintendent. The superintendent will be assisted by the actual "on location" decisions and reports of the transportation director.

Standing authorization shall be granted by the board to school administrators, school nurses and other personnel designated by the superintendent to transport students in private vehicles when, in the opinion of the school personnel, this is necessary.

#### Transportation – Safe Driving Record Standard

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. Each person who transports students on an irregular basis and who is not required to hold a pupil transportation operator's permit shall have a record of satisfactory driving as determined by Board policy. For such persons mentioned above, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of five or more points under the motor vehicle operator's license point system within the immediate prior four years. In the event the person has accumulated three or four points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event that the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of six or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving

record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. §79-318, §79-601, §79-602, §79-607, §79-608, §79-611  
Neb. Rev. Stat. Section §60-4, 182 (Point System)  
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: March 13, 2017

StudentsStudent Fees Policy

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2008-2009 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

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

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2008-2009 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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

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

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

**CERTIFICATION**

On the 13<sup>th</sup> day of June, 2016, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

**Legal References:**

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: June 13, 2016

**Appendix "1" to ~~2016-2017~~ 2017-2018 Student Fees Policy of  
Arlington Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

| <b>Program</b>                             | <b>General Description of Fee or Material</b>  | <b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>  |
|--|--|---|
| <b>Elementary Program</b>                  |  |   |
| Physical Education classes                 | Appropriate clothing (non-specialized attire)  | Tennis shoes and white socks, running shorts, T-shirt   |
| Art classes and special projects or events | Appropriate clothing (non-specialized attire)  | Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.   |
| Music-Optional band Courses                | Musical instruments  | Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. |
| Music -Optional Blue Notes Honor Choir     | Coordinating group attire  | Blue notes shirts and dark pants  |
| Classroom supplies                         | General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc. | None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.                |

<sup>1</sup> This listing is a part of the ~~2016-2017~~ 2017-2018 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the ~~2016-2017~~2017-2018 school year.

|  |   |   |
|--|---|---|
| Field Trips  | Transportation and admission costs of field trips   | None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students. |
| Summer school courses                                      | Classes offered during the summer, or at night, if any  | \$25 to \$200 per class.  |
| Copies   | Use of school copiers (except for one copy of the student file, which will be provided without charge).   | Ten cents (.10) per page when charges apply.  |
| <b>Secondary Program</b>                                   | <b>General Description of Fee or Material</b>   | <b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>  |
| Physical Education classes                                 | Appropriate clothing (non-specialized attire)   | Tennis shoes and white socks, running shorts, T-shirt   |
| Art and shop classes and special projects, science classes | Appropriate clothing (non-specialized attire)<br>Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. | Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.  |
| Art 7 and Art 8  | Art Supplies  | \$15.00   |

|                                   |  |   |
|-----------------------------------|--|---|
| Adv. Art Classes                  | Art Supplies   | \$20.00   |
| Basic Tech                        | Materials for Projects   | \$25.00   |
| 8 <sup>th</sup> Grade Exp. Tech   | Materials for Projects   | \$25.00   |
| Beg. Metals                       | Toolbox Kit  | \$30.00   |
| Adv. Metals                       | Metal  | Provide metal needed for two (2) instructor approved projects.  |
| Small Engines                     | Parts (optional)   | Parts supplied for personal interest projects.  |
| Woods I                           | Wood and other materials   | Cost based on individual student designed projects (4). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$150.00.   |
| Woods II                          | Wood and other materials   | Cost based on individual student designed projects (2). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$500.00.   |
| Family & Consumer Science Classes | Food and sewing supplies   | Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$10.00   |
| 7 <sup>th</sup> Grade             | Sewing supplies  | Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$12.50.  |
| 8 <sup>th</sup> Grade             | Sewing supplies  |   |
| Foods I and Foods II              | Consumed food supplies   | \$20.00   |
| Music-Optional band Courses       | Musical instruments  | Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. White tennis shoes, socks, and black shorts. \$120.00 maximum.   |
| Classroom Supplies                | General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc. | None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers. |

|  |   |   |
|--|---|---|
| Classroom Projects, i.e., Family & Consumer Science, Industrial Technology | Project Cost  | Student pays cost that is beyond the standard project provided by the school.   |
| Advanced math or science classes   | Specialized calculators   | Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use. |
| Copies   | Use of school copiers (except for one copy of the student file, which will be provided without charge)  | Ten cents (.10) per page when charges apply.  |
| College Now - Metro  | Tuition and fees for college courses taken for credit. <b>Half price tuition - currently \$35.50 per credit hour (\$159.75 for a 4.5 credit course)</b> | Any postsecondary education costs are to be paid directly by students to the college. Students are responsible for book fees.   |
| Dual Credit-secondary education classes taught by Arlington staff.         | Tuition and fees for college courses taken for credit.  | <del>\$40.00</del> <b>\$44.00</b> Tuition<br>\$25.00 Book Fee<br>Payments will be made prior to the start of the course.  |
| End of year lost or damaged books  | Damage fee or replacement cost  | Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost. <b>generally at a maximum of \$60.00—80.00.</b>   |
| Yearbooks - Optional   | School Book   | Yearbooks are published and made available for purchase every year. Cost is generally about \$40- <b>\$50</b> .   |
| College entrance tests and preparation                                     | Prep programs & tests   | Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.   |
| Summer school courses  | Classes offered during the summer, or at night, if any  | \$25 to \$200 per class   |

|  |   |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
|--|---|--|------------|---------------|----------|------------|------|------------------|--------|----------------------------------|-------|---------------|------------|----------------------|-----------|---------------------|
| Locker usage                                   | Use of school locker  | Student will be responsible for replacement or repair cost to damaged locker.  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| <b>Extracurricular &amp; Athletic Programs</b> | <b>General Description of Fee or Material</b>   | <b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>   |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| 1. Admission                                   | Spectator fees for admission to events  | \$5.00 per event maximum. Students may purchase an Activity Ticket for up to \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| 2. Athletic Physicals                          | NSAA required athletic physicals  | Cost varies; payable directly to student's physician or clinic.  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| 3. Equipment and attire                        | Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost. | Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
|  |   | <table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Speech</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> </table>  | Basketball | No additional | Football | Mouthpiece | Golf | Golf bag & clubs | Speech | Dress attire; copies of research | Track | No additional | Volleyball | Volleyball knee pads | Wrestling | Wrestling head gear |
| Basketball                                     | No additional   |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| Football                                       | Mouthpiece  |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| Golf   | Golf bag & clubs  |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| Speech   | Dress attire; copies of research  |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| Track  | No additional   |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| Volleyball                                     | Volleyball knee pads  |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |
| Wrestling                                      | Wrestling head gear   |  |            |               |          |            |      |                  |        |                                  |       |               |            |                      |           |                     |

|                                     |  |  |  |
|-------------------------------------|--|--|--|
|                                     |  | Baseball   | Baseball Hat<br>Baseball Glove   |
|                                     |  | Cheerleading<br>and Flag<br>Team Squads  | Shoes, approved<br>uniforms (top &<br>skirt; jacket),<br>poms and other<br>accessories up to<br>\$1200.00. |
| 4. Travel meals                     | Meals  | Students are responsible for their own meals while traveling.  |  |
| 5. Locker use                       | Padlock for locker   | \$5.00 fee if damaged or not returned at the end of the year. Student will be responsible for replacement or repair cost to damaged locker.  |  |
| 6. Camps and clinics                | Registration and other costs of camps or clinics                 | Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.  |  |
| 7. Athletic Clubs                   | Letterman's club and other clubs supporting the athletic program | Currently no dues required. Annual dues not to exceed \$50.00 per club.  |  |
| 8. Marching Band and Musical Groups | Equipment and attire.  | Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested. |  |
| Music Optional<br>Show Choir        | Coordinating group attire  | Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$ <del>300.00</del> 325.00.  |  |

|   |   |  |
|---|---|--|
| <b>Clubs/Organizations</b>                      |   |  |
| All Organizations                               | State & national dues, meals and activities.                    | Annual dues not to exceed \$50.00 per club.  |
| Dance Squad                                     | Clothing/Camps  | \$750.00-\$1000.00   |
| <b>Social &amp; Recognition Activities</b>      |   |  |
| 1. School plays, musicals and social activities | Admission to events   | \$10.00 per play or activity   |
| 2. School dances                                | Admission to prom, homecoming, etc.                             | Up to \$25.00 per event  |
| 3. Class dues                                   |   | Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues. |
| 4. Picture Packets                              | Optional - Pictures are still taken for use in school yearbook. | Students purchase packets as desired and pay directly to photo company.  |

|   |  |  |
|---|--|--|
| <p>5. Senior recognition assessment</p> | <p>Optional graduation activities</p>                            | <p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p> |
| <p>6. Trips</p>                         | <p>Transportation, lodging, meals, admission to events, etc.</p> | <p>For the extracurricular and options trip - Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.<br/>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>  |

InstructionParental/Community Involvement in Schools

Washington County School District No. 89-0024, Arlington Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: June 10, 2013

Date of Review: June 13, 2016; March 13, 2017

[Non-Escrow]

**RESOLUTION OF GOVERNING BODY**

At a duly called meeting of the governing body of Lessee held in accordance with all applicable legal requirements, including open meeting laws, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the following resolution was introduced and adopted:

**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER GOVERNMENTAL LEASE-PURCHASE AGREEMENT, SUPPLEMENT NO. 5226-1 AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the governing body of Arlington Public Schools ("Lessee") desires to obtain certain equipment (the "Equipment") described in Supplement No. 5226-1 to Master Governmental Lease-Purchase Agreement No. 5226 (collectively, the "Lease") with Lease Finance Group, a division of Signature Bank ("Lessor"), the form of which has been available for review by the governing body of Lessee prior to this meeting; and

WHEREAS, the Equipment is essential for the Lessee to perform its governmental functions; and

WHEREAS, the funds made available under the Lease will be applied to the acquisition of the Equipment in accordance with such Lease; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, Lessee proposes to enter into the Lease with Lessor substantially in the form presented to this meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:**

Section 1. It is hereby found and determined that the terms of the Lease in the form presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

Section 2. The Lease and the acquisition and financing of the Equipment under the terms and conditions as described in the Lease are hereby approved. The Superintendent of Lessee and any other officer of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Lease with any changes, insertions and omissions therein as may be approved by the officers who execute the Lease, such approval to be conclusively evidenced by such execution and delivery of the Lease.

Section 3. The proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Lease.



The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the Lease executed on behalf of Lessee is the same as presented at such meeting of the governing body of Lessee, excepting only such changes, insertions and omissions as shall have been approved by the officers who executed the same.

Date: \_\_\_\_\_, 2017

Arlington Public Schools

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

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

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

**Legal Reference:** Laws 2008, LB 205  
Student Discipline Act, Neb. Rev. Stat. 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: June 8, 2015  
Reviewed: June 13, 2016; December 12, 2016

**2017-2018 Activities Sponsors**

**2017-2018 Coaches**

|                        |                        |                                    |                  |
|------------------------|------------------------|------------------------------------|------------------|
| Activities Director    | James Shada            | Head Football                      | Steven Gubbels   |
| Head Cheerleading      | Shelly Miller          | Asst. Football                     | Steve Henry      |
| Asst. Cheerleading     | Shawna Tierney         | Asst. Football                     | Tyler Spitsner   |
|                        |                        | Asst. Football                     | Steve Johnson    |
| Book Club              | Nicole Sok             | Asst. Football                     | Connor Eurek     |
|                        |                        | MS Football                        | Colter Mattson   |
|                        |                        | Asst. MS Football                  | Steve Johnson    |
| Dance Squad            | Alison Brennfoerder    | Head Girls Golf                    | TJ O'Connor      |
|                        |                        |                                    | Jason Wiese      |
| Drama Club             | Sara Detjens           | Head Volleyball                    | Heather Mueller  |
|                        | Jamie Smith            | Asst. Volleyball                   | Carla Kaup       |
|                        |                        | Asst. Volleyball                   | Erin Stosich     |
| FBLA                   | Shawna Koger           | MS Head Volleyball                 | Amber Sims       |
|                        |                        | Asst. MS Volleyball                | Leslie Gubbels   |
| Freshman Sponsor       | Nicole Sok             | Head Cross Country                 | Sara Horner      |
|                        |                        | Asst. Cross Country                | Ben Dobson       |
| Inst. Music            | Allison Mastny         |                                    |                  |
| Junior Sponsor         | Ann Jamison            | Head Boys Basketball               | Chad Shap        |
|                        | Shawna Tierney         | Asst. Boys Basketball              | Connor Eurek     |
| MS Leadership          | Shawna Tierney         | Asst. Boys Basketball              | Tyler Spitsner   |
|                        |                        | MS Boys Basketball                 | Jason Wiese      |
|                        |                        | Asst. MS Boys Basketball           | TJ O'Connor      |
| Music Director         | Barina Buresh Crosland | Head Girls Basketball              | Luke Brenn       |
|                        |                        | Asst. Girls Basketball             | Leslie Gubbels   |
| National Honor Society | Nicole Sok/Amber Sims  | Asst. Girls Basketball             | TBA              |
|                        |                        | MS Girls Basketball                | Janelle Lorsch   |
| Newspaper              | Amber Sims             | Asst. Girls Basketball             | Ben Dobson       |
| Quiz Bowl              | Jason Wiese            | Head Wrestling                     | Brandon Mues     |
|                        |                        | Asst. Wrestling                    | Tyler Stender    |
| Senior Sponsor         | Shelly Miller          | Asst. Wrestling/Jr. High Wrestling | Doug Hart        |
|                        |                        | Asst. Jr. High Wrestling           | Colter Mattson   |
|                        |                        |                                    |                  |
| Speech                 | Tristan Boyce          | Head Boys/Girls Track              | Steve Gubbels    |
|                        |                        | Asst. Boys/Girls Track             | Tyler Spitsner   |
|                        |                        | Asst. Boys/Girls Track             | Jake Eckhardt    |
| Student Council        | Teresa Feick           | Asst. Boys/Girls Track             | Floyd Everitt    |
|                        |                        | Asst. Boys/Girls Track             | Carla Kaup       |
| Yearbook               | Scott Parson           | Asst. Boys/Girls Track             | Jeff Manka       |
|                        |                        | MS Track                           | Jason Wiese      |
| SKILLS USA             | Luke Brenn             | Asst. MS Track                     | Sara Horner      |
|                        | Doug Hart              | Asst. MS Track                     | Steve Johnson    |
| FFA                    | Bill Grannemann        | Head Boys Golf                     | Scott Parson     |
|                        |                        |                                    |                  |
|                        |                        | Head Softball                      | Janelle Lorsch   |
|                        |                        | Asst. Softball                     | Luke Brenn       |
|                        |                        | Asst. Softball                     | Tristan Boyce    |
|                        |                        | Head Baseball                      | Rusty Hilgenkamp |
|                        |                        | Asst. Baseball                     | Ed Menking       |
|                        |                        | Asst. Baseball                     | Tyler Stender    |
|                        |                        | Asst. Baseball                     | Frank Theiler    |

## Activity Participation

Grades 9-12

2010-2011 2011-2012 2012-2013 2013-2014 2014-2015 2015-2016 2016-2017

|                         |     |     |     |     |     |     |     |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|
| # of Boys in Activities | 60  | 74  | 68  | 63  | 97  | 65  | 79  |
| # of Boys in School     | 120 | 118 | 110 | 110 | 108 | 95  | 112 |
| Percentage Involved     | 50% | 63% | 61% | 58% | 89% | 68% | 70% |

|                          |     |     |     |     |     |     |     |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|
| # of Girls in Activities | 81  | 82  | 78  | 60  | 80  | 74  | 87  |
| # of Girls in School     | 96  | 86  | 81  | 80  | 86  | 87  | 98  |
| Percentage Involved      | 84% | 95% | 96% | 75% | 93% | 85% | 88% |

|                                   |     |     |     |     |     |     |     |
|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|
| Total # of Students in Activities | 141 | 156 | 146 | 123 | 177 | 139 | 166 |
| Total # of Students in School     | 216 | 204 | 191 | 190 | 194 | 182 | 210 |
| Percentage Involved               | 65% | 76% | 76% | 65% | 91% | 76% | 79% |

### Total # of High School Boys in Activities

|                             |    |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|----|
| # of Boys in 7+ Activities  | 0  | 0  | 5  | 2  | 0  | 1  | 1  |
| # of Boys in 5-6 Activities | 1  | 10 | 5  | 3  | 6  | 3  | 9  |
| # of Boys in 3-4 Activities | 12 | 17 | 17 | 17 | 18 | 14 | 28 |
| # of Boys in 1-2 Activities | 56 | 47 | 41 | 41 | 56 | 47 | 41 |

### Total # of High School Girls in Activities

|                              |    |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|----|
| # of Girls in 7+ Activities  | 1  | 11 | 5  | 2  | 1  | 1  | 4  |
| # of Girls in 5-6 Activities | 9  | 14 | 12 | 8  | 15 | 15 | 7  |
| # of Girls in 3-4 Activities | 23 | 31 | 25 | 19 | 24 | 23 | 41 |
| # of Girls in 1-2 Activities | 47 | 26 | 36 | 31 | 36 | 35 | 35 |

# of Activities does not include Athletics

**ATHLETIC PARTICIPATION**

|                                  | 04-05 | 05-06 | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
|----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>Grades 7 &amp; 8</b>          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| # of boys in athletics           | 34    | 44    | 47    | 52    | 41    | 37    | 38    | 41    | 53    | 44    | 44    | 53    | 46    |
| # of boys in school              | 42    | 51    | 54    | 56    | 51    | 43    | 44    | 46    | 54    | 48    | 49    | 59    | 59    |
| Percentage involved              | 81%   | 86%   | 87%   | 93%   | 80%   | 86%   | 86%   | 89%   | 98%   | 92%   | 90%   | 89%   | 77%   |
| # of girls in athletics          | 48    | 52    | 44    | 38    | 34    | 39    | 33    | 31    | 33    | 33    | 33    | 37    | 36    |
| # of girls in school             | 52    | 53    | 52    | 41    | 37    | 41    | 36    | 34    | 33    | 38    | 37    | 45    | 50    |
| Percentage involved              | 92%   | 98%   | 85%   | 93%   | 92%   | 95%   | 92%   | 91%   | 100%  | 87%   | 90%   | 82%   | 72%   |
| Total # of students in athletics | 82    | 96    | 91    | 90    | 75    | 76    | 71    | 72    | 86    | 77    | 77    | 90    | 82    |
| Total # of students in school    | 93    | 104   | 106   | 97    | 88    | 84    | 80    | 80    | 87    | 86    | 86    | 104   | 109   |
| Percentage Involved              | 88%   | 92%   | 86%   | 93%   | 85%   | 90%   | 89%   | 90%   | 98%   | 90%   | 90%   | 86%   | 75%   |

| <b>Grades 9-12</b>               |     |     |     |     |     |     |     |     |     |     |     |     |     |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| # of boys in athletics           | 68  | 64  | 71  | 76  | 79  | 92  | 94  | 96  | 93  | 71  | 78  | 66  | 86  |
| # of boys in school              | 107 | 100 | 108 | 104 | 113 | 118 | 120 | 118 | 110 | 110 | 108 | 95  | 112 |
| Percentage involved              | 64% | 64% | 66% | 73% | 70% | 78% | 78% | 81% | 84% | 65% | 73% | 69% | 76% |
| # of girls in athletics          | 52  | 58  | 66  | 73  | 72  | 66  | 60  | 57  | 56  | 53  | 69  | 62  | 70  |
| # of girls in school             | 97  | 102 | 113 | 112 | 107 | 93  | 96  | 86  | 81  | 80  | 86  | 87  | 98  |
| Percentage involved              | 54% | 57% | 58% | 65% | 67% | 71% | 63% | 66% | 69% | 67% | 81% | 71% | 71% |
| Total # of students in athletics | 120 | 122 | 137 | 149 | 151 | 158 | 154 | 153 | 149 | 124 | 147 | 128 | 156 |
| Total # of students in school    | 204 | 202 | 221 | 216 | 220 | 211 | 216 | 204 | 191 | 190 | 194 | 182 | 210 |
| Percentage Involved              | 59% | 60% | 62% | 69% | 69% | 75% | 71% | 75% | 78% | 66% | 76% | 70% | 74% |

| <b>Total # of HS boys in athletics</b> |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--|----|----|----|----|----|----|----|----|----|----|----|----|----|
| # of boys in 3 sports                  | 24 | 16 | 16 | 22 | 29 | 21 | 23 | 17 | 19 | 24 | 25 | 25 | 30 |
| # of boys in 2 sports                  | 24 | 29 | 29 | 31 | 26 | 34 | 45 | 45 | 40 | 25 | 25 | 22 | 30 |
| # of boys in 1 sport                   | 20 | 19 | 26 | 23 | 24 | 27 | 26 | 34 | 34 | 22 | 28 | 19 | 26 |

| <b>Total # of HS girls in athletics</b> |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|
| # of girls in 3 sports                  | 22 | 22 | 12 | 17 | 13 | 17 | 13 | 11 | 8  | 10 | 16 | 16 | 11 |
| # of girls in 2 sports                  | 17 | 15 | 24 | 31 | 32 | 16 | 22 | 19 | 23 | 17 | 23 | 22 | 20 |
| # of girls in 1 sport                   | 13 | 21 | 30 | 25 | 27 | 33 | 25 | 27 | 25 | 26 | 30 | 24 | 39 |

## Book Club

This year, book club helped review new books for the library. To meet that end, students read from a variety of categories, including YALSA Top 10 novels and nonfiction. Students selected novels from these categories, and then met twice over each category (once at the beginning and once at the end) to discuss the books. The students enjoyed reading the novels from the categories, and we discussed plans for next year to create podcasts for the library to use to promote new literature.

Additionally, students read a book together as a group. We chose *Beastly*, a novel adapted from the story of *Beauty and the Beast*. This was inspired by the school's musical, and students enjoyed reading the book together and analyzing how it compared to the musical version presented. We discussed plans for next year to read more of the same novels.

Sponsor: Nicole Sok

Approximately 18 participants ranging from freshmen through seniors.

## Drama 2016-2017

Sponsors: Jamie Smith and Sarah Detjens

Highlights of the season:

Fundraiser: 3 concession stand

Workshop: None this year

Home performance of "It's Not You, It's Me" by Don Zolidas on 11/15/16.

Conference Performance at Wahoo on 11/21/17 - 5<sup>th</sup> Place

\*Best Actor Award- Emma Krause, Garrett O'Flaherty, Jayden Credeur, Kailey Jensen, Sam Anzalone, and Luke Vie

District Performance at Midland High School 11/29/16 - 8<sup>th</sup> Place

\*Best Actor Award- Emma and Elly Krause, Luke and Lance Vie, Kailey Jensen and Sam Anzalone

\*\*\*\*\*

Students Involved: Elly Krause, Jayden Credeur, Kailey Jensen, Hally Teagarden, Luke Vie, Lance Vie, Emma Krause, Garrett O'Flaherty, Julian Camden, Alyssa Dockerty

| <b>School Year</b> | <b>Student Participation</b> |
|--------------------|------------------------------|
| 2000-01            | 32                           |
| 2001-02            | 16                           |
| 2002-03            | 15                           |
| 2003-04            | 13                           |
| 2004-05            | 26                           |
| 2005-06            | 50                           |
| 2005-06            | 31                           |

|         |    |
|---------|----|
| 2006-07 | 36 |
| 2007-08 | 16 |
| 2008-09 | 22 |
| 2009-10 | 19 |
| 2010-11 | 12 |
| 2011-12 | 8  |
| 2012-13 | 7  |
| 2013-14 | 10 |
| 2014-15 | 10 |
| 2015-16 | 9  |
| 2016-17 | 10 |

## Future Business Leaders of America (FBLA)

### Participation (Dues paid):

|              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <u>97-98</u> | <u>98-99</u> | <u>99-00</u> | <u>00-01</u> | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> | <u>05-06</u> | <u>06-07</u> | <u>07-08</u> | <u>08-09</u> | <u>09-10</u> | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> | <u>13-14</u> |
| 54           | 56           | 57           | 64           | 59           | 63           | 81           | 73           | 74           | 74           | <u>108</u>   | 108          | 105          | 113          | 100          | 96           | 96           |
| <u>14-15</u> | <u>15-16</u> | <u>16-17</u> |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 95           | 86           | 87           |              |              |              |              |              |              |              |              |              |              |              |              |              |              |

### Highlights:

- Nine members attended the National Leadership Conference in Atlanta, GA
- Officers attended the Fall Leadership Conference in Lincoln.
- Over \$600 was collected for the March of Dimes and the Nebraska FBLA Foundation through the Vollerama
- Members assisted students in collecting over 3,000 canned goods for the Washington Food Pantry
- Students participated in a variety of additional community service amounting to over 3,200 hours
  - Summer Story Hour
  - Salvation Army Bell Ringing
  - Washington County Rummage Sale
  - Lions Club Pancake Breakfast
- Thirty students attended the UNO Business Competition Day
  - Numerous individual awards receiving, including two first places receiving \$1,000 scholarships
- Eighteen students attended Midland Business Day
  - Numerous individual awards were received
- Forty-five members attended the State Leadership Conference in Omaha
  - Over 40 individual awards were received
  - Alek Timm elected State Secretary
  - Eight national qualifiers were selected

Sponsor:                   Shawna Koger

## FFA Report 2016-2017

- **FFA Membership**
  - High School: 28
  - Middle School: 12
  - Post High School: 2
- **Activities**
  - FFA Open House
    - A beginning of the year activity open for students and parents to attend. Attendants learned about the various activities, programs, and opportunities available to FFA members.
  - Fall Trash Pick Up
    - Students met to pick up trash from a designated portions of roadway within Arlington.
  - Super Farmer
    - Teams will competed against each other in an obstacle course made up of various agricultural skills and “fun” obstacles.
  - Barnwarming Dance
    - A dance was hosted by the FFA, open to all high school students. All proceeds were used to purchase supplies for the soldier packages during the December meeting.
  - December Meeting
    - Students filled up 3 boxes with items for deployed soldiers. Students also made Christmas cards to go inside of the boxes. Afterwards there was an Ugly Sweater Contest and a White Elephant Gift Exchange.
  - SAE Night
    - Students and parents came in and planned for student’s Supervised Agricultural Experience programs.
  - Beauties & Beasts Night
    - Students demonstrated the importance of healthy lifestyles by playing hockey in the blue gym.
  - FFA Chili Dinner & Auction Night (FFA Week)
    - FFA members and the local community enjoyed a chili dinner followed by a live auction. Proceeds went to benefit the FFA chapter.
  - FFA Sunday (FFA Week)
    - The FFA chapter attended a church service at St. Paul Lutheran
  - FFA BBQ (FFA Week)
    - FFA members enjoyed BBQ and board games in the Ag. Dept.
  - Official Dress Day (FFA Week)

- Students came to school in their FFA official dress. Students took individual and group photos.
  - Tractor Day (FFA Week)
    - Students drove tractors and other ag. equipment down to the county fairgrounds for display. Students also wore tractor apparel and brought in model tractors for display up at the high school.
  - Faculty & Staff Appreciation Breakfast
    - FFA members brought in breakfast foods and drinks for the faculty and staff of APS. Students also wore their chapter t-shirts that day.
  - SAE Day Trip
    - The top 20 FFA members went on a trip and visited the following places to learn about their operations and gain exposure to various agricultural fields: Hoegemeyer Hybrid Seed / Western Irrigated Seed, Dunklau Dairy, and Fremont Contract Carriers.
  - State FFA Convention
    - 17 FFA members attended the convention where they participated in career development events, leadership workshops, career/college expo, and state FFA meetings.
  - FFA Chapter Banquet
    - FFA members were recognized for their accomplishments throughout the year. A meal of fried chicken, mashed potatoes, green beans, and salad was provided to all attendants (approx. 100 people) at no charge. The following individuals received Honorary Degrees: Luke & Joy Lauritsen, Randy Dunklau and Susan Dunklau, Kay Voss.
- **Degree Recipients**
  - Discovery Degree
    - To be eligible to receive the Discovery FFA Degree from a chapter, a member must meet the following minimum requirements: Be enrolled in an agriculture class for at least a portion of the school year while in grades 7-8. Have become a dues-paying member of FFA at local, state and national levels. Participate in at least one local FFA chapter activity outside of scheduled class time. Have knowledge of agriculturally related career, ownership and entrepreneurial opportunities. Be familiar with the local FFA chapter's Program of Activities. Members who have received this degree are: **Jake Bartosh, Trevor Cooley, Madeline Espinoza, Jacob Hoefs, Lexi Irving, Mallory Ruwe, Addie Schiemann, Jacob Strom, Jace Suverkrubbe, Aaron Pavlik, Sam Hawley, and Cole Scalf.**

- Greenhand Degree
  - For members to obtain the Greenhand Degree they must be enrolled in an agricultural education class. They must also learn and explain the FFA creed, motto, salute, and mission statement. Students are required to describe and explain the meaning of the FFA emblem and colors, as well as demonstrate knowledge of the code of ethics and proper use of the FFA jacket. It is necessary for Greenhands to demonstrate knowledge of the FFA history, bylaws, and activities. Members who have received this degree are: **Bailey Andersen, Maggie Andersen, Alexa Brenn, Ty Buckley, Will Byers, Brad Ernesti, Jake Ernesti, Jacob Gaffney, Josie Kirchmann, Austin Kruse, Cole Marquardt, Matt Pavlik, Devon Robeson, Macy Rosenthal, Dyllan Schulze, Logan Vie, Kobe Wilkins, Wyatt Wollberg, and Milee Young.**
- Chapter Degree
  - Members who have obtained their Chapter Degrees have met the following qualifications: received their Greenhand Degree; have had at least 180 hours of agricultural education; earned at least \$150 dollars or worked 45 hours on their Supervised Agricultural Experience Project; effectively led a group discussion of an allotted amount of time; demonstrated a knowledge of parliamentary procedure; and have shown progress towards an achievement in the FFA awards program. Members who have received their Chapter Degrees are: **Jacque Bartosh, Reece Krueger, Conner Scheer, Lauren Schwedhelm, Trevor Toebben, Kylie Volk, and Riley Wilkins.**
- **Leadership Skills Events and Career Development Events**
  - **Ag. Demonstration:** The objective of the Agricultural Demonstration LSE is to develop the ability of FFA members to accurately explain a process that addresses a current agriculture industry practice, procedure, need, issue, or focus. Students must demonstrate the skills required in the process while making a verbal presentation. To emphasize the importance of agricultural technology and the skills required for a changing industry. This year's Agricultural Demonstration LSE participants were **Lauren Schwedhelm with Alexa Brenn and Conner Scheer with Logan Vie.**
  - **Employment Skills:** The objective of the Employment Skills LSE is to provide FFA members the opportunity to demonstrate their ability in completing a job application form, writing a letter of application, preparing a resume, interviewing, and completing a follow-up letter. This year's Employment Skills participants were **Matt Pavlik and Josie Kirchmann.**
  - **Agriscience:** The objective of the Agriscience CDE is to provide first-year agriscience students with a practical and applied career experience in a

competitive environment centered on the career pathways related to the Agriculture, Food, and Natural Resources Career Cluster. This year's agriscience CDE participants were **Jacob Gaffney, Kobe Wilkins, Wyatt Wollberg, and Milee Young.**

- **Agronomy:** The objectives of the Agronomy CDE are To demonstrate basic knowledge of agronomic sciences, to determine the ability to identify agronomic: Crops, Weeds, Seeds, Insects, Diseases, Plant Nutrient Deficiencies, Plant Disorders, Soil Management, and Equipment, and to evaluate a scenario and develop a crop management plan including crop selection, production and marketing. This year's agronomy CDE participants were **Jake Ernesti, Josie Kirchmann, Reece Krueger, and Macy Rosenthal.**
- **Farm Business Management:** The Nebraska State FFA Farm Business Management CDE Event Exam tests the level of knowledge and proficiency by each contestant in understanding as well as applying the various economic principles and business management analysis concepts involved in the operation and management of a farm or ranch operation. This year's Farm Business Management participants were **Riley Wilkins, Alexa Brenn, Jacque Bartosh, and Kylie Volk.**
- **Food Science:** The Food Science and Technology career development event is designed to promote learning activities in food science and technology related to the food industry and to assist students in developing practical knowledge of principles used in a team decision-making process. The two teams placed 4<sup>th</sup> and 5<sup>th</sup> at the district competition (the top 3 teams advance to state). This year's Food Science CDE participants were **Jacque Bartosh, Alexa Brenn, Macy Rosenthal, Bailey Andersen, Kylie Volk, Riley Wilkins, Kobe Wilkins, and Wyatt Wollberg.**
- **Livestock Management:** The livestock management event is predominantly a team-based competition with an individualized knowledge based component. Teams work together to complete six different species-based practicum exams that will test their knowledge regarding the scientific basis and practical application of livestock management concepts related to nutritional management, breeding, genetics, reproductive management, quality assurance and herd health management, and business management that includes both marketing and product evaluation. Students may be asked to identify and characterize feed samples, evaluate rations, assign body condition scores, interpret and use genetic information, demonstrate basic quality assurance

practices, evaluate and grade products, determine market values of livestock and products, identify and characterize different breeds, and identify, describe, or demonstrate the proper usage of basic equipment. This year's Livestock Management Team consisted of **Reece Krueger, Conner Scheer, Lauren Schwedhelm, Jacque Bartosh, and Kylie Volk.**

- **Dairy Cattle Judging:** The purpose of the Dairy Cattle CDE is to enable students to develop skills in dairy animal selection and dairy herd management. Students also learn to be able to evaluate the strengths and weaknesses of dairy animals and communicate their assessment to others. The following students participated in the District III competition and advanced to the State contest in August 2017: **Kobe Wilkins (high individual rating), Jacob Gaffney (high individual rating), Maggie Andersen, Josie Kirchmann, Ty Buckley, Milee Young, Dyllan Schulze, and Wyatt Wollberg.**
- **Marketing Plan:** The marketing plan event is designed to assist students with developing practical skills in the marketing process through the development and presentation of a marketing plan. Students research and present a marketing plan for an agricultural product, supply or service. It is intended as a competitive activity involving a team working for an actual local agri-business, either an existing or start-up enterprise, to support FFA's outreach mission. This year's team chose to create a marketing plan for Heinen Brothers Agriservices and **placed 8<sup>th</sup> at the Nebraska FFA State Convention.** The Marketing Plan team members were **Reece Krueger, Bailey Andersen, Conner Scheer, and Brad Ernesti.**
- **Natural Resources:** The Natural Resources event consists of two parts. The first is a multiple choice individual exam requiring knowledge of habitat management, food webs and ecosystem properties. The second part is a group practicum on species identification skills, focusing on invasive species and native fish and wildlife. Only species occurring in Nebraska were included via photographs, specimens, tracks or scat. This year's Natural Resources team **placed 22<sup>nd</sup> at the Nebraska State FFA Convention.** The Natural Resources team consisted of **Logan Vie, Lauren Schwedhelm, Matt Pavlik, and Conner Scheer.**

# Instrumental Music

## Participation:

|                     | 97-98 | 98-99 | 99-00 | 00-01 | 01-02 | 02-03 | 03-04 | 04-05 | 05-06 | 06-07 | 07-08 |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HS                  | 53    | 49    | 61    | 35    | 40    | 40    | 56    | 62    | 24    | 22    | 31    |
| JH                  |       |       |       |       |       |       |       |       | 25    | 30    | 31    |
| 5 <sup>th</sup> Grd | 5     | 13    | 6     | 10    | 12    | 31    | 26    | 20    | 24    | 26    | 23    |
| 6 <sup>th</sup> Grd | 19    | 11    | 18    | 13    | 48    | 26    | 21    | 32    | 22    | 17    | 20    |

|                 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HS              | 22    | 24    | 22    | 35    | 29    | 24    | 16    | 19    | 21    |
| MS              | 28    | 20    | 17    | 17    | 21    | 20    | 23    | 28    | 24    |
| 5 <sup>th</sup> | 15    | 15    | 14    | 9     | 9     | 18    | 16    | 21    | 21    |
| 6 <sup>th</sup> | 14    | 9     | 13    | 12    | 21    | 14    | 13    | 14    | 17    |

St. Paul's

4

## Highlights:

Band: Summer Band Lessons, (T and W, 8-4 5-weeks, 31 students received one-on-one instruction)

Summer Band Camp, MS. and Sr. High  
 Washington County Fair Parade, MS. and Sr. High  
 Nebraska State Fair Parade, MS and Sr. High.  
 Football Pep Band, Sr. High (6 games)  
 Volleyball Pep Band, Sr. High (one game)  
 High School Band Performance for Veterans Day  
 Village Pointe Holiday Parade Performance, MS. and Sr. High  
 Basketball Pep Band (4 games) Boys and Girls Games  
 Winter Music Concert 5<sup>th</sup> and 6<sup>th</sup>, MS. and Sr. High  
 Band Soup Supper 5<sup>th</sup> and 6<sup>th</sup>, MS. and Sr. High  
 Senior Citizen's Christmas dinner (small groups) 5<sup>th</sup> and 6<sup>th</sup>, MS. and Sr. High  
 All 4<sup>th</sup> and 5<sup>th</sup> and 6<sup>th</sup> grade band trip to the Holland Performing Arts Center  
 District Music Contest, Sr. High and select MS.  
 Recorders – 4<sup>th</sup> grade  
 Beginning Band Orientation and Open House – 4<sup>th</sup> Grade, interested 5<sup>th</sup> and 6<sup>th</sup> graders  
 Beginning Band Concert 5<sup>th</sup> and 6<sup>th</sup> Grade  
 Recorders Concert- 4<sup>th</sup> Grade  
 Graduation Performance, MS. and Sr. High  
 Elementary Graduation Performance, 6<sup>th</sup> Grade  
 Spring Music Concert, MS High  
 Spring Music Concert, Sr. High  
 Memorial Day Performance, MS and HS  
 Middle School Jazz Band

## Individual:

Doane Honor Band – Amanda Chappellear and Elly Krause, HS

Wayne State Honor Band - Amanda Chappellear, Madison Brennfoerder and Milee Young, HS

NCC Honor Band- Sam Anzalone, Amanda Chappellear, Madison Brennförder, Elly Krause and Milee Young, HS

Blair Honor Band –Marco Carvajal, Julia Landauer, Jacob Strom, MS

District Music Solos and Small Groups-

Snare Drum Solo: Evan Hammang, 1 Superior Rating

Snare Drum Solo, Cooper Hilgenkamp, 1 Superior Rating

Trumpet Solo, Milee Young, 1 Superior Rating

Trumpet Solo, Shawn Wilson, 2 Excellent Rating

Trumpet Duet, Milee Young and Shawn Wilson, 2 Excellent Rating

Flute/Clarinet Duet, Katie Martens and Lylee Bechtel, 1 Superior Rating

Saxophone Duet, Sam Anzalone and Hannah Johnson, 2 Excellent Rating

Arlington High School Band: 2 Excellent Rating

Pender Elementary Honor Band: 15 Participants

Total Performances: 4<sup>th</sup> Grade – 1, 5<sup>th</sup>- 4, 6<sup>th</sup>- 5, Jr High – 9, Sr. High - 22

**Director: Allison Mastny**

# National Honor Society – 2016/2017

## Participation:

|    |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|    | <u>98-99</u> | <u>99-00</u> | <u>00-01</u> | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> | <u>05-06</u> | <u>06-07</u> | <u>07-08</u> | <u>08-09</u> | <u>09-10</u> | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> |
| HS | NA           | 24           | 18           | 27           | 28           | 27           | 28           | 20           | 28           | 29           | 33           | 27           | 26           | 43           | 31           |
|    | <u>13-14</u> | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> |              |              |              |              |              |              |              |              |              |              |              |
| HS | 24           | 25           | 25           | 25           |              |              |              |              |              |              |              |              |              |              |              |

## Highlights:

- Coordinated and ran blood drive in the spring- collected 34 donations (late start)
- NHS "Trick-or-Treat So Others Can Eat" collected 748 cans
- Participated in the Arlington Public Library summer reading program
- Handed out programs at Honors Night
- NHS president gave the welcome speech at Honors Night
- Awarded \$250 scholarship to Grant Miller
- Handed out programs at graduation

## Goals:

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

## Sponsor(s):

Desiree Hayden-Parra and Nicole Sok

|                   |
|-------------------|
| <b>SKILLS USA</b> |
|-------------------|

Participation:

| <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> | <u>2013-2014</u> | <u>2014-2015</u> | <u>2015-2016</u> |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 15               | 30               | 23               | 31               | 46               | 37               | 42               |

2016-2017

41

Highlights:

- 20 students went to state Skills Conference in Grand Island on March 30- April 1, 2017.
- The Health Knowledge Bowl qualified for Nationals SKILLS Conference in Louisville, KY on June 19-23.
- Team members are: Hannah Thompson, Alexa Brenn, Macy Rosenthal and Maggie Schmidt.
- Students ran the concession stand for basketball Games.
- Eileen's Cookie Dough Fundraiser

**SKILLS OFFICERS: 2016-2017**

- Reece Krueger /President
- Brook Hoelsing /V. President
- Alexa Brenn /Secretary
- Brad Ernesti /Treasurer

# Personnel Vocal Music

## Participation:

|                     | 96-97 | 97-98 | 98-99 | 99-00 | 00-01 | 01-02 | 02-03 | 03-04 | 04-05 | 05-06 | 06-07 |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HS                  | 41    | 53    | 49    | 61    | 40    | 58    | 99    | 98    | 105   | 127   | 117   |
| 5 <sup>th</sup> Grd | 8     | 19    | 11    | 18    | 13    |       | 36    | 42    | 45    | 47    | 46    |
| 6 <sup>th</sup> Grd | 15    | 5     | 13    | 6     | 10    |       | 45    | 44    | 45    | 48    | 49    |

|                     | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HS                  | 44    | 53    | 43    | 39    | 57    | 35    | 30    | 30    | 41    | 52    |
| JH                  | 66    | 52    | 42    | 49    | 52    | 52    | 50    | 51    | 67    | 73    |
| 5 <sup>th</sup> Grd | 34    | 35    | 39    | 42    | 37    | 47    | 42    | 50    | 46    | 47    |
| 6 <sup>th</sup> Grd | 42    | 40    | 35    | 41    | 40    | 37    | 45    | 43    | 50    | 47    |

## Highlights

### High School Choir

Fall Festival solos/ensembles, October  
 Musical Production "Beauty and the Beast" (Also featuring Elementary and Middle School)  
 National Anthem at Athletic Events  
 Conference Choral Clinic Hosted in Arlington, November  
 Christmas concert, December  
 Soup Supper Performance, February  
 District Music Contest, April, Superior Plus Rating  
 Spring Concert and Vocal/Instrumental Showcase Recital, April  
 Community Performances (Senior Citizen Dinner)  
 Arlington High School Graduation performance

### Junior High Choir

Fall Festival solos/small groups, October  
 October 24 Concert  
 Winter concert, December  
 Soup Supper Performance, February  
 Spring Concert, May 2  
 Middle School Show Choir Project, December, February, March, and May (With option of being part of "Beauty and the Beast" performance and/or as tech crew.  
 Junior High Solo/Small Group Recital, May 9

### Show Choir

Peru Show Choir Competition, October  
 Soup Supper Performance, February  
 District Music Contest, April, Superior Plus Rating  
 Community Performances, Senior Citizens Christmas Dinner, Fireman's Breakfast performance)  
 Winter Concert, December  
 Show Choir Competitions UNO (snowed out this year) and NCDA, Midland Festival of the Arts, February  
 Spring Concert, April

### Individual Honors

Fremont Middle School Vocal Festival, Grant Martens, Bailey Bracht, Will Eppenbaugh, Hailey Hill.  
 Midland Gospel Festival—Jared Ruwe, Logan Sampson, Christian Donnelly, Destiny Hendry, Kailey Jensen, Sam Tierney, Jayden Credeur, Austin Rathjen, Julia Dueling, Zack Mann,  
 UNO Honor Choir—Sam Tierney, Jared Ruwe, Christian Donnelly, Logan Sampson, Destiny Hendry  
 Doane Honor Choir- Brook Hoelsing, Riley Smith, Christian Donnelly, Brynden Kinnaman, Destiny Hendry  
 JH UNO Honor Choir- Julia Landauer, Bailey Bracht  
 Sing Around Nebraska Honor Choir—Jessica Chappellear, Jordan Tweedy, Keelianne Green.

**Director: Barina Buresh Crosland**

**Speech  
2016-2017  
13 Members**

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**Ashland-Greenwood (Varsity & J. Varsity) January 14th**

|                     |                  |     |
|---------------------|------------------|-----|
| Alek Timm           | Extemp (JV)      | 1st |
| Chloe Hoffschneider | Informative (JV) | 3rd |
| Julian Camden       | Poetry (JV)      | 3rd |
| Luke Vie            | Humorous (JV)    | 5th |

**North Bend (Varsity & J. Varsity) January 21st**

|  |                  |     |
|--|------------------|-----|
| Alek Timm  | Extemp (V)       | 1st |
| Lylee Bechtel  | Poetry (JV)      | 1st |
| Kailey Jensen, Caleb Miskie,<br>Logan Sampson, Lance Vie,<br>and Julian Camden | OID (JV)         | 2nd |
| Julian Camden  | Poetry (JV)      | 3rd |
| Lance Vie  | Humorous (JV)    | 3rd |
| Chloe Hoffschneider  | Informative (JV) | 4th |
| Luke Vie   | Humorous (JV)    | 4th |
| Lylee Bechtel  | Poetry (JV)      | 5th |

**Logan View (Varsity & J. Varsity) January 28th**

|                     |                  |     |
|---------------------|------------------|-----|
| Alek Timm           | Extemp (V)       | 1st |
| Chloe Hoffschneider | Informative (JV) | 1st |
| Luke Vie            | Extemp (JV)      | 1st |
| Julian Camden       | Poetry (JV)      | 1st |

|               |                 |     |
|---------------|-----------------|-----|
| Julian Camden | Persuasive (JV) | 3rd |
| Lance Vie     | Humorous (JV)   | 5th |
| Luke Vie      | Humorous (JV)   | 6th |

**Guardian Angels (Varsity & J. Varsity) February 4th**

|  |                  |     |
|--|------------------|-----|
| Lylee Bechtel  | Informative (JV) | 1st |
| Luke Vie   | Extemp (JV)      | 3rd |
| Kailey Jensen, Caleb Miskie,<br>Logan Sampson, Lance Vie,<br>and Julian Camden | OID (JV)         | 3rd |
| Chloe Hoffschneider  | Informative (JV) | 4th |
| Luke Vie   | Humorous (JV)    | 4th |
| Amanda Chappellear   | Informative (JV) | 5th |
| Lance Vie  | Humorous (JV)    | 5th |
| Julian Camden  | Poetry (JV)      | 6th |
| Julian Camden  | Persuasive       | 6th |

**Cedar Bluffs (Varsity) February 11th**

**\*\*3rd Place as a Team\*\***

|   |             |     |
|---|-------------|-----|
| Kailey Jensen, Caleb Miskie,<br>Logan Sampson, Lance Vie,<br>and Luke Vie | OID         | 2nd |
| Lylee Bechtel   | Informative | 2nd |
| Madison Andera  | Poetry      | 3rd |
| Lance Vie   | Humorous    | 4th |
| Madison Andera  | Serious     | 4th |
| Chloe Hoffschneider   | Informative | 5th |
| Luke Vie  | Extemp      | 5th |

|               |             |     |
|---------------|-------------|-----|
| Luke Vie      | Humorous    | 5th |
| Logan Sampson | Informative | 6th |

**Conference @ Ashland-Greenwood (Varsity) February 18th**

|           |        |     |
|-----------|--------|-----|
| Alek Timm | Extemp | 3rd |
| Luke Vie  | Extemp | 4th |

**Waverly (Varsity & J. Varsity) March 4th**

|                     |                  |     |
|---------------------|------------------|-----|
| Julian Camden       | Persuasive (JV)  | 1st |
| Chloe Hoffschneider | Informative (JV) | 2nd |
| Alek Timm           | Extemp (JV)      | 3rd |
| Halle Tegarden      | Poetry (JV)      | 4th |
| Luke Vance          | Humorous (JV)    | 5th |
| Lylee Bechtel       | Informative (JV) | 5th |
| Julian Camden       | Poetry (JV)      | 7th |

**Districts @ David City (Varsity) March 13th**

|           |        |     |
|-----------|--------|-----|
| Alek Timm | Extemp | 5th |
|-----------|--------|-----|

## Student Council

### Participation:

|    |              |              |              |              |              |              |              |              |              |              |              |
|----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|    | <u>96-97</u> | <u>97-98</u> | <u>98-99</u> | <u>99-00</u> | <u>00-01</u> | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> | <u>05-06</u> | <u>06-07</u> |
| HS | NA           | NA           | NA           | NA           | NA           | NA           | NA           | NA           | 40           | 35           | 33           |
|    | <u>07-08</u> | <u>08-09</u> | <u>09-10</u> | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> | <u>13-14</u> | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> | <u>17-18</u> |
|    | 46           | 60           | 62           | 60           | 52           | 36           | 31           | 31           | 39           | 35           |              |

### Highlights:

- Homecoming Spirit Events
- Homecoming Coronation and Dance
- Homecoming Hallway Decorating
- Homecoming Trivia Contest
- Homecoming T-shirt sales
- Student Body Christmas Tree
- Senior Citizen Holiday Dinner
- Daily Pledge of Allegiance for the high school
- Paper recycling for high school throughout the school year
- Make-a-Wish Lollipop Fundraiser-donated \$1,200 to Make-A-Wish Nebraska Chapter
- High School Teacher/Staff Appreciation Week – Gift card and thank you note, popcorn and snack bar (two days), cookies, and markers.
- Districtwide Teacher/Staff Appreciation Breakfast
- Karaoke Night for grades 7-12
- Bingo Night for grades 7-12
- Help coordinate pep rallies throughout the school year
- Concession stands for sporting events
- Walk of Fame-State Wrestling, Baseball, Golf, and Track

### Officers:

|                                |                    |
|--------------------------------|--------------------|
| President                      | Grace Volk         |
| Vice President                 | Hannah Thompson    |
| Secretary                      | Brook Hoelsing     |
| Senior Class Representative    | Mya Siffring       |
| Junior Class Representative    | Rachel Kraemer     |
| Sophomore Class Representative | Alek Timm          |
| Freshman Class Representatives | Emily Lingenfelter |

Sponsor:           **Teresa Feick**

**2016-17 Quiz Bowl Season**

**All Girls Quiz Bowl Seward – Women’s Club of America Oct 19<sup>th</sup>**

**Team Members**

Makenzie Hagemesiter  
Rachel Kraemer  
Grace Volk  
Brook Hoelsing

**7-1 Record**

**Runner-Up Trophy**

**Record 7-1**

**Single Elimination-Seeded 1<sup>st</sup>  
Runner-Up Trophy**

**Seward/Concordia All Geography/History Bowl – Oct 26<sup>th</sup>**

**Team Members**

Brad Ernesti  
Seth McRoberts  
Grant Bracht  
Alek Timm  
Garrett O’Flaherty

**Record 1-3 for the day.**

**Dec 2<sup>nd</sup>- Grace University**

|                      |                |
|----------------------|----------------|
| Makenzie Hagemeister | Seth McRoberts |
| Rachel Kraemer       | Logan Sampson  |
| Grace Volk           | Jared Ruwe     |
| Brook Hoelsing       | Sam Anzalone   |
|                      | Jack Douglas   |

**Finished**

**0-4**

**1-3**

**Jan 23<sup>rd</sup>– ESU 3**

**Team Members**

Seth McRobert  
Alec Timm  
Logan Sampson  
Grant Bracht

**1-2**

**Lost to Elkhorn South and Westside  
Beat Louisville**

**Jan-Feb-KTCH Radio**

**Team Members:**

Brook Hoelsing  
Seth McRobert  
Logan Sampson  
Grace Volk

**Defeated Norfolk Catholic Round 1  
Lost to Shelby Rising City Round 2**

**March 20<sup>th</sup> - Capitol Conference Quiz Bowl –DC WEST**

**Team Members:**

Makenzie Hagemeister  
Logan Sampson  
Brook Hoelsing  
Seth McRobert

**Finished 3<sup>rd</sup> Place**

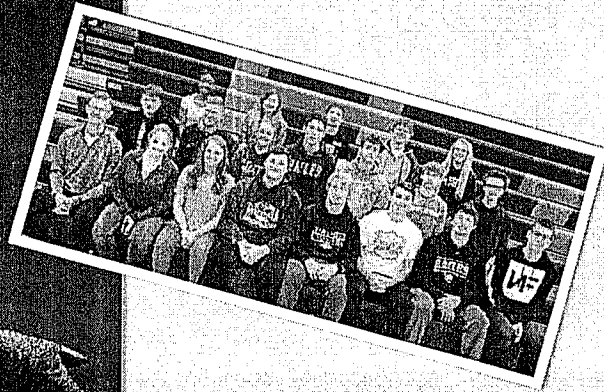
**1<sup>st</sup> Round Bye**

**2<sup>nd</sup> Round beat DC West**

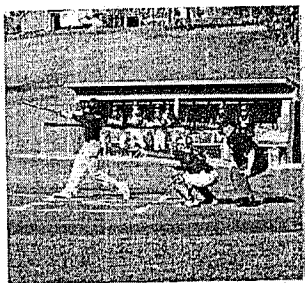
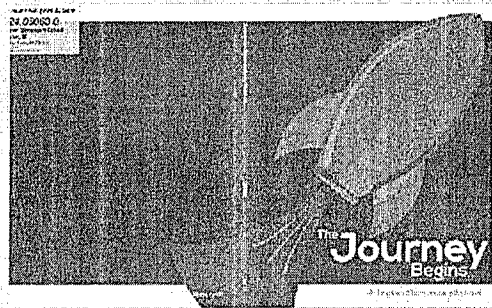
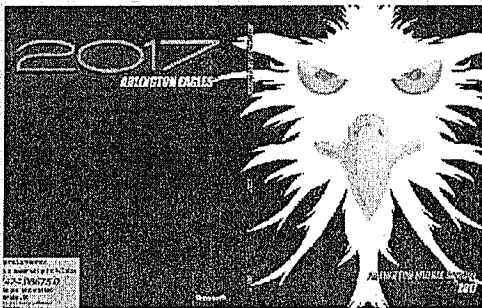
**3<sup>rd</sup> Round Lost to Platteview**

**4<sup>th</sup> Round Lost to DC West**

# OUR STORY



20 STAFF MEMBERS  
 119 HIGH SCHOOL BOOKS SOLD  
 62 MIDDLE SCHOOL BOOKS SOLD  
 119 ELEMENTARY BOOKS SOLD  
 + \$12,000 RAISED TO COVER COST  
 SUCCESSFUL YEAR



COVERING ATHLETICS



EACH STAFF MEMBER COVERING 10 EVENTS



Video Package Deal:  
Homecoming Coronation + Prom Grand March + Prom Coronation + Graduation

# Cheerleading

## Participation:

|    |              |              |              |              |              |              |              |
|----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|    | <u>03-04</u> | <u>04-05</u> | <u>05-06</u> | <u>06-07</u> | <u>07-08</u> | <u>08-09</u> | <u>09-10</u> |
| HS | 15           | 14           | 12           | 17           | 16           | 15           | 13           |
|    | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> | <u>13-14</u> | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> |
|    | 13           | 16           | 17           | 14           | 13           | 13           | 14           |

## Highlights

Attended Universal Cheerleading Association Camp at Sioux Falls SD  
Sold frozen foods as a fund raiser  
Participated in the State Cheer Championships  
Conducted pep rallies throughout the year  
Organized and financed the Little Girls Cheer Night  
Organized a middle school cheer night  
Organized Pink Out fundraiser for Susan G. Komen Foundation  
Cheerleading tryouts for the 2017-18 school year, chose 15 cheerleaders for next year

## Honors and Awards

Brought home a Spirit Stick  
Earned the "banana" on the second day at camp for most spirited squad  
Received 3 Superior ribbons at camp  
Received 1<sup>st</sup> place trophy for cheer at camp  
Received 1<sup>st</sup> place trophy for game day  
Received Trophy for being the Most Improved team at camp  
Six girls competed for All American (Payton Cooley and Kylie Volk was named All-American which qualified her to go to London)  
Payton Cooley received a 'Pin it Forward' Award  
10 Letter winners  
8 achieved scholar athlete

**Head Sponsors: Shelly Miller**

**Asst. Sponsor: Shawna Tierney**

# Dance

## Participation:

|    |              |              |              |              |              |              |              |              |              |              |              |
|----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|    | <u>96-97</u> | <u>97-98</u> | <u>98-99</u> | <u>99-00</u> | <u>00-01</u> | <u>01-02</u> | <u>02-03</u> | <u>03-04</u> | <u>04-05</u> | <u>05-06</u> | <u>06-07</u> |
| HS | 19           | 18           | 16           | 16           | 16           | 13           | 13           | 11           | 10           | 14           | 14           |
|    | <u>07-08</u> | <u>08-09</u> | <u>09-10</u> | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> | <u>13-14</u> | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> | <u>17-18</u> |
|    | 14           | 14           | 14           | 14           | 12           | 12           | 14           | 10           | 10           | 11           |              |

## Highlights:

Attended Just for Kix Dance Team Camp at Buena Vista University in Storm Lake, Iowa. Our team brought home 2<sup>nd</sup> place for our camp routine and 3<sup>rd</sup> place for our home routine. Emma Krause earned the Firecracker Award for spirit.

Mya Siffring, Emma Krause, Madison Brennfoerder, and Rachel Kraemer competed in individual events making it to the final rounds.

November – We hosted our annual home dance competition, “Peace Love & Dance”. The Arlington Dance Team placed 4th. We had dozens of girls sign-up for individual kicks, leaps, turns, and jump competitions. Mya Siffring placed third in kicks and Mackenzie Hagemester won the individual kick competition. Madison Brennfoerder won the individual competition in the area of turns.

In February we competed in the Nebraska State Dance/Cheer Competition hosted by the NCA. We placed 3<sup>rd</sup> in Kick in class C1 and also competed in the hip hop category.

Performed at all home football and boys’ basketball games.

Participated in all homecoming activities

Hosted 69 girls for Junior Dance Night

Hosted 5 girls for Junior High Dance Camp

10 letter winners with 9 being Scholar Athletes

**2016 Football Season in Review**

HS Coaches  
 Head Coach Steven Gubbels  
 Steve Henry  
 Bart Miller  
 Kyle Moore  
 Doug Ernesti

**Participation**

High School Roster - 52  
 JH Roster - 31

**Regular Season Record**

HS - 9-0 JV - 3-3 JH - 4-1

**Varsity Post Season Record**

1--1

JH Coaches Steve Johnson  
 TJ O'Connor

**Varsity Overall Record**

10--1

**Team Awards****Defensive MVP**

Grant Miller and Brad Ernesti

**Offensive MVP**

Garris Karr

**Special Team Player of the Year**

Andy Theiler

**Offensive Lineman of the Year**

Hayden Penny

**Scout Player of the Year**

Tanner Pittman

**Booster Club Player of the Year**

Garris Karr

| ARLINGTON             | Grade | First Name | Last Name | Height | Weight | Off   | Def |
|-----------------------|-------|------------|-----------|--------|--------|-------|-----|
| All-District 1st Team | 12    | Brad       | Ernesti   | 5'9    | 185    | OL    | LB  |
| All-District 1st Team | 12    | Braden     | Johnson   | 6'2    | 195    | B     | LB  |
| All-District 1st Team | 12    | Garris     | Karr      | 6'3    | 180    | B     | LB  |
| All-District 1st Team | 12    | Grant      | Miller    | 6'     | 170    | TE    | DB  |
| All-District 1st Team | 12    | Hayden     | Penny     | 6'     | 235    | OL    | DL  |
| All-District 1st Team | 12    | Riley      | Smith     | 6'     | 195    | OL    | DL  |
| All-District 1st Team | 12    | Andy       | Theiler   | 6'2    | 165    | QB    | DB  |
|                       | Grade | First Name | Last Name | Height | Weight | Off   | Def |
| HM                    | 11    | Jackson    | Borgmann  | 6'1    | 165    | B     | DB  |
| HM                    | 12    | Reece      | Krueger   | 6'4    | 180    | OL    | DL  |
| HM                    | 12    | Seth       | McRobert  | 5'11   | 170    | OL/TE | LB  |
| HM                    | 12    | Sam        | Plugge    | 5'9    | 175    | FB    | DB  |
| HM                    | 12    | Noah       | Reed      | 5'11   | 190    | OL    | DL  |
| HM                    | 12    | Logan      | Vie       | 6'9    | 305    | OL    | DL  |

**Class C-1 Omaha World Herald All-State****Honorable Mention**

Garris Karr, Hayden Penny, Grant Miller

**World Herald All-Omaha Area****Honorable Mention**

Garris Karr, Hayden Penny, Grant Miller

**Fremont Tribune All-Area - 1st Team**

Garris Karr, Hayden Penny

**Honorable Mention**

Grant Miller, Brad Ernesti, Andy Theiler, Riley Smith

**Class C-1 Huskerland All-State**

Garris Karr

**Honorable Mention****Class C-1 Lincoln Journal Star All-State****Honorable Mention**

Garris Karr, Hayden Penny, Grant Miller

**Academic All-State**

Andy Theiler and Braden Johnson

Season Records

|       |  |  |
|-------|--|--|
| 9--0  | Best Season Record                                       | Tied with 1977   |
| 10--1 | Best Overall Record                                      |  |
| 10    | Longest Winning Streak 2016                              |  |
| 62    | Most points scored in a game - Madison                   |  |
| 4119  | Most total offense in a season 3211 rushing; 908 passing |  |
| 3211  | Most yards rushing in a season                           |  |
| 158   | Most points scored by an individual - Garris Karr        |  |
|       |  | 20 rushing TDs, 1 receiving TD, 18 2-pt Conversions, & 1 interception for a TD |

State Ratings

|                      |           |
|----------------------|-----------|
| Huskeland Prep       | 8th Place |
| Omaha World Herald   | 7th       |
| Lincoln Journal Star | 8th       |

World Herald Ratings

**CLASS C-1**

1. O'Neill, 13-0, 402-137, 5
2. Wahoo Neumann, 11-2, 483-161, 3
3. David City Aquinas, 8-2, 343-103, 1
4. Kearney Catholic, 10-2, 443-233, 4
5. Wahoo, 9-2, 409-147, 2
6. Boys Town, 9-3, 352-226, 7
7. Arlington, 10-1, 400-148, 6
8. Norfolk Catholic, 6-4, 374-189, 8
9. Ogallala, 8-3, 378-258, 9
10. Fairbury, 8-2, 322-172, 10

Lincoln Journal Star

**CLASS C-1**

1. O'Neill (13-0) | 4
2. Bishop Neumann (11-2) | 3
3. Aquinas (8-2) | 1
4. Kearney Catholic (10-2) | 6
5. Wahoo (9-2) | 2
6. Norfolk Catholic (6-4) | 5
7. Boys Town (9-3) | 8
8. Arlington (10-1) | 7
9. Fairbury (8-2) | 9
10. Ogallala (8-3) |

## Volleyball

### **Participation:**

|    | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HS | 35    | 32    | 29    | 19    | 16    | 16    | 14    | 22    | 20    | 30    |
| JH | 32    | 29    | 28    | 23    | 24    | 27    | 31    | 27    | 28    | 18    |

### **Record**

|       |       |       |       |       |      |       |      |      |      |      |
|-------|-------|-------|-------|-------|------|-------|------|------|------|------|
| V     | 13-15 | 19-12 | 15-14 | 11-15 | 18-9 | 11-16 | 4-23 | 22-7 | 21-8 | 23-7 |
| JV    | 4-8   | 11-6  | 8-5   | 11-4  | 8-5  | 8-3   | 5-7  | 6-3  | 4-5  | 3-6  |
| Frosh | 8-10  | 14-3  | 11-9  | 5-9   | 7-0  | (N/A) | 2-1  | 4-10 | 7-7  | 2-12 |

### Junior High

|                           |     |     |     |      |      |     |     |     |     |     |
|---------------------------|-----|-----|-----|------|------|-----|-----|-----|-----|-----|
| 8 <sup>th</sup> Grade (A) | 8-5 | 7-5 | 9-3 | 12-2 | 10-3 | 9-4 | 9-3 | 5-8 | 6-7 | 5-6 |
| 7 <sup>th</sup> Grade (B) | 8-6 | 9-1 | 8-2 | 9-2  | 9-1  | 5-5 | 5-4 | 8-2 | 2-6 | 4-5 |
| (C)                       | 2-5 | 5-1 | 5-2 | 6-1  | 2-5  | 5-1 | 1-5 | 4-4 | 3-5 | 5-4 |

### Varsity Season Highlights:

Plattsmouth Tournament Champions  
Schuyler Tournament Runner-up  
Raymond Central Tournament Champions  
Conference Runner-up  
District Runner-up

### Post Season Honors

#### **Capitol Conference:**

Grace Volk 1<sup>st</sup> Team-Honorary Captain  
Shelby Kaup 1<sup>st</sup> Team  
Cheyenne Mahnke 2<sup>nd</sup> Team  
Jacque Bartosh Honorable Mention

#### Academic All-State

Grace Volk  
Jordan Werth

#### Class C All-State Honorable Mention

Grace Volk  
Shelby Kaup  
Jacque Bartosh

### Booster Banquet MVP

Jacque Bartosh

### Records Broken:

Kills (Career): 722 Shelby Kaup  
Assists (Career): 2070 Grace Volk  
Ace Serves (Career): 142 Grace Volk  
Digs (Match): 28 Shelby Kaup – Raymond Central  
Digs (Match): 89 vs. Ashland-Greenwood  
Digs (Season): 1436

**Fremont Tribune All-Area**

Shelby Kaup – 1<sup>st</sup> team

Grace Volk – 2<sup>nd</sup> team

Cheyenne Mahnke – Honorable mention

Jacque Bartosh – Honorable mention

**Head Coach – Brandon Mues**

**Assistant Coaches – Carla Kaup, Jennifer Gay**

# Arlington Cross Country 2016

The varsity boys' team was led by three young freshman runners, Noah Kubat, Sam Kubat, Braden Rump, and junior Sam Anzalone. These boys ran together at meet in a pack consistently placing in or around the top top 20 mark for as individual. As a team, along with Caleb Hancock and Grant Bracht, they finished in the top half of the teams at meets. They earned a second place team finish at the Raymond Central Invite. At districts Noah Kubat finished 15<sup>th</sup> to earn himself a spot at the State Cross Country meet in Kearney. Noah's teammates cheered him on at state and set a goal to qualify as a team next year.

As a male and female team, we had six letter winners, five scholar athletes, and three NCPA academic all-state recipients. Freshman Noah Kubat and lone female runner Katie Martens were voted as the Booster Club Athletes of the Year.



## Participation

| Year | Boys | Girls |
|------|------|-------|
| 1995 | 12   | 10    |
| 1996 | 14   | 9     |
| 1997 | 13   | 12    |
| 1998 | 9    | 12    |
| 1999 | 12   | 9     |
| 2000 | 10   | 9     |
| 2001 | 10   |       |
| 2002 | 12   | 2     |
| 2003 | 4    | 3     |
| 2004 | 4    | 3     |
| 2005 | 6    | 4     |
| 2006 | 12   | 10    |
| 2007 | 14   | 10    |
| 2008 | 14   | 8     |
| 2009 | 21   | 8     |
| 2010 | 24   | 9     |
| 2011 | 18   | 6     |
| 2012 | 14   | 6     |
| 2013 | 14   | 5     |
| 2014 | 16   | 5     |
| 2015 | 11   | 3     |
| 2016 | 13   | 1     |

### Head Coach:

Sara Horner

### Assistant Coach:

Ben Dobson

### Volunteer Assistant Coach:

Skylar Andrews

## 2016 Girls Golf

Participation: 8

### Team and Individual Highlights

#### West Point Tournament

Arlington 469  
Madisen Brester 9th

#### Bennington Dual

DNF – Thunderstorm  
Madisen Brester 45 2<sup>nd</sup>  
Mya Siffing 49 3<sup>rd</sup>  
Chloe Iossi 59 8<sup>th</sup>

#### Elmwood Murdock Quad @ Grandpa's Woods

Arlington 215  
Chloe Iossi 45 1<sup>st</sup>  
Mya Siffing 49 4<sup>th</sup>

#### Bennington Invite @ Stone Creek

Arlington 431  
Madisen Brester 108 14<sup>th</sup>  
Mya Siffing 104 9<sup>th</sup>  
Rachel Brown 110 11<sup>th</sup>

#### Blair Dual

Arlington 226

#### Arlington Invite @ Fremont GC

Arlington 496  
Madisen Brester 117 13<sup>th</sup>

#### Elmwood Murdock Invite @ Grandpa's Woods

Arlington 408

#### Wahoo Triangular- Scramble Format

Arlington 90 1<sup>st</sup>

#### Oakland Craig Invite

Arlington 452  
Madisen Brester 13<sup>th</sup>

#### C-1 Districts @ Columbus

Arlington Team 6<sup>th</sup> 476  
Madisen Brester 112  
Angela Brown 116

#### Letter Winners

##### Seniors

Madisen Brester  
Mya Siffing

##### Juniors

Rachel Brown  
Chloe Iossi

##### Sophomores

Katelyn Dudney

#### Athlete of the Year

Madisen Brester  
\*9 Hole Record - +9  
\*18 Hole Record - +14

#### Most Improved

Katelyn Dudney

## Softball

|                       |       |       |       |       |       |       |       |       |       |       |       |       |
|-----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>Participation:</b> | 05-06 | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
| HS                    | 14    | 16    | 14    | 21    | 22    | 16    | 14    | 19    | 20    | 20    | 18    | 20    |
| <b>Record:</b>        | 05-06 | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
| Varsity               | 5-15  | 14-12 | 6-14  | 12-10 | 14-14 | 17-10 | 24-7  | 26-7  | 14-12 | 23-9  | 19-9  | 17-15 |
| JV                    |       | 2-2   | 5-4   | 8-4   | 8-2-1 | 7-1   | 3-2   | 9-2-1 | 5-5   | 7-3   | 9-2   | 7-2   |

### Individual Highlights:

#### Team Captains:

Hannah Thompson & Brook Hoelsing

**Most Improved Player:** Macy Rosenthal

#### Offensive Player of the Year:

Bailey Andersen

**Eagle Pride Award:** Riley Wilkins

#### Defensive Player of the Year:

May Hoelsing

**Dedication Award:** Brook Hoelsing / Alexa Brenn

#### Most Valuable Player:

May Hoelsing

**Teammate of the Year:** Hannah Thompson

#### Honorary Captain:

Alexa Brenn

### New School Record

#### New Team Recordsfor:

Home Runs in a Season - 22

#### New Individual Season Records:

Bailey Andersen - (RBIs – 37)

#### New Career Records:

none

### Team Highlights

- C-2 District Runner-up

### Nebraska Capital Conference Honors:

#### **1<sup>st</sup> Team All-Conference:**

2016 – Bailey Andersen (Co-Captain)

#### **2<sup>nd</sup> Team All-Conference:**

2016 – Alexa Brenn, Brook Hoelsing

#### **Honorable Mention All-Conference:**

2015 – Hannah Thompson, May Hoelsing, Maggie Schmidt, Taylor Wakefield

### Booster Club

#### **Most Valuable Player:**

May Hoelsing

### Academic All- State Awards

Hannah Thompson and Brook Hoelsing

### All- State Awards

#### Omaha World Herald Class C All-State

**1<sup>st</sup> Team:** none

**2<sup>nd</sup> Team:** Bailey Andersen

**Honorable Mention:** Brook Hoelsing, May Hoelsing, Hannah Thompson, Alexa Brenn

**All-Omaha Area:** none

#### Lincoln Journal Star Class C All-State

**1<sup>st</sup> Team:** none

**Honorable Mention:** Bailey Andersen, Alexa Brenn, Brook Hoelsing, May Hoelsing, Hannah Thompson

**Second Team Super State:** none

# Arlington Girls Basketball 2016-2017

## **Participation:**

High School: 13

## **Records:**

Varsity: 10-12

**Head Coach:** Morgan Mruz

**Assistants:** Luke Brenn, Kristine Findlay

**Jr. High Head Coach:** Janelle Lorsch

**Highlights:** We had a lot of younger classmen step up and contribute in a positive way.

**Letter Winners:** Brook Hoelsing, May Hoelsing, Chloe Iossi, Shelby Kaup, Macy Rosenthal, Maggie Schmidt, Taylor Wakefield, Emily Lingenfelter, Jaidyn Spoon, Sarah Theiler, Abby Stromer, Milee Young

**Scholar Athlete:** Emily Lingenfelter, Jaidyn Spoon, Milee Young, Sarah Theiler, Maggie Schmidt, Taylor Wakefield, May Hoelsing, Chloe Iossi, Shelby Kaup, Brook Hoelsing

**Academic All State:** Brooke Hoelsing, Chloe Iossi

**All Conference First Team:**

**2<sup>nd</sup> team-** Shelby Kaup

**All Conference Honorable Mention:** Maggie Schmidt, Milee Young

**Fremont Tribune all-area second team:**

**Fremont Tribune all-area honorable mention:** Shelby Kaup, Maggie Schmidt, Milee Young

**Omaha World Herald honorable mention:**

**Booster Club Athlete of the Year**

Shelby Kaup

# Boys Basketball

16-17  
HS 21  
JH 27  
Records:  
HS 13-10  
JV 3-13  
Res. 6-8  
JH A 5-6  
JH B 5-3  
JH C 3-4

## Highlights:

Beat a Wayne team that had a record of 19-8 on senior night 71-42.  
Great way to send out a team with 6 seniors on the team!

Beat Fremont Bergan for the second straight year.

Played as a team and out worked our opponents many nights.

Head Coach: Chad Sharp  
Assistant Coaches: Kyle Moore, Josh Hilgenkamp  
JH Coaches: Jason Wiese and Ben Dobson

# Wrestling 2016-2017

## Participation

|    | 05-06 | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HS | 11    | 11    | 14    | 23    | 20    | 23    | 17    | 15    | 14    | 20    | 17    | 22    |
| JH | 7     | 15    | 22    | 14    | 8     | 11    | 9     | 9     | 6     | 12    | 16    | 11    |

## Dual Record:

|    |      |     |      |      |     |      |      |     |     |      |       |      |
|----|------|-----|------|------|-----|------|------|-----|-----|------|-------|------|
| HS | 3-10 | 8-8 | 7-10 | 11-4 | 8-8 | 15-4 | 10-3 | 6-8 | 5-9 | 4-10 | 11-10 | 14-6 |
|----|------|-----|------|------|-----|------|------|-----|-----|------|-------|------|

## Team Duals

|                   |         |
|-------------------|---------|
| Ft Calhoun        | L 42-36 |
| Weeping Water     | W 40-24 |
| Gibbon            | L 43-30 |
| Kearney           | L 62-12 |
| Holdrege          | L 60-24 |
| Ravenna           | W 42-39 |
| Oakland Craig     | L 42-30 |
| Stanton           | W 51-27 |
| Wisner-Pilger     | W 54-24 |
| Pender            | W 42-34 |
| Louisville        | W 40-31 |
| East Butler       | W 42-38 |
| DC West           | W 54-26 |
| Mt. Michael       | W 61-16 |
| Conestoga         | W 38-36 |
| Boys Town         | L 39-34 |
| Platteview        | W 51-27 |
| Ashland-Greenwood | W 54-21 |
| Raymond Central   | W 48-33 |
| Falls City        | W 51-15 |

## Tournaments

|            |                  |            |
|------------|------------------|------------|
| Blair      | 7 <sup>th</sup>  | 61 pts.    |
| North Bend | 4 <sup>th</sup>  | 102 pts.   |
| Ashland    | 4 <sup>th</sup>  | 120 pts.   |
| Yutan      | 3 <sup>rd</sup>  | 113.5 pts. |
| Arlington  | 6 <sup>th</sup>  | 106 pts.   |
| Conference | 7 <sup>th</sup>  | 62 pts.    |
| Districts  | 9 <sup>th</sup>  | 68 pts.    |
| State      | 38 <sup>th</sup> | 11pts.     |

## Individual Tournament Results

### Blair Invite

|                       |  |
|-----------------------|--|
| Runner-up             | 182 Riley Smith                            |
| 3 <sup>rd</sup> place | 126 Talon Mues<br>170 Remington Gay        |
| 4 <sup>th</sup> place | 145 Derek Warner<br>195 Christian Donnelly |

### Arlington Invite

|                       |   |
|-----------------------|---|
| Champion              | 126 Talon Mues<br>182 Riley Smith                       |
| 3 <sup>rd</sup> place | 113 Zach Mann   |
| 4 <sup>th</sup> place | 120 Lawson Oerman<br>160 Clayton Koch<br>220 Will Byers |

### Conference Invite

|                       |   |
|-----------------------|---|
| 3 <sup>rd</sup> place | 113 Zach Mann<br>132 Blake Grefe<br>160 Clayton Koch<br>182 Riley Smith |
| 4 <sup>th</sup> place | 170 Brad Ernesti<br>195 Christian Donnelly                              |

### Ashland-Greenwood

|                       |  |
|-----------------------|--|
| Runner-up             | 126 Talon Mues<br>170 Remington Gay  |
| 3 <sup>rd</sup> place | 132 Blake Grefe<br>152 Kobe Wilkins<br>182 Riley Smith<br>195 Christian Donnelly |

### North Bend Invite

|                 |                                    |
|-----------------|------------------------------------|
| Champion        | 182 Riley Smith                    |
| Runner-up       | 126 Talon Mues<br>160 Clayton Koch |
| 3 <sup>rd</sup> | 170 Remington Gay                  |

### Districts

|                       |                                     |
|-----------------------|-------------------------------------|
| 3 <sup>rd</sup> place | 160 Clayton Koch<br>182 Riley Smith |
| 4 <sup>th</sup> place | 170 Remington Gay                   |

### State

|                       |                 |
|-----------------------|-----------------|
| 5 <sup>th</sup> place | 182 Riley Smith |
|-----------------------|-----------------|

**Awards:**

Academic All-State

NSWCA Academic All-State

Most Valuable Wrestler – Eagle Warrior MVP

Riley Smith

**Letterwinners:**

Zach Mann

Talon Mues

Blake Grefe

Jacob Thiem

Derek Warner

Kobe Wilkins

Clayton Koch

Remington Gay

Riley Smith

Brad Ernesti

Christian Donnelly

Will Byers

Ty Buckley

**Head Coach:** Brandon Mues

**Asst Coach:** Tyler Stender, Doug Hart, Tyler Stender

**JH Coach:** Doug Hart, Tyler Stender

**Stats:** Keith Fink

**Managers:** Josh Miller, Hunter Gilmore, Trevor Cooley

**Student Trainer:** Bailey Clapper

**Video:** Riley Wilkins, Julia Dueling

# 2017 Arlington Baseball Report

## Participation

|    | <u>09-10</u> | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> | <u>13-14</u> | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> |
|----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| HS | 27           | 34           | 34           | 28           | 26           | 27           | 23           | 25           |

## Record

|    | <u>09-10</u> | <u>10-11</u> | <u>11-12</u> | <u>12-13</u> | <u>13-14</u> | <u>14-15</u> | <u>15-16</u> | <u>16-17</u> |
|----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| V  | 0-18         | 4-8          | 5-12         | 3-6          | 3-13         | 7-11         | 16-4         | 16-7         |
| JV | 3-9-1        | 7-0          | 2-8          | 2-6          | 8-7          | 15-2         | 11-7-1       | 10-4-1       |

## Awards

- **Academic All-State**  
Andy Theiler  
Braden Johnson
- **All-Conference Selections**  
First Team: Andy Theiler and Clayton Koch  
Second Team: Jackson Borgmann  
Honorable Mention: Braden Johnson and Jake Vogt
- **Booster Club Athlete of the Year**  
Athlete of the Year: Andy Theiler

## Highlights

- 16 wins for two straight years. Tied last year for most wins in a year since reinstatement of the program.
- Regular Season Conference Champions.
- Back to Back State qualifier.

**Head Coach:** Rusty Hilgenkamp

**Assist Coaches:** Frank Theiler, Ed Menking; Tyler Stender

\*\*Continued below

### Arlington (15-5)

| Date        | Opponent                                 | Class | W-<br>L | Div | W/L | Score           | Points | Tournament Name             | Tournament Location         |
|-------------|--|-------|---------|-----|-----|-----------------|--------|-----------------------------|-----------------------------|
| 03/17-03/18 | Opponents:                               |       | -       | -   |     | -               | -      | Arlington Invitational      | Arlington High School       |
| 03/17       | Omaha Northwest                          | A     | 17-10   | 2   | L   | 3-5             | 38     | Arlington Invitational      | Arlington High School       |
| 03/18       | Omaha North                              | A     | 5-20    | 4   | W   | 14-4            | 43     | Arlington Invitational      | Arlington High School       |
| 03/20/17    | Wayne                                    | B     | 6-12    | 3   | W   | 4-0             | 44     |                             |                             |
| 03/23/17    | Mount Michael Benedictine                | B     | 10-14   | 3   | W   | 16-15           | 44     |                             |                             |
| 03/27/17    | GACC-SS-WPB                              | B     | 5-9     | 3   | W   | 7-1             | 44     |                             |                             |
| 03/28/17    | @ Thurston-Cuming County                 | B     | 4-8     | 3   | L   | 1-2             | 33     |                             |                             |
| 04/01/17    | @ Bellevue East                          | A     | 13-12   | 2   | L   | 6-7             | 38     |                             |                             |
| 04/03/17    | Thurston-Cuming County                   | B     | 4-8     | 3   | W   | 6-0             | 44     |                             |                             |
| 04/04/17    | Douglas County West                      | B     | 2-13    | 4   | W   | 2-1             | 41     |                             |                             |
| 04/08/17    | Omaha South                              | A     | 7-18    | 3   | W   | 8-5             | 46     |                             |                             |
| 04/10/17    | @ Fort Calhoun                           | B     | 3-13    | 4   | W   | 17-2            | 41     |                             |                             |
| 04/13-04/17 | Opponents:                               |       | -       | -   |     | -               | -      | Nebraska Capitol Conference | Ashland-Greenwood           |
| 04/17       | Platte Valley                            | B     | 8-13    | 3   | L   | 1-7             | 33     | Nebraska Capitol Conference | Ashland-Greenwood           |
| 04/17       | Platteview                               | B     | 11-9    | 2   | L   | 3-8             | 36     | Nebraska Capitol Conference | Ashland-Greenwood           |
| 04/18/17    | Fort Calhoun                             | B     | 3-13    | 4   | W   | 4-3             | 41     |                             |                             |
| 04/21/17    | @ Douglas County West                    | B     | 2-13    | 4   | W   | 11-1            | 41     |                             |                             |
| 04/22/17    | Omaha North                              | A     | 5-20    | 4   | W   | 3-0             | 43     |                             |                             |
| 04/24/17    | @ Platteview                             | B     | 11-9    | 2   | W   | 4-2             | 47     |                             |                             |
| 04/25/17    | Platte Valley                            | B     | 8-13    | 3   | W   | 5-3             | 44     |                             |                             |
| 04/28/17    | @ Wahoo/Raymond Central/Lincoln Lutheran | B     | 15-7    | 2   |     | CANCELLED       | -      |                             |                             |
| 04/29-04/29 | (To Be Determined)                       |       | -       | -   |     | -               | -      | Lincoln High Invite         | Lincoln High/Sherman/Hartog |
| 05/02/17    | @ Wayne                                  | B     | 6-12    | 3   |     | CANCELLED       | -      |                             |                             |
| 05/06/17    | Wahoo/Raymond Central/Lincoln Lutheran   | B     | 15-7    | 2   | W   | 1-0 (8 innings) | 47     | District B-2 Tournament     |                             |
| 05/08/17    | Lincoln Pius X                           | B     | 19-5    | 1   | W   | 6-5             | 50     | District B-2 Tournament     |                             |

- Norris (21-3), 45.2500
- Lincoln Pius X (19-5), 44.4583
- Elkhorn South (19-10), 43.1379
- Gretna (19-7), 42.7692
- Elkhorn (17-10), 42.7037
- Omaha Skutt Catholic (16-8), 42.6250
- Hastings (10-6), 42.2500
- Arlington (15-5), 41.9000
- Wahoo/Raymond Central/Lincoln Lutheran (15-7), 41.6818
- Blair (13-8), 41.5714
- Ralston (11-9), 41.3000
- Nebraska City (11-7), 41.2222
- Seward (12-8), 41.1000
- Concordia/Brownell Talbot/Omaha Christian Academy (12-7), 40.9474
- South Sioux City (11-10), 40.5714
- Bennington (10-11), 40.3333
- Omaha Roncalli Catholic (10-12), 40.3182
- Waverly (11-12), 40.2174
- Platteview (11-9), 40.1000
- Beatrice (9-12), 39.1429
- Mount Michael Benedictine (10-14), 39.0833
- Omaha Gross Catholic (6-20), 39.0769
- Crete (8-12), 39.0500
- Platte Valley (8-13), 38.5238
- Falls City (7-10), 38.4118
- GACC-SS-WPB (5-9), 38.1429
- Wayne (6-12), 37.5556
- Thurston-Cuming County (4-8), 37.3333
- Plattsmouth (5-12), 37.2941
- Auburn (3-13), 36.5625
- Fort Calhoun (3-13), 36.3750
- Douglas County West (2-13), 36.0000

**Boys Golf**

**Head Coach: Scott Parson**

**Participation:**

| 05-06 | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 15    | 14    | 18    | 15    | 10    | 9     | 12    | 13    | 7     | 8     | 11    | 12    |

**Team and Individual Highlights:**

- DC West Invitational 424 (8<sup>th</sup> of 14)  
Alek Timm – 6<sup>th</sup>
- Ashland Invitational 428 (14<sup>th</sup> of 16)
- Fort Calhoun Triangular 211 (2<sup>nd</sup>)
- Blair Invitational 430 (14<sup>th</sup> of 16)
- NCC (@ Wahoo) 438 (5<sup>th</sup> of 7)  
Alek Timm – 9<sup>th</sup>
- Tekamah Herman Invitational 443 (9<sup>th</sup> of 12)
- District C-2 @ Oakland 432 (11<sup>th</sup> of 14)  
Landon Walkenhorst – 9<sup>th</sup> – State Qualifier
- State Meet @ Meadowlark Hills in Kearney  
Landon Walkenhorst – T-68<sup>th</sup> – 90/101 - 191

## High School Track 2016-17 Year in Review

### Coaches:

|                |                                  |
|----------------|----------------------------------|
| Steven Gubbels | Head Coach / Hurdles and Sprints |
| Bart Miller    | Distance/Mid-distance            |
| Carla Kaup     | Long and Triple Jump             |
| Floyd Everrit  | Pole Vault                       |
| Jake Eckhardt  | Shot and Discus                  |
| Jeff Manka     | High Jump                        |
| Jason Wiese    | Head JH Coach                    |
| Sara Horner    | JH assistant                     |
| Steve Johnson  | JH assistant                     |

**Athletes:** 17 Female  
22 Male

### State Qualifiers

| Name               |    | Events     | Result   |          | Result                   |
|--------------------|----|------------|----------|----------|--------------------------|
| Shelby Kaup        | 11 | High Jump  | NM       | 100 H    | P- 16.48 F- 16.31<br>4th |
| Taylor Wakefield   | 10 | 100 H      | P- 17.21 | 4x100    | 53.03                    |
| Tierra Krivohlavek | 11 | 4x100      | 53.03    |          |                          |
| Maggie Schmidt     | 10 | 4x100      | 53.03    |          |                          |
| Madison Baumert    | 11 | 4x100      | 53.03    |          |                          |
| Sarah Theiler      | 9  | High Jump  | 5' 2 3rd | 400      | 61.67                    |
| Dylan Simpson      | 11 | 200        | 23.21    |          |                          |
| Brook Hoelsing     | 12 | Discus     | 99'      | Shot Put | 35' .5                   |
| May Hoelsing       | 11 | Pole Vault | NM       |          |                          |

**Girls State Team Finish:** 21 – 11 points

**Boys State Team Finish:**

### School Records:

May Hoelsing: Pole Vault – 9' 9"

Shelby Kaup: 100H - 15.55 (FAT) or 15.4 (Hand-held)

### **Meet Championships:**

Girls: West Point Snow Melt; Tiger-Cadet; Arlington

Boys:

### **Meet Runners-up**

Girls: Platteview

Boys:

The following descriptions/rationales are provided by the Perry Law Firm (specifically Gregory H. Perry and Justin J. Knight). **The sections in red are my personal comments/input.** This summary document is organized in three sections. Section A will correspond to agenda item 7.7 and are amended policies; Section B corresponds to agenda item 7.8 and are new policies; Section C is non-policy items presented by Perry Law Firm for board consideration.

**Section A. AMENDED POLICIES**

- 1. #1200: Anti-Harassment Policy (REQUIRED)**  
**#4003: Employee Anti-discrimination(REQUIRED)**

Our current policy template includes an anti-discrimination policy but the policy does not include a specific reference to the Nebraska Equal Opportunity in Education Act, Neb. Rev. Stat. § 79-2,115 to § 79-2,124. Recently, a civil rights attorney complained that a school district's anti-discrimination policy did not satisfy the Act's requirement that the district have a policy to carry out the Act. We have added a legal reference to the Act to the policy to show that the anti-discrimination policy is adopted to comply with the Act, as well as other laws.

**We are doing second reading on Wellness Policy and Meal Charge this month. We still need to update our policy on Safety Plan but I am waiting for some feedback from lawyers pertaining to that policy. We will do first review of that policy next month.**

- 2. #3130: Purchasing Policies (OPTIONAL)**

Years and years ago, our Policy Template listed purchases between \$15,000.00 and \$40,000.00 as the amount that requires an RFP process, while purchases above \$40,000.00 require a sealed bid process. We have received feedback from Boards and Superintendents that the \$40,000.00 amount is outdated. As a result, we have replaced the \$40,000.00 amount with \$90,000.00. Your Board can determine what amount you prefer.

**Although it is 'optional' in the past we have followed the lawful requirements and it would make sense to maintain that consistency.**

- 3. #3570: Business Operations (REQUIRED)**

NDE has required districts to include "suspension and disbarment" language in contracts reimbursed with federal funds. This requirement is aimed at preventing the government from paying federal funds to unethical or irresponsible companies or individuals. Although contract language generally does not rise to the level of Board Policy, we have included language to this effect in Policy 3570 because of NDE's emphasis on this requirement. In addition, by having a Policy on this topic, your District has a defense if your District ever forgets to include this language in a covered contract.

- 4. #5001 Form: Summary of School Immunization Rules and Regulations (REQUIRED)**

The Nebraska Department of Health and Human Services has updated its Summary of School Immunization Rules and Regulations for the 2017-2018 School Year. The January 25, 2017 update is attached and it replaces page 9 in the forms attached to our Policy 5001, Admissions Requirements.

**5. #5004: Part Time Enrollment (REQUIRED)**

This year, the Nebraska School Activities Association voted to continue to require home - school or exempt students to be enrolled continuously in 20 credit hours each semester. However, the NSAA changed the existing rule to provide that a student needs to be enrolled in only 10 credit hours in the member school. As such, we eliminated the exception that existed under the old rule.

Our policy was actually consistent with the new NSAA guidelines but language was changed to be consistent with lawyer language although intent is the same.

**6. #6800: Internet Safety Policy (REQUIRED)**

The Legislature passed LB 512, the Education Omnibus bill. LB 512 included the Nebraska Student Online Personal Protection Act ("SOPPA"). The SOPPA imposes requirements to maintain the online privacy of students. Just as Policy 6800 confirms the District's intent to comply with other privacy laws, Policy 6800 now references the SOPPA.

**7. #8130: Annual Organization Meeting (OPTIONAL)**

Earlier this year, Omaha Public Schools struggled to elect a Board President. The Board remained deadlocked on a 4-4 vote for hours. A state statute provided a remedy for OPS's problem. Neb. Rev. Stat. § 79-567 provides: "The members of the board of education of a Class V school district, at their regular meeting in January each year, shall elect a president and vice president from their own members, who shall serve for terms of one year or until their successors are elected and qualified." (Emphasis supplied). As such, this law prevented an absence of leadership on the OPS board, because no matter how many meetings and votes ended up 4-4, the existing President remained in office.

However, this statute only applies to OPS. For Class II and III school districts, Neb. Rev. Stat. § 79-564 provides: "At the first meeting of each school board or board of education elected in a Class II or III school district, and annually thereafter, the board shall elect from among its members a president and vice president." Thus, there is no default rule for a Class III school district that the existing Board President continues to serve until a successor is elected.

A solution to this potential issue is for the Board's motions to elect officers to read similarly to the OPS statute. We have thus inserted the ideal motion into the policy on annual organizational meetings.

In addition, we are aware that boards sometimes do not act on each of the items specified in the annual organizational meetings. For example, the policy calls for approval of policies and regulations, and for the dissemination of the conflict of interest statutes, but these actions are sometimes not taken. To avoid a violation of the policy, we have revised the policy by changing the statement that the board "shall" take the prescribed actions to state that the board "should" take those actions.

Finally, this policy calls for dissemination of the conflict of interest laws. We have provided these laws to accompany the policy.

The board needs to decide how they want the tie breaker to be handled. These new suggestions would be significantly different than the current policy which calls for five ballot votes then flip a coin if still tied. In addition, I updated the policy to reflect our current practice and to be consistent with currently established bylaws.

**8. #9330: Parliamentary Procedure (OPTIONAL)**

During this past year, the Lincoln City Council was locked in a heated debate over the budget. At one meeting, a Councilmember invoked an uncommon procedure under Robert's Rules of Order. After news outlets reported on this meeting, we were asked to revisit the Policy on parliamentary procedure to ensure that no Board is absolutely bound by all of Robert's Rules of Order.

Although optional, I would suggest changing it to reflect our current practice which is to use Roberts Rule as a guideline.

**Section B. NEW POLICIES**

**1. #3131 and #3131.1: Procurement Policy**

NDE is requiring that schools have a procurement policy in the form of Policy 3131 and 3131.1 for District employees.

**2. #4028: Employee Fundraising (OPTIONAL)**

Districts have struggled to restrict or manage teachers from fundraising online (e.g. crowdfunding) and in the community. Policy 4028 requires that a district employee receive permission if the employee seeks to use their position as a school employee to fundraise.

Although optional, I would suggest adding this policy.

**3. #5413: Student Interviews (REQUIRED)**

Last year, the Legislature amended several laws related to juveniles. The amended laws give law enforcement more authority to take a student into temporary custody without a warrant or order of the court. These changes will go into effect on July 1, 2017. As such, the student interview Policy has been updated to reflect the current state of the law.

Our policy was considerably different than the boiler plate version that the lawyer provided here. I am presenting the entire policy for first review because it was too difficult to redline from our current policy. We have attached the 'current' policy also so you can see the difference.

**4. #5418: Every Student Succeeds Act – Homeless (REQUIRED)**

The Nebraska Department of Education has released a "sample policy" on homeless students under the Every Student Succeeds Act. We have accepted their "sample policy" in Policy 5418 and recommend replacing your existing homeless policy with this version.

**Section C. NON-POLICY UPDATES**

In addition to these Policy Updates, there are several legal updates that your District should know:

**1. Student Pregnancy**

You may have heard that the Legislature passed a law (LB 427) requiring every school district to pass a policy on pregnant students. The Law gives the Nebraska Department of Education until December 1, 2017 to decide if the Department will release a “model policy” for districts across the state. Districts do not need to adopt a policy until May 1, 2018. As a result, we will wait to see if NDE distributes a model policy on this topic. In any event, we will provide a policy for schools prior to the May 1, 2018 deadline.

**2. Veterans’ Preference**

The Legislature passed a law (LB 639) that requires political subdivisions (including school districts) to give preference to the spouse of a servicemember (defined as “a person who serves on active duty in the armed forces of the United States except for training”) in employment -related matters, including hiring. Although this change does not rise to the level of changing Board Policy, districts should review their application forms to ensure that they are in compliance with this new law. We have provided updated application forms to include for veteran spousal purposes.

**3. Swim Training**

LB 512 (the Education Omnibus bill) includes a requirement that every swimming pool owned, rented, leased, or otherwise used by a school district for practice, competition, or any other school function must have at least one person present, who is currently certified by a nationally recognized aquatic training program in first aid, cardiopulmonary resuscitation, and drowning risk prevention.

Therefore, any district that owns, rents, leases or otherwise uses a swimming pool must ensure that they meet these personnel training requirements.

**4. Medicaid Fraud**

Any school district that receives more than \$5,000,000.00 annually in Medicaid-based funds are required to have a written policy on detecting and preventing fraud, wage and abuse of federal funds. We assume that no district receives this much in Medicaid-based funds but, if your district does receive this much, please let us know and we will provide you with the applicable policy.

**5. Solar Eclipse**

As you may know, on August 21, 2017, the total solar eclipse’s path will cross the state of Nebraska. Many schools are either hosting viewings of the solar eclipse or traveling to watch this unique experience. With such an opportunity comes several risks, including the possibility that a student may suffer an eye injury as a result of staring too long into the sun. As a result, we strongly recommend that all districts intending to facilitate students viewing the eclipse have either a (1) waiver/release or (2) opt-out form for parents to sign.

Should you have any questions about the any of these policies or the underlying legal regulations and requirements, please do not hesitate to contact us.

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

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

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, **veteran status**, national or ethnic origin, age, marital status, **pregnancy, childbirth or related medical condition, or other protected status, is prohibited.** The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, **veteran status**, national or ethnic origin, age, marital status, **pregnancy, childbirth or related medical condition, or other protected status**, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an

appropriate resolution so the discrimination or harassment can be remedied and put to an end.

- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
**Neb. Rev. Stat. § 79-2,115, et seq**

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Arlington Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9<sup>th</sup> Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its

effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's

designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working**

**days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Remedies:**

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.

- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - i. Know the school's prohibition against discrimination, harassment, and retaliation.
  - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - iii. Understand how and to whom to report any incidents of discrimination.
  - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using

the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

**5. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

**6. Training:**

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**7. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**8. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

**Legal Reference:** Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska

Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA),  
38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: August 10, 2015

Reviewed: November 9, 2015

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: [Insert Date]

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

**Summary of the School Immunization Rules and Regulations  
For 2017-2018 School Year**

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

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

StudentsFull-Time and Part-Time EnrollmentFull-Time Enrollment

Students must be enrolled in Arlington Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions may be permitted for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Arlington Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or ~~20 semester credits of~~ high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day. ~~High school students will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities. Reference NSAA requirements.~~
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic

placement decisions.

5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

#### D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis and/or students enrolled at St. Paul's Lutheran School may be permitted, in the discretion of the principal and athletic director, to participate in extracurricular activities. Part-time student participants will be required to meet the same participation requirements as full-time students. Participation in activities that are subject to bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Source: Laws 2006, LB 821; Neb. Rev. Stat. Section 79-526;  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: May 12, 2014 and June 9, 2014  
Reviewed: March 14, 2016

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of [Name] Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and

access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
 Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512 (2017).

Date of Adoption: [Insert Date]

[Name] Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the [Name] Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the [Name] Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of [Name] Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, [Name] Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the [Name] Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of [Name] Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by [Name] Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Arlington School District Board of Education shall be held on or before the second Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and ex officio secretary and treasurer, if it is determined by the Board of Education that same are needed, all of whom will assume office at the organizational meeting.
2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. **The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.**

**OR**

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after \_\_\_\_\_ ballots or \_\_\_\_\_ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

3. The President shall assume the chair immediately upon the President's election.
- B. The order of business for the remainder of the meeting ~~shall~~ **should** be as follows:
1. The election of a Vice President by the same method as used for the election of the President.
  2. The election (or appointment) of a Secretary and Treasurer.

- 4.3. ~~Review and Appointment of Board Committees and Representatives. Review of existing temporary committees or special appointments involving Board members.~~
- 4. ~~Approval of Depository by resolution.~~
- 5. ~~Review and designation of school attorney(s) and newspaper of record.~~
- 3.6. ~~The adoption of an order of business to guide the preparation of future agenda and conduct of meetings.~~ Review the current policy governing Order of Business for Board Meeting.
- 5. ~~Approval of current Board policies and regulations.~~
- 6.7. Dissemination to each Board member of conflict of interest statutes.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013

Bylaws of the Board - MeetingsParliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: [Insert Date]

Business Operations

Procurement Plan – Code of Conduct

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

Date of Adoption: [Insert Date]

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

### Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$50,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
  - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
  2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
  3. To place and confirm orders with vendors, or make plans to purchase the required items.
  4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
  5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
  9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: [Insert Date]

StudentsRequests to Contact Students and Student Interviews by Non-School PersonnelA. Removals of Students and Interviews of Students

In dealing with law enforcement officials, Arlington Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).

- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Arlington Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Arlington Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Arlington Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Arlington Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104  
20 U.S.C. §1232g (FERPA)

Date of Adoption: [Insert Date]

**AR-5413--Exhibit A**

**Affidavit and Release to Remove Student**

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

The undersigned hereby states and affirms to the [Name] Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the [Name] Public Schools to deliver to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:
  - ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
  - ( ) There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.
  - ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_
  - ( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the [Name] Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer’s name and position, including badge number)

**AR-5413--Exhibit B  
Affidavit to Interview or Question Student**

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

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the [Name] Public Schools, and hereby states and affirms to the [Name] Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position including badge number)

StudentsRequests to Contact Students and Student Interviews by Non-School Personnel

Any person other than an employee or agent of the school who comes to the school to talk to or take a student out of school must obtain permission of the principal or superintendent of schools or school designated official prior to contacting the student. The school official shall not grant permission unless that person has a clearly valid and proper reason for contacting the student. Ordinarily such contacts shall be restricted to parents of the student, a close friend of the family when a dire emergency exists, or a law enforcement official. Law enforcement officers should be urged to contact the students outside the school whenever possible.

Students Involved in Law Enforcement Contacts

It shall be the policy of the Arlington Public Schools that every effort will be made to facilitate the solution of problems involving students enrolled in the district's schools. While some of these problems may be indirectly related to the school setting, any effort to facilitate solutions of such problems will be made consistent with applicable federal and state law.

Emergency Protective Custody

Nebraska law gives peace officers the authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or a municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe such juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. If a peace officer (defined for the purpose of this Policy as a member of the Washington County Sheriff's Department) comes to the school and requests custody of a student, custody should be granted only after the peace officer has completed and signed an affidavit and release in the form set out in Exhibit "A" to this Policy. The signed affidavit and release should be retained as a part of the permanent records of the school. In situations where the peace officer takes custody of a student, attempt should be made to immediately notify the parent, provided, however, that in the event circumstances are communicated to the school official which would indicate that immediate notification of the parent could interfere with the officers' performance of their duties or create a dangerous situation for the students or officers, then notification can be deferred for a reasonable time. In the event delay in notification takes place, the reasons for the delay shall be documented in the file and attempt shall be made to notify the parents as soon as circumstances dictate. Nebraska law places a burden on the peace officer to notify the parent, guardian, or custodian that a child has been taken into custody; however, this should not be interpreted as releasing the school from its duty of notification.

Probation Officers

When the juvenile court or regular adult court has taken jurisdiction of a matter involving a student and assigned a probation officer, opportunity should be given to the probation officer, on request, to interview the child at school, free from the observation of other children or individuals. In such situations, it is neither essential nor desirable that the principal or his or her agent be present at these interviews or visits. It also is not necessary to obtain the consent of the parent, guardian, or custodian for such interview. The probation officer has been duly authorized by the court following the proper acceptance of the case in juvenile or regular court to investigate the matter for the court. Prior to allowing the interview by the probation officer, the probation officer must complete and sign an affidavit in the form set out in Exhibit "B" to this Policy; and said affidavit should be retained in the permanent records of the school. In addition, if a written copy of the probation order or other authorization from the court is available that should be made a part of the school record, as well.

In the event the child is placed on probation, the probation officer has the statutory authority to arrest the person under his supervision in certain circumstances and that power is similar to the power granted to a peace officer by law. Whenever a probation officer requests authority to take a student under his or her supervision into custody, in addition to obtaining the affidavit referred to in Exhibit "B" to this Policy, the school official should also have the probation officer complete and sign an affidavit and release in the form set out in Exhibit "A" to this Policy; and said affidavit and release should be retained in the school's permanent file.

Arresting Officers

A regular peace officer, whether a member of i.e. the Washington County Sheriff's Department, may in the line of his or her duty may require a student to accompany him or her to headquarters for questioning or detention. Such action on the part of a peace officer constitutes an arrest. In these situations, the officer may or may not have a written arrest warrant issued by a court. Before a student is released to a peace officer, such officer should be required to complete and sign an affidavit and release in the form set out in Exhibit "A" to this Policy; and such affidavit and release should be retained in the school's permanent file. Whenever custody of a student is turned over to a peace officer, the parents of such student should be notified immediately.

In some instances there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state officials, or officers from another town or county. While these officers may have authority to arrest and remove children from school, there are very few, if any, situations when they cannot involve a member of the Washington County Sheriff's Department in making the actual arrest. If a member of the Washington County Sheriff's Department is participating in the arrest, he or she should complete and sign an affidavit and release in a form such as that set out in Exhibit "A" to this Policy. If possible, the non-local officer who is participating in the arrest should also sign the affidavit and release. A copy of any written arrest warrant or other authorization should also be kept with the school's permanent records together with the signed affidavit and release. If a law enforcement official other than a member of the Washington County Sheriff's Department requests that custody of a student be turned over to him or her, he or she should be requested to involve one of the local officers. If such request is refused, an attempt should be made to positively identify the

officer; and permanent evidence of that identification should be retained in the school's permanent files, together with a copy of the signed affidavit and release and copies of any other written documents which purport to authorize the officer to take custody of the student.

Under no circumstances should a student ever be released to a private detective or "special police officer" who is not an officer of a political subdivision of the State of Nebraska or an officer of some agency of the federal government.

#### Official Investigations (Questioning)

Unless a student is placed under arrest and the proper affidavit and release are signed, a peace officer or other law enforcement officer may not remove a child from a school building for questioning while such child is properly in attendance at the school unless permission of the child's parent, guardian or custodian is obtained. Questioning or interview of students on the school premises should only take place pursuant to the following guidelines:

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian, or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.
2. If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse or neglect, as defined in Neb. Rev. Stat. 28-710 (3), or an offense involving a family relation and it is clear that the obtaining of a parent's consent would be impossible or counter-productive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to insure that the interview relates only to those matters specified by the law enforcement official.
3. If the investigation and the request for an interview relate to an incident which took place on school grounds and/or during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired into relate only to the incident which took place on the school property or something which is directly related thereto.

Legal Reference: Neb. Rev. Stat. § 79-294

Date of Adoption: June 9, 2008

Reviewed: October 8, 2012; November 14, 2016

**AR-5413--Ex. A**

**Affidavit and Release to Remove Student**

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

The undersigned hereby states and affirms to the Arlington Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Arlington Public Schools to deliver to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:
  - ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
  - ( ) There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.
  - ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_
  - ( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the Arlington Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_.

(Give complete description of officer’s name and position, including badge number)

**AR-5413--Ex. B  
Affidavit to Interview or Question Student**

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

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the Arlington Public Schools, and hereby states and affirms to the Arlington Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child’s parent or guardian and notification of child’s parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer’s name and position including badge number)

StudentsHomeless StudentsA. General Policy Statement

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

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

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

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

E. Services

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

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

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

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference:      Neb. Rev. Stat. § 79-215  
                             Nebraska Department of Education Rule 19  
                             McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.  
                             Every Student Succeeds Act

Date of Adoption:    [Insert Date]

**Arlington Public Schools’  
Board of Education Regular Meeting Minutes  
May 08, 2017, 7:00 p.m.  
HS Conference Room**

**1. OPENING PROCEDURES**

**1.1. Call Meeting to Order**

President Matt O'Daniel called the meeting to order at 7:01 p.m.

**1.2. Roll Call**

Board Members Present: Matt O'Daniel, Teri O'Flaherty, Bruce Scheer, Jessica Scheer, Luanne Sundberg, Shanon Willmott. Also present was Superintendent Lynn Johnson, Elementary Principal, Jacqueline Morgan and Cheryl Keeler, recording secretary.

**1.3. Pledge of Allegiance**

**1.4. Approval of Regular Meeting Agenda**

**Motion Passed:** Motion to approve the regular meeting agenda as presented passed 6-0 with a motion by Teri O'Flaherty and a second by Jessica Scheer.

**2. WELCOME TO GUESTS AND PUBLIC FORUM**

**3. CURRICULUM/INSTRUCTION REPORTS**

**3.1. Skills USA Presentation**

Luke Brenn presented information on the SKILLS national competition trip to Kentucky in June. Four students qualified to go onto nationals.

**3.2. Instrumental Music Report**

Bariana Buresh-Crosland and Allison Mastny presented the report and were available to answer questions.

**4. REVIEW OF ANNUAL DISTRICT PLAN**

The district plan is reviewed quarterly. The board discussed resuming community engagement meetings. Past community engagement meetings did help the district to narrow their goals. Fall dates for community meetings will be established this summer. How legislation will effect school funding should also be known this summer.

**5. PRINCIPALS' REPORTS**

**5.1. Mr. Pfingsten's Report**

A written report had been submitted. Mr. Pfingsten was attending a school activity.

**5.2. Mrs. Morgan's Report**

Mrs. Morgan reviewed her written report and was available to answer questions.

**5.3. Mr. Shada's Report**

Mr. Shada submitted a written activity report. Mr. Shada was also attending a school activity.

**6. SUPERINTENDENT'S REPORT**

**6.1. Update on Staffing**

Superintendent Johnson recommended one new hire and updated board on the replacement search for open positions. Details are in the consent agenda.

## **6.2. Update on Safe Routes Grant**

A new responsible charge has been appointed to oversee the grant. Once the ROW plan has been approved, the project can be let and construction can be scheduled. Most likely no work would start until early spring 2018.

## **7. COMMITTEE AND REPRESENTATIVE REPORTS**

**7.1. Americanism/Education Evaluation** No report

**7.2. Buildings and Grounds Committee** No report

**7.3. Finance Committee** No report

**7.4. Negotiations Committee** No report

**7.5. NASB Legislative Representative**

Superintendent Johnson reviewed upcoming education related legislation.

**7.6. Professional Development Sharing**

## **8. UNFINISHED BUSINESS**

**8.1. Discuss, Consider and Take Necessary Action to approve Policy 9320 Order of Business as amended on second reading**

The board also discussed changing the order of discussion and motion. The board consensus was to continue with current practice of discussion first then motion would be made.

**Motion Passed:** Motion to approve Policy 9320 Order of Business on second reading as presented passed 6-0 with a motion by Jessica Scheer and a second by Luanne Sundberg.

**8.2. Discuss, Consider and Take Necessary Action to issue a resolution supporting the Principles of Nebraskans United for Property Tax Reform and Education urging the Nebraska Legislature and the governor to reduce Nebraska's reliance on property taxes for funding K-12 Education.**

**Motion Passed:** Motion to approve the resolution as presented passed 6-0 with a motion by Teri O'Flaherty and a second by Bruce Scheer.

## **9. NEW BUSINESS**

**9.1. Discuss, Consider and Take Necessary Action to approve the 2017-2018 basic instructional budget.**

**Motion Passed:** Motion to approve the 2017-2018 basic instructional budget (Elementary \$66,055.97)/(Secondary \$72,967.92) as presented passed 6-0 with a motion by Teri O'Flaherty and a second by Shanon Willmott.

**9.2. Discuss, Consider, and Take Necessary Action to approve candidates for graduation.**

**Motion Passed:** Motion to approve candidates for graduation as presented passed 6-0 with a motion by Matt O'Daniel and a second by Bruce Scheer.

**9.3. Discuss and Consider changes to Policy 5417 School Wellness Policy and addition of Policy 3571 School Meal Policy**

Superintendent Johnson reviewed the policy being submitted for first reading. Recent legislation requires changes to current policy.

## **10. CONSENT AGENDA**

**Motion Passed:** Motion to approve the consent agenda as presented passed 6-0 with a motion by Teri O'Flaherty and a second by Shanon Willmott.

**10.1. Minutes of the Previous Board Meeting(s):** April 10, 2017 Special Budget Hearing Minutes and April 10, 2017 Regular Meeting Minutes

**10.2. Monthly Financial Reports**

**10.3. Claims (Check Register)**

**10.4. Special Fund Transfers**

**10.5. Hot Lunch Report**

**10.6. Activity Report**

**10.7. Hires and Resignations**

**11. EXECUTIVE SESSION**

**12. ACTION ON EXECUTIVE SESSION ITEMS**

**13. ADJOURNMENT**

There being no further business meeting was adjourned at 8:02 p.m.

\_\_\_\_\_  
Matt O'Daniel, Board President

\_\_\_\_\_  
Lynn Johnson, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**BUDGET MONITORING 2016-2017**

Comparison of receipts and disbursements between 2015-2016 and 2016-2017 reveals the following.

| <b>Receipts</b>                   | <b>2015-2016</b>                               | <b>2016-2017</b>                              |
|-----------------------------------|--|---|
| September                         | 1,769,031.52 (Levy 1.103582 (Gen. Fd. .950034/ | 1,902,860.95 (Levy 1.062981(Gen. Fd. .950892/ |
| October                           | 362,772.80 Bond 0.076616/Special Bldg .025252) | 298,682.47 Bond 0.065691/QCPPUF .046398)      |
| November                          | 181,296.25 QCPUF .051680)                      | 169,750.93                                    |
| December                          | 203,731.50                                     | 192,216.89                                    |
| January                           | 1,010,819.80                                   | 937,892.06                                    |
| February                          | 359,109.81                                     | 589,278.44                                    |
| March                             | 390,338.08                                     | 362,400.77                                    |
| April                             | 459,160.84                                     | 609,008.44                                    |
| May                               | 2,123,848.75                                   | 2,213,495.17                                  |
| June                              |  |   |
| July                              |  |   |
| August                            |  |   |
| <b>RECEIPTS TO DATE</b>           | <b>6,860,109.35</b>                            | <b>7,275,586.12</b>                           |
| <br>                              |  |   |
| <b>Disbursements</b>              | <b>2015-2016</b>                               | <b>2016-2017</b>                              |
| September                         | 539,881.91                                     | 571,223.06                                    |
| October                           | 552,367.77                                     | 575,720.26                                    |
| November                          | 546,839.66                                     | 601,164.90                                    |
| December                          | 533,911.57                                     | 583,279.63                                    |
| January                           | 512,303.56                                     | 531,329.90                                    |
| February                          | 557,382.50                                     | 569,782.82                                    |
| March                             | 534,039.97                                     | 559,606.91                                    |
| April                             | 589,157.69                                     | 654,923.33                                    |
| May                               | 555,388.72                                     | 670,637.50                                    |
| June                              |  |   |
| July                              |  |   |
| August                            |  |   |
| <b>DISBURSEMENT TO DATE</b>       | <b>4,921,273.35</b>                            | <b>5,317,668.31</b>                           |
| <br>                              |  |   |
| <b>BUDGET</b>                     |  |   |
| Gen. Minus SpEd/Grants            | 7,391,000                                      | 7,614,127 55.79% Expended                     |
| General SpEd                      | 898,342  | 927,483 64.02% Expended                       |
| Gen. SpEd Transportation          | 27,936   | 28,511 17.39% Expended                        |
| General Grants                    | 252,526  | 256,878 88.28% Expended                       |
| Sub Total                         | 8,569,804                                      | 8,826,999                                     |
| Total Lunch Fund Expend.          | 369,679  | 408,107 63.58% Expended                       |
| <b>Total</b>                      | <b>8,939,483</b>                               | <b>9,235,106</b>                              |
| <br>                              |  |   |
| <b>PERCENTAGE OF TOTAL BUDGET</b> |  |   |
| <b>EXPENDED TO DATE</b>           | <b>55.05%</b>                                  | <b>57.58%</b>                                 |

## MAY 2017 MONTHLY SUMMARY REPORT

| SITE                               | BUDGET         | MTD          | YTD            | BUDGET BALANCE | % SPENT |
|------------------------------------|----------------|--------------|----------------|----------------|---------|
| 100 ELEMENTARY                     |                |              |                |                |         |
| 1110 REGULAR INSTRUCTION           | \$1,425,597.00 | 109,100.23   | 1,038,280.70   | \$387,316.30   | 72.83%  |
| 1210 SPECIAL EDUCATION             | \$529,994.00   | 43,148.62    | 371,459.28     | \$158,534.72   | 70.09%  |
| 1290 PRE-SCHOOL                    | \$19,611.00    | 240.74       | 2,400.67       | \$17,210.33    | 12.24%  |
| 2120 GUIDANCE                      | \$81,104.00    | 5,319.35     | 55,978.70      | \$25,125.30    | 69.02%  |
| 2210 STAFF DEVELOPMENT             | \$23,534.00    | 185.00       | 439.27         | \$23,094.73    | 1.87%   |
| 2212 CURRICULUM                    | \$13,646.00    | 1,276.06     | 11,452.05      | \$2,193.95     | 83.92%  |
| 2220 LIBRARY SERVICES              | \$71,069.00    | 5,818.26     | 54,165.41      | \$16,903.59    | 76.22%  |
| 2410 PRINCIPAL                     | \$146,833.00   | 10,346.02    | 93,463.29      | \$53,369.71    | 63.65%  |
| 2760 SPECIAL ED TRANSPORTATION     | \$12,302.00    | 0.00         | 149.18         | \$12,152.82    | 1.21%   |
| TOTAL ELEMENTARY                   | \$2,323,690.00 | 175,434.28   | 1,627,788.55   | \$695,901.45   | 70.05%  |
| SECONDARY                          |                |              |                |                |         |
| 1110 REGULAR INSTRUCTION           | \$2,345,423.00 | 195,930.35   | 1,574,323.08   | \$771,099.92   | 67.12%  |
| 1210 SPECIAL EDUCATION             | \$397,489.00   | 24,147.31    | 222,344.86     | \$175,144.14   | 55.94%  |
| 2120 GUIDANCE                      | \$107,529.00   | 8,379.96     | 80,337.96      | \$27,191.04    | 74.71%  |
| 2210 STAFF DEVELOPMENT             | \$21,980.00    | 0.00         | 1,018.80       | \$20,961.20    | 4.64%   |
| 2212 CURRICULUM                    | \$13,646.00    | 1,276.04     | 11,451.85      | \$2,194.15     | 83.92%  |
| 2220 LIBRARY SERVICES              | \$47,210.00    | 3,975.93     | 35,782.20      | \$11,427.80    | 75.79%  |
| 2410 PRINCIPAL                     | \$289,062.00   | 19,731.79    | 169,976.67     | \$119,085.33   | 58.80%  |
| 2760 SPECIAL ED TRANSPORTATION     | \$7,000.00     | 183.96       | 1,766.33       | \$5,233.67     | 25.23%  |
| TOTAL SECONDARY                    | \$3,229,339.00 | 253,625.34   | 2,097,001.75   | \$1,132,337.25 | 64.94%  |
| 300 DISTRICT WIDE                  |                |              |                |                |         |
| 1111 TECHNOLOGY                    | \$186,630.00   | 10,230.74    | 97,504.49      | \$89,125.51    | 52.24%  |
| 1160 POVERTY PLAN/LEP              | \$40,523.00    | 3,936.06     | 34,132.74      | \$6,390.26     | 84.23%  |
| 2130 HEALTH SERVICES               | \$43,242.00    | 5,624.54     | 47,988.69      | -\$4,746.69    | 110.98% |
| 2150 SAFETY & SECURITY             | \$6,000.00     | 132.40       | 4,107.10       | \$1,892.90     | 68.45%  |
| 2310/2330 BOARD OF EDUCATION/LEGAL | \$57,742.00    | 2,671.72     | 31,197.82      | \$26,544.18    | 54.03%  |
| 2320 SUPERINTENDENT                | \$310,573.00   | 20,811.11    | 191,973.12     | \$118,599.88   | 61.81%  |
| 2510 GENERAL BUSINESS SUPPORT      | \$36,797.00    | 2,703.09     | 18,810.65      | \$17,986.35    | 51.12%  |
| 2520 OTHER VEHICLES                | \$13,108.00    | 636.99       | 8,332.50       | \$4,775.50     | 63.57%  |
| 2610 OPERATION OF PLANT            | \$588,664.00   | 36,431.62    | 365,363.53     | \$223,300.47   | 62.07%  |
| 2620 MAINTENANCE                   | \$1,388,311.00 | 10,074.89    | 57,820.41      | \$1,330,490.59 | 4.16%   |
| 2750 REGULAR TRANSPORTATION        | \$326,293.00   | 102,722.43   | 251,710.39     | \$74,582.61    | 77.14%  |
| TOTAL DISTRICT WIDE                | \$2,997,883.00 | 195,975.59   | 1,108,941.44   | \$1,888,941.56 | 36.99%  |
| 300 GRANTS DISTRICT WIDE           |                |              |                |                |         |
| 3121/3504/3500 STATE PROGRAMS      | \$32,682.00    | 1,790.19     | 8,081.65       | \$24,600.35    | 24.73%  |
| 4200 TITLE I/II                    | \$62,875.00    | 8,045.94     | 66,728.58      | -\$3,853.58    | 106.13% |
| 4992 REAP                          | \$34,000.00    | 5,229.67     | 44,986.90      | -\$10,986.90   | 132.31% |
| 2765 Preschool Transportation      | \$9,209.00     | 354.28       | 3,042.94       | \$6,166.06     | 33.04%  |
| 4404-4406-4412-4410 IDEA GRANT     | \$124,021.00   | 9,318.40     | 102,049.89     | \$21,971.11    | 82.28%  |
| 4900 KICKS/PERKINS/ED/WALK/CORP    | \$3,300.00     | 3,359.94     | 4,921.20       | -\$1,621.20    | 149.13% |
| 5000 Transfer                      | \$10,000.00    | 0.00         | 10,000.00      | \$0.00         | 100.00% |
| TOTAL GRANTS DISTRICT WIDE         | \$276,087.00   | 28,098.42    | 239,811.16     | \$36,275.84    | 86.86%  |
| GENERAL FUND TOTAL                 | \$8,826,999.00 | \$653,133.63 | \$5,073,542.90 | \$3,753,456.10 | 57.48%  |
| 400 HOT LUNCH                      |                |              |                |                |         |
| TOTAL BUDGET                       | \$408,107.06   | \$20,311.34  | \$259,490.52   | \$148,616.54   | 63.58%  |

MONTHLY GENERAL FUND BANK RECONCILIATION  
5/31/2017

|  |                     |                          |
|--|---------------------|--------------------------|
| BALANCE AS OF 4/30/2017  |                     | \$2,117,609.23           |
| UNIT MADE AND ELECTRONIC DEPOSITS                                  | State Aid           | \$56,603.44              |
| Receipts:  |                     |                          |
| Wash Co. Taxes   | \$1,939,816.13      |                          |
| Dodge Co. Taxes  | \$121,964.95        |                          |
| Douglas Co. Taxes  | \$21,684.77         |                          |
| Douglas Co Fines   | \$107.44            |                          |
| Sped School Age 15-16  | \$47,698.00         |                          |
| Neb Mac  | \$1,573.11          |                          |
| Perkins  | \$2,000.00          |                          |
| Color Copies   | \$2.70              |                          |
| Village License  | \$387.50            |                          |
| Jury Duty Repay  | \$25.20             |                          |
| Preschool Tuition  | \$995.00            |                          |
|  | Receipts            | \$2,192,858.24           |
| Non-Program Receipts   |                     |                          |
| Hot Lunch Transfer   | \$20,254.57         | Total transf \$20,254.57 |
| MONTHLY INTEREST   |                     |                          |
| Sweep interest   | \$381.00            |                          |
| Bank checking  | \$1.36              |                          |
|  | Total Interest      | \$382.36                 |
| TOTAL MONTHLY RECEIPTS   |                     | \$2,213,495.17           |
| MONTHLY DISBURSEMENTS  |                     |                          |
| Accounts Payable   | \$208,929.14        |                          |
| Fica Taxes EFT   | \$99,870.58         |                          |
| Payroll  | \$277,327.86        |                          |
| State Taxes EFT  | \$13,733.19         |                          |
| Retirement   | \$70,776.73         |                          |
|  | Total Disbursements | \$670,637.50             |
|  |                     | \$0.00                   |
| ENDING BANK BALANCE 5-31-2017 (Sweep account bal & GF account bal) |                     | \$3,660,466.90           |
| CD Balance   |                     | \$0.00                   |
| Total to account for   |                     | \$3,660,466.90           |

**MONTHLY SPECIAL BUILDING FUND RECONCILLIATION**

5/31/2017

|                               |                |              |
|-------------------------------|----------------|--------------|
| Balance as of 04/30/2017      |                | \$477,071.21 |
| DEPOSITS                      |                |              |
| Property Taxes Washington Co. | \$0.00         |              |
| Property Taxes Douglas Co     | \$77.33        |              |
| Property taxes Dodge Co       | \$0.00         |              |
|                               | Total receipts | \$77.33      |
| RECEIPTS                      |                |              |
| Account interest              | \$54.85        |              |
|                               | Total Interest | \$54.85      |
|                               |                | \$0.00       |
| TOTAL MONTHLY RECEIPTS        |                | \$132.18     |
| DISBURSEMENTS                 |                |              |
|                               | Total Disburse | \$0.00       |
| ENDING BUILDING BALANCE       |                | \$477,203.39 |

**MONTHLY DEPRECIATION FUND RECONCILLIATION**

5/31/2017

|                             |                |              |
|-----------------------------|----------------|--------------|
| Balance as of 04/30/2017    |                | \$904,944.31 |
| MONTHLY INTEREST            |                |              |
| ACCOUNT INTEREST            | \$106.05       |              |
|                             | Total Interest | \$106.05     |
| TOTAL MONTHLY RECEIPTS      |                |              |
|                             | \$0.00         |              |
|                             |                | \$0.00       |
| MONTHLY DISBURSEMENTS       |                |              |
|                             | \$0.00         |              |
|                             | \$0.00         |              |
|                             | \$0.00         |              |
|                             | Total Disburse | \$0.00       |
| ENDING DEPRECIATION BALANCE |                | \$905,050.36 |

**2007 BOND FUND RECONCILLIATION**

5/31/2017

|                          |                |              |
|--------------------------|----------------|--------------|
| Balance as of 04/30/2017 |                | \$183,572.21 |
| MONTHLY INTEREST         |                |              |
| ACCOUNT INTEREST         | \$21.94        |              |
|                          | Total Interest | \$21.94      |
| TOTAL MONTHLY RECEIPTS   |                | \$21.94      |
| Bond Money Wash Co.      | \$132,304.76   |              |
| Bond Money Douglas Co.   | \$7,748.26     |              |
| Bond Money Dodge Co.     | \$8,330.70     |              |
|                          | Total receipts | \$148,405.66 |
| MONTHLY DISBURSEMENTS    |                |              |
| Union Bank               | Set-Up fees    | \$500.00     |
|                          | Total Disburse | \$500.00     |
| ENDING BOND BALANCE      |                | \$331,477.87 |

**EMPLOYEE BENEFIT FUND**  
4/30/2017

|                          |            |                |
|--------------------------|------------|----------------|
| Balance as of 04/30/2017 |            | \$37,511.29    |
| TOTAL MONTHLY RECEIPTS   |            |                |
| General Fund Transfer    | \$0.00     |                |
| MONTHLY DISBURSEMENTS    |            |                |
| BCBS Insurance           | \$7,914.45 |                |
|                          |            | Total Disburse |
|                          |            | \$7,914.45     |
| ENDING BENEFIT BALANCE   |            | \$29,596.84    |

**CONSTRUCTION/QCPUF**  
5/31/2017

|                                |             |                |
|--------------------------------|-------------|----------------|
| Balance as of 04/30/2017       |             | \$881,075.43   |
| MONTHLY INTEREST               |             |                |
|                                | \$175.53    |                |
|                                |             | Total Receipts |
|                                |             | \$175.53       |
| MONTHLY DISBURSEMENTS          |             |                |
| Gerzchman Heating              | \$15,200.00 |                |
| Advanced Engineering           | \$3,609.89  |                |
|                                |             | Total Disburse |
|                                |             | \$18,809.89    |
| CD of \$1,800,000 matured 9-15 |             |                |
| ENDING CONSTRUCTION BALANCE    |             | \$862,441.07   |

**QPUF BOND FUND RECONCILLIATION**  
5/31/2017

|                                   |             |                |
|-----------------------------------|-------------|----------------|
| Balance as of 04/30/2017          |             | \$96,690.65    |
| MONTHLY INTEREST                  |             |                |
| ACCOUNT INTEREST                  | \$7.31      |                |
|                                   |             | Total Interest |
|                                   |             | \$7.31         |
| TOTAL MONTHLY RECEIPTS            |             | \$7.31         |
| Bond Money Wash Co.               | \$93,447.49 |                |
| Bond Money Douglas Co.            | \$5,467.88  |                |
| Bond Money Dodge Co.              | \$5,880.62  |                |
|                                   |             | Total receipts |
|                                   |             | \$104,803.30   |
| MONTHLY DISBURSEMENTS             |             |                |
| First National Bank Interest Bond | \$24,026.25 |                |
|                                   |             | Total Disburse |
|                                   |             | \$24,026.25    |
| ENDING BOND BALANCE               |             | \$177,467.70   |

**SPECIAL FUNDS CHECKING ACCOUNT BALANCE**

**\$2,783,237.23**

**SUB ACCOUNTS:**

|                           |              |
|---------------------------|--------------|
| BUILDING FUND BALANCE     | \$477,203.39 |
| DEPRECIATION FUND BALANCE | \$905,050.36 |
| 2007 BOND FUND BALANCE    | \$331,477.87 |
| EMPLOYEE BENEFIT FUND     | \$29,596.84  |
| CONSTRUCTION/QCPUF        | \$862,441.07 |
| QPUF BOND BALANCE         | \$177,467.70 |

## CHECK REGISTER FOR JUNE 2017 BOARD MEETING

| PAYEE NAME                 | DESCRIPTION              | AMOUNT      |
|----------------------------|--------------------------|-------------|
| Ace Hardware               | Misc                     | \$2.88      |
| American Broadband         | Phone Service            | \$412.24    |
| Bell Creek                 | Repairs                  | \$800.50    |
| Blackboard                 | Alert Now Renewal        | \$1,770.00  |
| BrainPop                   | Renewal                  | \$2,395.00  |
| Bueller Fixture Company    | Dishwasher               | \$44,950.00 |
| Cash-Wa                    | Food                     | \$1,449.71  |
| Centerpoint Energy         | Natural Gas              | \$937.68    |
| Cheleen, Brook             | PT Services              | \$457.42    |
| Eakes                      | Copies                   | \$3,125.47  |
| Earthgrain                 | Bread                    | \$798.38    |
| Egan                       | Cleaning Supplies        | \$793.34    |
| Enterprise Publishing      | Minutes/Notices          | \$117.67    |
| ESU#3                      | Sped Services/SRS System | \$7,517.24  |
| First Wireless             | Install Bus Radio        | \$433.65    |
| Fort Calhoun               | Sped Services            | \$2,436.18  |
| Fort Calhoun HS            | Track Equipment Rental   | \$1,600.00  |
| Fremont Sanitation         | Trash Removal            | \$418.95    |
| French, Julie              | Reimbursement            | \$9.95      |
| Frink, Wade                | Lunch Refund             | \$13.35     |
| Getzchman                  | Repair Controller Board  | \$1,496.00  |
| Glynlyon                   | Odysseyware              | \$3,500.00  |
| Guthman, Kim               | Lunch Refund             | \$52.05     |
| Hanel, Monty               | Electricity Usage        | \$65.87     |
| Hiland                     | Dairy                    | \$1,539.29  |
| Hireright                  | Renewal                  | \$250.00    |
| HomeTown Leasing           | Copier Lease             | \$642.69    |
| Hunt, Jane A Living Trust  | Bus Bond Payment         | \$5,892.43  |
| Insect Lore                | Caterpillars             | \$39.85     |
| IXL Learning               | Renewal                  | \$3,387.00  |
| Jackson                    | Linen Cleaning           | \$203.10    |
| Konica Minolta             | Counter Mount Printer    | \$856.00    |
| Kris-Davis                 | Battery                  | \$438.98    |
| KSB                        | Legal Fees               | \$336.00    |
| McKinnis Roofing           | Roof Repair              | \$585.06    |
| Menard's                   | Misc Supplies            | \$109.49    |
| NASCD                      | Conference               | \$165.00    |
| NCDA                       | Choral Registrations     | \$302.00    |
| Nebraska Central Equipment | Sunvisor                 | \$73.06     |
| Nebraska Safety Center     | Level II Class           | \$75.00     |
| NoRedInk                   | Renewal                  | \$4,425.00  |
| Omaha Truck                | Parts                    | \$192.91    |
| Omaha World Herald         | Ads                      | \$390.00    |
| One Source                 | Background Checks        | \$113.00    |
| OPPD                       | Electricity              | \$8,386.54  |
| O'Reilly                   | Oil                      | \$419.94    |
| P & H                      | Misc Electrical          | \$108.00    |
| Payflex                    | Admin Fees               | \$100.00    |
| Pegler Sysco               | Food                     | \$1,803.98  |
| Prairie Fields             | Physical                 | \$240.00    |
| Renaissance Learning       | Accelerated Reader/STAR  | \$5,218.25  |
| Scheer, Warren             | Electricity Usage        | \$115.17    |
| School Nurse               | Health Supplies          | \$975.95    |
| Shell                      | Gas                      | \$3,127.49  |
| Sherwin Williams           | Paint                    | \$484.41    |
| Sid Dillon                 | Air conditioning/Mirror  | \$2,404.48  |
| Staples                    | Batteries                | \$399.98    |
| Steffy's                   | Oil Change               | \$95.00     |
| Thompson Food              | Food                     | \$1,593.42  |
| Thompson Music             | Clarinet Repair          | \$48.50     |
| Toebben, Karen             | Electricity Usage        | \$51.28     |
| Trophy Case                | Plaque/Plates Engraved   | \$10.00     |
| Two Rivers                 | AW Fee                   | \$18.00     |
| Unite                      | Internet                 | \$748.65    |
| United Rent-All            | Graduation Stage Rental  | \$823.03    |

|                      |                        |            |
|----------------------|------------------------|------------|
| US Postoffice        | Box Rental/Bulk Permit | \$569.00   |
| Village of Arlington | Water                  | \$688.59   |
| VISA                 | Misc Supplies          | \$2,148.36 |
| Walmart              | Misc Supplies          | \$588.97   |
| Winnelson            | Misc Plumbing          | \$82.80    |

Total Check Registers \$126,819.18

**May Handpayables**

|                             |                          |             |
|-----------------------------|--------------------------|-------------|
| Awards Unlimited            | Plaques                  | \$195.24    |
| Cash                        | Postage                  | \$167.74    |
| Continental Alarm           | Repair/Check             | \$3,550.00  |
| Fremont Tribune             | Subscription             | \$164.50    |
| Lou's                       | Platforms                | \$1,213.89  |
| NCSA                        | Conference Registrations | \$1,048.00  |
| Nebraska School Nutrition   | Registrations            | \$300.00    |
| Omaha Truck Center          | 2018 Bus                 | \$85,986.00 |
| Omaha World Herald          | Ads                      | \$1,760.00  |
| Paper Corporation           | Colored Paper            | \$490.10    |
| Planet Teched               | Mythware                 | \$1,404.00  |
| SNA                         | Memberships              | \$97.00     |
| Unite                       | Internet                 | \$748.65    |
| Washington County Treasurer | Tire Fee/Title           | \$16.00     |
| Weldon Parts                | Bus Parts                | \$88.24     |

Totals Handpayables \$97,229.36

**SUMMARY OF VISA**

|                      |                                |            |
|----------------------|--------------------------------|------------|
| Amazon               | Switch                         | \$42.94    |
| Amazon               | Carafes                        | \$56.98    |
| Marriott/Restaurants | NBEA Conference Lodging/Meals  | \$560.08   |
| Pioneer              | Phone Service                  | \$98.65    |
| Durham Museum        | Field Trip Admission           | \$225.00   |
| Dairy Queen          | Gift Cards Staff Appreciation  | \$535.00   |
| Henry Doorly Zoo     | Admission                      | \$42.00    |
| Technical Supply     | Power Supplies                 | \$64.99    |
| Amazon               | Batteries                      | \$96.92    |
| Amazon               | Cartridges/Webcam              | \$104.95   |
| Central College      | Health Conference Registration | \$175.00   |
| Teacher Pay Teacher  | Subscription                   | \$46.00    |
| PayPal               | Monitors                       | \$99.85    |
|                      | Total                          | \$2,148.36 |

MAY 2017 PAYROLL DEDUCTIONS/RETIREMENT

|              | DATE     | PAYEE NAME          | AMOUNT             | DESCRIPTION         |
|--------------|----------|---------------------|--------------------|---------------------|
|              | 05/17/17 | TSA/DUES/DEDUCTIONS | \$10,000.22        | EMPLOYEE DEDUCTIONS |
|              | 05/17/17 | MADISON NATIONAL    | \$902.37           | LTD/LIFE INSURANCE  |
|              | 05/17/17 | BLUE CROSS          | 18,670.83          | INSURANCE           |
| <b>TOTAL</b> |          |                     | <b>\$29,573.42</b> |                     |

|                 |             |                          |            |
|-----------------|-------------|--------------------------|------------|
| Electronic Pays | \$99,870.58 | Internal Revenue Service | FICA       |
|                 | \$70,776.73 | Nebr. Retirement System  | Retirement |
|                 | \$13,733.19 | Nebr. State Taxes        | State      |

**Total**                    **\$184,380.50**

MAY PAYROLL

|                 |              |
|-----------------|--------------|
| Certified Staff | \$293,647.04 |
| Non-Certified   | \$95,209.62  |
| Administration  | \$32,924.72  |

**Total**                    **\$421,781.38**

SCHOOL LUNCH ACCOUNT - MAY 2017  
June 12, 2017 Board Meeting

|                                    |                                    |              |
|------------------------------------|------------------------------------|--------------|
| Cash balance as of April 30, 2017: | Expenditures to date thru 5/31/17: | \$259,490.52 |
| \$140,640.97                       |                                    |              |

|                          |   |                            |           |
|--------------------------|---|----------------------------|-----------|
| <u>May Receipts:</u>     | <u>May 2017 Bills/June 2017 Expenditures for Approval</u> |                            |           |
| Lunches                  | 16,814.89   | Bueller Fixture/dishwasher | 44,950.00 |
| Federal Reimbursement    | 9,714.36  | Cash-Wa Distribution/food  | 1,449.71  |
| State Reimbursement      |   | Earthgrains/food           | 798.38    |
| Interest                 | 1.33  | Fremont Sanitation/other   | 104.74    |
| Other                    | 154.22  | Julie French/food          | 9.95      |
|                          | \$ 26,684.80  | Wade Frink/refund          | 13.35     |
|                          |   | Kim Guthman                | 52.05     |
|                          |   | Hiland Dairy/food          | 1,539.29  |
|                          |   | Jackson Services/other     | 203.10    |
| TOTAL CASH:              | \$167,325.77  | Pegler Sysco/food          | 1,803.98  |
|                          |   | The Thompson Company/food  | 1,593.42  |
|                          |   | Village of Arlington/other | 100.00    |
|                          |   | \$                         | 52,617.97 |
| <u>May Expenditures:</u> |   |                            |           |
| Food                     | 6,838.24  |                            |           |
| Salaries/May             | 12,496.06   |                            |           |
| Deposit Slips            | 56.77   |                            |           |
| Other                    | 920.27  |                            |           |
|                          | \$ 20,311.34  |                            |           |

BALANCE ON HAND:                    \$147,014.43

|                       |                |                   |
|-----------------------|----------------|-------------------|
| Bank Balance          |                |                   |
| Checking              | \$147,014.43   |                   |
| CD's                  |                |                   |
| TRANSFERS TO GF       | \$ 259,490.52  |                   |
| MINUS EXPEND. FROM GF | (\$259,490.52) | (May \$20,311.34) |
| TOTAL:                | \$147,014.43   |                   |

Bank balance does not reflect unpaid May bills presented for approval.

Working Balance 5/31/17:            \$147,014.43

## MAY 2017 ACTIVITY BALANCE

| Account               | Beginning Bal | Expenditures<br>YTD | Revenues<br>YTD | Balance      |
|-----------------------|---------------|---------------------|-----------------|--------------|
| One School One Team   | 11,700.38     | \$882.00            | -\$10,402.00    | \$416.38     |
| Always For Kids       | \$9,059.24    | \$17,313.16         | \$17,749.46     | \$9,495.54   |
| Art Class             | \$7,597.43    | \$1,883.85          | \$1,190.19      | \$6,903.77   |
| Art Club              | \$1,375.18    | \$522.05            | \$345.30        | \$1,198.43   |
| Athletics             | -\$12,428.83  | \$67,542.84         | \$85,561.32     | \$5,589.65   |
| Band                  | \$2,965.61    | \$2,936.67          | \$2,725.89      | \$2,754.83   |
| Band Fund Raising     | \$1,597.20    | \$282.20            | \$291.92        | \$1,606.92   |
| Baylor/ACT            | \$5,848.09    | \$2,200.00          | \$781.00        | \$4,429.09   |
| Book Club             | \$271.46      | \$0.00              | \$0.00          | \$271.46     |
| Cheerleading          | \$6,045.76    | \$23,748.11         | \$15,549.70     | -\$2,152.65  |
| Class of 2015         | \$0.00        | \$0.00              | \$0.00          | \$0.00       |
| Class of 2016         | \$827.89      | \$0.00              | \$0.00          | \$827.89     |
| Class of 2017         | \$407.84      | \$30.46             | \$105.50        | \$482.88     |
| Class of 2018         | \$5,596.30    | \$3,781.26          | \$1,485.00      | \$3,300.04   |
| Class of 2019         | \$2,525.70    | \$364.00            | \$2,392.67      | \$4,554.37   |
| Class of 2020         | \$1,249.00    | \$411.78            | \$1,892.28      | \$2,729.50   |
| SKILLS                | \$2,461.34    | \$8,230.67          | \$8,858.05      | \$3,088.72   |
| Library Fund Elem/HS  | \$5,352.89    | \$2,488.85          | \$3,055.00      | \$5,919.04   |
| Concessions           | \$90.45       | \$25,881.44         | \$30,874.61     | \$5,083.62   |
| Dance Squad           | -\$229.37     | \$5,586.43          | \$7,339.00      | \$1,523.20   |
| Drama                 | \$393.59      | \$632.44            | \$255.96        | \$17.11      |
| Elem Lounge           | \$1,451.06    | \$346.90            | \$180.00        | \$1,284.16   |
| FBLA                  | \$6,817.13    | \$20,958.02         | \$23,196.40     | \$9,055.51   |
| FFA                   | \$40.00       | \$13,539.60         | \$19,532.12     | \$6,032.52   |
| Floor Fund            | \$427.95      | \$0.00              | \$0.00          | \$427.95     |
| General               | \$3,131.69    | \$1,578.02          | \$1,907.78      | \$3,461.45   |
| Home Economics        | \$2,865.42    | \$238.58            | \$500.00        | \$3,126.84   |
| Honors History        | \$1,612.45    | \$3,592.99          | \$2,600.00      | \$619.46     |
| Honor Society         | \$913.67      | \$820.14            | \$264.00        | \$357.53     |
| Interest              | \$900.99      | \$0.00              | \$10.61         | \$911.60     |
| JH Student Council    | \$4,002.78    | \$241.88            | \$1,512.04      | \$5,272.94   |
| Middle School STEM    | \$694.58      | \$285.50            | \$303.54        | \$712.62     |
| Metal Shop            | \$0.00        | \$0.00              | \$0.00          | \$0.00       |
| Metro                 | \$51,991.12   | \$13,807.73         | \$2,470.00      | \$40,653.39  |
| Quiz Bowl             | \$1,454.64    | \$0.00              | -\$65.00        | \$1,389.64   |
| Secondary Lounge      | \$2,527.53    | \$882.41            | \$132.12        | \$1,777.24   |
| Soaring to Excellence | \$0.00        | \$0.00              | \$0.00          | \$0.00       |
| Spanish Club          | \$181.94      | \$0.00              | \$0.00          | \$181.94     |
| Speech                | \$155.46      | \$1,679.84          | \$2,941.04      | \$1,416.66   |
| Spring Musical        | \$6,517.74    | \$6,874.63          | \$10,023.72     | \$9,666.83   |
| Student Council       | \$3,563.11    | \$3,366.69          | \$4,389.65      | \$4,586.07   |
| Student Vending       | \$1,379.14    | \$436.74            | \$1,263.53      | \$2,205.93   |
| Swing Choir           | \$1,176.03    | \$8,826.46          | \$11,166.07     | \$3,515.64   |
| Transition            | \$1,613.51    | \$0.00              | \$0.00          | \$1,613.51   |
| Wood Shop             | \$994.77      | \$3,614.51          | \$3,595.00      | \$975.26     |
| Yearbook              | \$2,629.50    | \$5,113.66          | \$12,785.00     | \$10,300.84  |
| Pepsi                 | \$60.27       | \$100.00            | \$3,282.00      | \$3,242.27   |
| <b>CAMPS</b>          |               |                     |                 |              |
| BB Camp Fundraiser    | \$4,033.23    | \$5,640.90          | \$6,269.90      | \$4,662.23   |
| GBB Camp Fundraiser   | \$2,874.68    | \$6,183.34          | \$6,225.40      | \$2,916.74   |
| VB Camp Fundraiser    | \$5,340.74    | \$1,868.77          | \$2,970.60      | \$6,442.57   |
| FB Fund (Camps)       | \$6,538.03    | \$7,299.60          | \$9,328.50      | \$8,566.93   |
| CC Fundraiser         | \$2,833.58    | \$2,107.14          | \$1,623.00      | \$2,349.44   |
| SB Fundraiser         | \$4,514.10    | \$5,717.51          | \$4,865.50      | \$3,662.09   |
| Wrestling Fund        | \$870.92      | \$1,531.27          | \$3,308.50      | \$2,648.15   |
| Boys Golf             | \$752.00      | \$976.98            | \$1,431.00      | \$1,206.02   |
| Girls Golf            | \$466.04      | \$430.20            | \$1,119.00      | \$1,154.84   |
| Track Fund            | \$336.12      | \$1,912.80          | \$1,836.00      | \$259.32     |
| Baseball Fund         | \$4,423.22    | \$8,632.32          | \$8,862.00      | \$4,652.90   |
| Totals                | \$182,792.29  | \$293,323.34        | \$319,879.87    | \$209,348.82 |
| Cd Balance            | \$84,293.87   |                     |                 |              |
| Checking Balance      | \$125,054.95  |                     |                 |              |
| Savings Balance       | \$219.46      |                     |                 |              |

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGE(S)

TO OWNER: PROJECT: Arlington Public Schools

APPLICATION NO: 13

Distribution to:

FROM CONTRACTOR: Getzschman Heating LLC  
1700 East 23rd Avenue North  
Fremont, NE 68025

VIA ARCHITECT:

PERIOD TO: 22-May-17

OWNER  
 ARCHITECT  
 CONTRACTOR

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

SEE ATTACHED SWORN STATEMENT FROM CONTRACTOR TO OWNER

|   |    |              |
|---|----|--------------|
| 1. ORIGINAL CONTRACT SUM  | \$ | 3,607,092.00 |
| 2. Net change by Change Orders  | \$ | (561,681.00) |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2)                                      | \$ | 3,045,411.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)                    | \$ | 2,313,541.10 |
| 5. RETAINAGE: (Original Contract Only)                                    |    |              |
| a. 5 % of Completed Work (Column D + E on G703)                           | \$ | 115,677.05   |
| b. 0 % of Stored Material (Column F on G703)                              | \$ | 0.00         |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703)              | \$ | 115,677.05   |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)                 | \$ | 2,197,864.05 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 2,183,614.05 |
| 8. CURRENT PAYMENT DUE  | \$ | 14,250.00    |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)            | \$ | 1,568,596.96 |

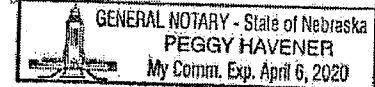
**847,546.96**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 22-May-17

State of Nebraska County of Dodge  
Subscribed and sworn to before me this 22 May 2017  
Notary Public: [Signature]  
My Commission expires April 6, 2020



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 14,250.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: [Signature] Date: 5/30/2017  
22-May-17

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY                               | ADDITIONS      | DEDUCTIONS |
|--|----------------|------------|
| Total changes approved in previous months by Owner | \$0.00         | \$0.00     |
| Total approved this Month (#1)                     | (\$561,681.00) | \$0.00     |
| TOTALS   | (\$561,681.00) | \$0.00     |
| NET CHANGES by Change Order                        | (\$561,681.00) | \$0.00     |

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO PAGE(S)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 13

Contractor's signed certification is attached.

APPLICATION DATE: 22-May-17

In tabulations below, amounts are stated to the nearest dollar.

Arlington Public Schools

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

| A<br>ITEM<br>NO.         | B<br>DESCRIPTION OF WORK | C<br>CONTRACT<br>VALUE | D<br>WORK COMPLETED                     |             | F<br>MATERIALS<br>PRESENTLY<br>STORED<br>(NOT IN<br>D OR E) | G  |              | H<br>BALANCE<br>TO FINISH<br>(C - G) | I<br>RETAINAGE |
|--------------------------|--------------------------|------------------------|---|-------------|---|--|--------------|--------------------------------------|----------------|
|                          |                          |                        | FROM PREVIOUS<br>APPLICATION<br>(D + E) | THIS PERIOD |   | TOTAL<br>COMPLETED<br>AND STORED<br>TO DATE<br>(D+E+F) | %<br>(G ÷ C) |                                      |                |
| <b>ORIGINAL CONTRACT</b> |                          |                        |   |             |   |  |              |                                      |                |
| 1                        | Equipment                | \$728,722.80           | \$728,722.80                            |             |   | \$728,722.80   |              | \$0.00                               | \$36,436.14    |
| 2                        | Materials                | \$183,435.30           | \$81,486.00                             | \$800.00    |   | \$82,286.00  |              | \$101,149.30                         | \$4,114.30     |
| 3                        | Labor                    | \$429,920.10           | \$159,367.20                            | \$1,200.00  |   | \$160,567.20   |              | \$269,352.90                         | \$8,028.36     |
| 4                        | Plumbing                 | \$211,400.00           | \$210,000.00                            |             |   | \$210,000.00   |              | \$1,400.00                           | \$10,500.00    |
| 5                        | Balancing                | \$24,000.00            | \$8,000.00                              | \$0.00      |   | \$8,000.00   |              | \$16,000.00                          | \$400.00       |
| 6                        | General contracting      | \$255,451.00           | \$66,000.00                             |             |   | \$66,000.00  |              | \$189,451.00                         | \$3,300.00     |
| 7                        | Sprinkler                | \$84,000.00            | \$65,222.00                             |             |   | \$65,222.00  |              | \$18,778.00                          | \$3,261.10     |
| 8                        | electrical               | \$569,734.00           | \$471,332.00                            | \$12,000.00 |   | \$483,332.00   |              | \$86,402.00                          | \$24,166.60    |
| 9                        | roofing                  | \$62,170.00            | \$62,170.00                             |             |   | \$62,170.00  |              | \$0.00                               | \$3,108.50     |
| 10                       | controls                 | \$70,000.00            | \$54,500.00                             |             |   | \$54,500.00  |              | \$15,500.00                          | \$2,725.00     |
| 11                       | General logistics        | \$43,627.50            | \$27,000.00                             | \$1,000.00  |   | \$28,000.00  |              | \$15,627.50                          | \$1,400.00     |
| 12                       | Bond                     | \$34,200.00            | \$34,200.00                             |             |   | \$34,200.00  |              | \$0.00                               | \$1,710.00     |
| 13                       | Value engineering        | \$561,681.00           |   | \$0.00      |   | \$0.00   |              | \$561,681.00                         | \$0.00         |
| 14                       | VE change order          | (\$561,681.00)         |   | \$0.00      |   | \$0.00   |              | (\$561,681.00)                       | \$0.00         |
| 15                       | Contractual 10%          | \$304,541.10           | \$304,541.10                            |             |   | \$304,541.10   |              | \$0.00                               | \$15,227.05    |
| 16                       | misc subs                | \$44,209.20            | \$26,000.00                             |             |   | \$26,000.00  |              | \$18,209.20                          | \$1,300.00     |
| 17                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 18                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 19                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 20                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 21                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 22                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 24                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 25                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| 26                       |                          |                        |   | \$0.00      |   | \$0.00   |              | \$0.00                               | \$0.00         |
| <b>GRAND TOTALS</b>      |                          | \$3,045,411.00         | \$2,298,541.10                          | \$15,000.00 | \$0.00  | \$2,313,541.10   | 75.97%       | \$731,869.90                         | \$115,677.05   |