

Board of Education Regular Meeting

Monday, July 13, 2020 7:00 PM

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

1. CALL TO ORDER

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. REVIEW OF AGENDA

Action(s):

Any Board Member: "Motion to (approve/amend) the agenda as presented." Passed with a motion by Cindy Benjamin and a second by Larry Steinberger.

Voting Detail:

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Yea

Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

6. CITIZENS' COMMENTS

7. CONSENT AGENDA

Action(s):

Any Board Member: "Motion to approve the consent agenda." Passed with a motion by Cindy Benjamin and a second by Carlos Saiz.

Voting Detail:

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Yea

Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Report

8. NEW BUSINESS

8.1. 2020-2021 School Year Reopening Plan

8.1.1. Consider approval of resolution concerning district policies and procedures for 2020-2021 relating to the COVID-19 pandemic.

Action(s) :

Motion to approve resolution as presented. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.2. Buildings & Grounds

8.2.1. Consider approval of the Operations Agreement with the City of Lexington and the YMCA of the Prairie for 2020-2021.

Action(s) :

Motion to approve operations agreement as presented. Passed with a motion by Cindy Benjamin and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.2.2. Consider approval of purchase of lawn mower.

Action(s) :

Motion to approve proposal from Buffalo Outdoor Power LLC in the amount of \$10,979.00, as presented. Passed with a motion by Travis Maloley and a second by Carlos Saiz.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea

Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.3. Curriculum & Americanism

8.3.1. Consider purchase of student data management system.

Action(s):

Motion to approve proposal from illuminate education for \$15,000.00, as presented. Passed with a motion by Travis Maloley and a second by Carlos Saiz.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.4. Activities

8.4.1. Consider the addition of extra-curricular activities.

Action(s):

Motion to approve the addition of middle school soccer and tennis and high school bowling programs for 2020-2021, as presented. Passed with a motion by Carlos Saiz and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.5. Technology

8.5.1. Ratify purchase of iPad cases.

Action(s):

Motion to ratify the purchase of 1400 iPad cases in the amount of \$27,538.00 from CDW-G, LLC. Passed with a motion by Cindy Benjamin and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin: Yea

Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.6. Legislative & Finance

8.6.1. Consider approval of contract for occupational therapy services for 2020-2021.

Action(s):

Motion to approve contract with Occupational Therapy Services, LLC, for 2020-2021, as presented. Passed with a motion by Larry Steinberger and a second by Carlos Saiz.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.6.2. Consider approval of contract for physical therapy services for 2020-2021.

Action(s):

Motion to approve contract with Lexington Regional Health Center for 2020-2021, as presented. Passed with a motion by Cindy Benjamin and a second by Larry Steinberger.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.7. Policy & Transportation

8.7.1. Consider approval of district handbooks and handbook supplements for 2020-2021.

Action(s):

Motion to approve handbooks and handbook supplements as presented. Passed with a motion by Carlos Saiz and a second by Cindy Benjamin.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

- 8.7.2. Review and consider affirmation or approval of district parental involvement, student fees, and compulsory attendance & chronic absenteeism policies.

Action(s):

Motion to approve and affirm policies 5001, 5018, and 5045 as presented. Passed with a motion by Cindy Benjamin and a second by Carlos Saiz.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

- 8.7.3. Consider approval of student tracking system for use on school buses.

Action(s):

Motion to approve proposal from Smart Tag in the amount of \$28,758.46, as presented. Passed with a motion by Carlos Saiz and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin: Yea
Travis Maloley: Yea
Garth Mins: Yea
Roger Reutlinger: Yea

Carlos Saiz: Yea
Larry
Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

8.8. Other

- 8.8.1. Consider approval of resignation of Jessica Kulhanek.

Action(s):

Motion to approve resignation as presented. Passed with a motion by Cindy Benjamin and a

second by Garth Mins.

Voting Detail:

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Nay

Carlos Saiz: Yea

Larry Steinberger: Nay

Voting Summary: Yea: 4, Nay: 2

9. REPORTS & COMMENTS

9.1. Principals, Administrators, and Directors

9.1.1. ELA Results Matter report. Tracy Naylor.

9.1.2. August 17-18 student day modifications.
Julie Myers.

9.2. Superintendent

9.2.1. Reminder: Graduation at 10 AM on July 25,
at Kirkpatrick Park.

9.2.2. Reminder: Board planning session Tuesday,
July 28 at 6 pm at CO.

9.2.3. Revised Nebraska economic forecast will
come out on July 23. It will be used by the
legislature to guide any state budget changes in
the remaining session which begins on July 20.

9.2.4. New teacher orientation will occur the
week of August 3-7. Do you wish to host the new
teacher dinner again this year?

9.3. Board members

10. ADJOURNMENT

Action(s):

Any Board Member: "Motion to adjourn this
meeting." Passed with a motion by Travis Maloley
and a second by Cindy Benjamin.

Voting Detail:

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Yea

Larry Steinberger: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Board of Education Regular Meeting

June 8, 7:00 PM

By Teleconference

No physical meeting

None, None None

Cindy Benjamin: Present

Travis Maloley: Present

Garth Mins: Absent

Roger Reutlinger: Present

Carlos Saiz: Present

Larry Steinberger: Present

1. CALL TO ORDER

Motion to excuse Garth Mins. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. REVIEW OF AGENDA

Any Board Member: "Motion to (approve/amend) the agenda as presented." Passed with a motion by Larry Steinberger and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

6. CITIZENS' COMMENTS

7. CONSENT AGENDA

Any Board Member: "Motion to approve the consent agenda." Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Report

7.4. Personnel Actions

7.4.1. Approve Hiring Recommendations

7.4.1.1. Adam DeLaet--LHS social studies teacher.

7.4.1.2. Kaylee Parsons--Bryan 2nd grade teacher.

7.4.1.3. Keith Nielson--LHS welding teacher

8. NEW BUSINESS

8.1. Buildings & Grounds

8.2. Curriculum & Americanism

8.3. Technology

8.3.1. Consider approval of purchase of iPads.

Motion to approve the purchase of 1100 iPads from Apple, Inc. in the amount of \$323,400.00, as presented. Passed with a motion by Cindy Benjamin and a second by Carlos Saiz.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.3.2. Consider approval of purchase of hotspots.

Motion to approve the purchase of 100 1gB Kajeet hotspots including 12-month rate plans for a total of \$25,704.00. Passed with a motion by Larry Steinberger and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.4. Legislative & Finance

8.5. Policy & Transportation

8.5.1. Consider approval of policy additions, deletions, and revisions.

Motion to approve policies as presented. Passed with a motion by Cindy Benjamin and a second by Larry Steinberger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.6. Other

8.6.1. Consider approval of revised 2020-2021 calendar.

Consider approval of revised calendar as presented. Passed with a motion by Travis Maloley and a second by Carlos Saiz.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

9. REPORTS & COMMENTS

9.1. Principals, Administrators, and Directors

9.1.1. Graduation plan update for July 25.

9.1.2. Summer school plans.

9.1.3. Overview of fall school restart plans: 1) normal restart with some modifications; 2) hybrid A/B schedule with remote learning; 3) completely remote. We anticipate updated guidance heading into July and will use an advisory committee to finalize plans. We are also keeping tabs on the intentions of other area schools.

9.2. Superintendent

9.2.1. Congratulations to the Class of 2020 for earning over \$3,000,000 in scholarships. Thanks to our LHS counselors for helping these students apply and earn those scholarships.

9.2.2. We are investigating the prospect of adding middle school soccer and the newly recognized NSAA activity of bowling. Our activities committee should meet before the July board meeting. Would it be possible to reschedule the June 17 meeting to perhaps June 24?

9.2.3. The July 13 board meeting is planned to return to face-to-face in the City of Lexington board room.

9.3. Board members

10. ADJOURNMENT

Any Board Member: "Motion to adjourn this meeting." Passed with a motion by Cindy Benjamin and a second by Larry Steinberger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Roger Reutlinger: Yea, Carlos Saiz:
Yea, Larry Steinberger: Yea

Chairperson

Superintendent

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 5		5					
<u>Check Number</u>	<u>Check Type</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Vendor</u>	<u>Check Total</u>		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
71779	Automatic Payment	06/22/2020	VISA	VISA	230.83		
20200622	06/22/2020		yard letters	05 2900 000 003 0 300	230.83		
71780	Automatic Payment	06/22/2020	VISA	VISA	1,014.80		
20200622	06/22/2020		Volly Cart	05 2900 000 001 0 021	510.91		
20200622	06/22/2020		mini target goals	05 2900 000 001 0 021	503.89		
11870	Check	06/22/2020	AMAZON	AMAZON/GE MONEY BANK	748.02		
478996996975	06/22/2020	ACT03479	Forerunner 45 Black Heartrate monitor wa	05 2900 000 001 0 021	299.98		
545777584797	06/22/2020	ACT03484	treats	05 2900 000 005 0 502	148.06		
864885487937	06/22/2020	ACT03479	Forerunner 45 Black Heartrate monitor wa	05 2900 000 001 0 021	299.98		
11871	Check	06/22/2020	AWARDSUNLI	AWARDS UNLIMITED, INC.	453.20		
475972	06/22/2020		SPEECH	05 2900 000 001 0 105	453.20		
11872	Check	06/22/2020	GREENHOUSE	Greenhouse Megastore	156.85		
PSI0052825	06/05/2020	ACT03441	supplies	05 2900 000 001 0 026	156.85		
11873	Check	06/22/2020	HAIRNETCOM	Hairnet Company	1,092.00		
49450	06/05/2020	ACT03483	face masks	05 2900 000 001 0 130	1,092.00		
11874	Check	06/22/2020	INNOVATIV1	Innovative Timing Systems, LLC	495.00		
22056	06/22/2020	ACT03498	1 year technology support for Jaguar XC	05 2900 000 001 0 115	495.00		
11875	Check	06/22/2020	JHSTUCKEYD	JH Stuckey Distributing, Inc	638.06		
33500	06/22/2020	ACT03497	Laundry Detergent/supplies for LHS Activ	05 2900 000 001 0 130	638.06		
11876	Check	06/22/2020	JOSTENSINC	JOSTENS, INC.	6,178.02		
20200622	06/22/2020		High School Cap and Gowns	05 2900 000 001 0 034	6,178.02		
11877	Check	06/22/2020	MEDCOSCHOO	Medco School First Aid	676.04		
IN92596348	06/05/2020	ACT03478	Pro Fitter & Pro Fitter Physio Kit	05 2900 000 001 0 021	676.04		
11878	Check	06/22/2020	NEBRASKAA1	Nebraska Academic Decathlon	175.00		
20200605	06/05/2020		2020-21 Enrty Fee	05 2900 000 000 0 958	175.00		

Checking Account: 5 5

Check Number	Check Type	Check Date	Vendor	Description	Chart of Account Number	Check Total
11879	Check	06/22/2020	NCA	Nebraska Coaches Association		3,620.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200605	06/05/2020		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	1,810.00	
20200605	06/05/2020		MS GENERAL ATHLETICS	05 2900 000 002 0 259	1,810.00	
11880	Check	06/22/2020	NSAA	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION		1,530.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200622	06/22/2020		membership	05 2900 000 001 0 130	1,530.00	
11881	Check	06/22/2020	SP2	S/P2		299.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
N4387994	06/22/2020	ACT03495	renewl	05 2900 000 001 0 023	299.00	
11882	Check	06/22/2020	UNIVERSALC	Universal Cheerleaders Association		8,627.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
REG-0010648712	06/22/2020		camp	05 2900 000 001 0 065	8,627.00	

*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 25,933.82

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 1

1

Check Number: 56306	Check Type: Automatic Payment	Check Date: 07/13/2020	Vendor: BLACKHILLS	Black Hills Energy	Check Total: 3,378.58
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200705	07/05/2020		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	79.97
20200705	07/05/2020		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	114.73
20200705	07/05/2020		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	1,205.49
20200705	07/05/2020		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	115.65
20200705	07/05/2020		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	110.13
20200705	07/05/2020		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	969.90
20200705	07/05/2020		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	222.17
20200705	07/05/2020		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	30.95
20200705	07/05/2020		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	149.62
20200705	07/05/2020		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	211.08
20200705	07/05/2020		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	168.89
Check Number: 56307	Check Type: Automatic Payment	Check Date: 07/13/2020	Vendor: VERIZONWIR	Verizon Wireless	Check Total: 4,988.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9857395938	07/06/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	4,308.82
9857395939	07/06/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	680.17
Check Number: 47977	Check Type: Check	Check Date: 07/13/2020	Vendor: AMSTERDAMP	AMSTERDAM PRINTING	Check Total: 372.17
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6607411	07/08/2020	GF025571	planners	01 3541 610 009 0 000	372.17
Check Number: 47978	Check Type: Check	Check Date: 07/13/2020	Vendor: ANGELHANDY	Angel Handyman Plumbing Service	Check Total: 1,392.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
001246	07/06/2020		sprinkler repair Alt Ed	01 2630 490 001 0 000	1,392.64
Check Number: 47979	Check Type: Check	Check Date: 07/13/2020	Vendor: CENTRALTIR	Bauer Built	Check Total: 528.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
50034430	07/06/2020	GF025578	bus 14 tires	01 2710 430 000 0 000	528.80
Check Number: 47980	Check Type: Check	Check Date: 07/13/2020	Vendor: BIOCORPORA	BIO CORPORATION	Check Total: 160.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1014442	07/08/2020	GF025395	Latex Gloves powdered, medium	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	Histology Prepared Slide Set	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	Cat 14"-18" double injected	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	pregnant cat 14"-18" double injected	01 1100 603 001 0 000	160.00
1014442	07/08/2020	GF025395	7"-9" double injected rats	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	4"-4.5" plain leopard frog	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	21-40 Labeled t-Pins	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	shipping	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	sheep brain with hypo	01 1100 603 001 0 000	0.00
1014442	07/08/2020	GF025395	A-Z labeled T-Pins	01 1100 603 001 0 000	0.00

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1014442	07/08/2020	GF025395	Latex gloves, powdered, Large	01 1100 603 001 0 000	0.00		
1014442	07/08/2020	GF025395	Latex gloves, powdered, small	01 1100 603 001 0 000	0.00		
1014442	07/08/2020	GF025395	Beef Heart	01 1100 603 001 0 000	0.00		
1014442	07/08/2020	GF025395	1-21 Labeled t-Pins	01 1100 603 001 0 000	0.00		
Check Number: 47981	Check Type: Check	Check Date: 07/13/2020	Vendor: DICKBLICK	Blick Art Materials LLC	Check Total:	1,164.89	
3978123	07/05/2020	GF025420	bleeding tissue paper	01 1100 606 003 0 000	64.95		
4022340	07/06/2020	GF025357	supplies	01 1100 606 001 0 000	1,099.94		
Check Number: 47982	Check Type: Check	Check Date: 07/13/2020	Vendor: BLIVEN	Michael Bliven	Check Total:	11,000.00	
20200707	07/07/2020	GF025594	mod 1 reroof	01 2620 431 004 0 000	5,500.00		
20200707-0001	07/07/2020	GF025595	mod 2 reroof	01 2620 431 004 0 000	5,500.00		
Check Number: 47983	Check Type: Check	Check Date: 07/13/2020	Vendor: BOILERCHIL	Boiler Chiller Systems LLC	Check Total:	18,539.86	
2052	07/06/2020		Op. of Bldg. Cont. Heat/Air Svcs. Bryan	01 2620 437 003 0 000	9,033.13		
2092	07/06/2020		Compressor	01 2620 437 003 0 000	9,506.73		
Check Number: 47984	Check Type: Check	Check Date: 07/13/2020	Vendor: BYRNSFLOOR	Byrns Floor Covering and Installation	Check Total:	3,978.37	
2119-M	07/06/2020		Building Improv. Construction Svcs. Sand	01 4700 450 006 0 000	3,978.37		
Check Number: 47985	Check Type: Check	Check Date: 07/13/2020	Vendor: CSTRUCKSAL	C & S TRUCK & SALVAGE, INC.	Check Total:	4,592.53	
20200705	07/05/2020		Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	4,592.53		
Check Number: 47986	Check Type: Check	Check Date: 07/13/2020	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total:	70,497.85	
12497351	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	337.64		
12497351	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	2,587.36		
12498967	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	1,570.76		
12502082	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	219.80		
12502082	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	847.06		
12502088	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	338.00		
12505312	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	2,327.58		
12505975	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	152.70		
12505975	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	1,163.88		
12510261	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	194.40		
12510261	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	823.50		
12511933	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	845.95		
12518100	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	184.21		
12518100	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	4,460.39		

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 1		1				
12520917	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	227.36	
12520917	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	831.45	
12523146	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	1,435.69	
12526781	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	491.42	
12526781	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	967.10	
CM2822922	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	(81.40)	
CM2823445	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	(32.96)	
CM2823886	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	(547.00)	
P12510390	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	343.55	
P12510522	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	32.96	
P12510819	07/07/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	35.67	
P12523619	07/07/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	50.78	
Z12533160	07/08/2020	GF025508	kettles	06 3100 733 000 0 000	50,690.00	
Check Number: 47987	Check Type: Check	Check Date: 07/13/2020	Vendor: CDWCOMPUTE	CDW COMPUTER CENTERS, INC.	Check Total: 27,538.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
ZFW6140	07/05/2020	GF025555	Gumdrop FoamTech	01 6996 610 000 0 000	27,538.00	
Check Number: 47988	Check Type: Check	Check Date: 07/13/2020	Vendor: CED	CED Enterprise Electric	Check Total: 993.75	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3597-521334	07/06/2020		light bulbs	01 2620 435 002 0 000	993.75	
Check Number: 47989	Check Type: Check	Check Date: 07/13/2020	Vendor: CENTURYLI2	CenturyLink	Check Total: 2,612.72	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	127.86	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	588.23	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	115.15	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	59.93	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	418.47	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	417.98	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	59.93	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	120.94	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	179.29	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	119.36	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	185.70	
20200708	07/08/2020		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	219.88	
Check Number: 47990	Check Type: Check	Check Date: 07/13/2020	Vendor: CENTURYLI1	CenturyLink Communication	Check Total: 0.01	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
120629675	07/05/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	0.01	
Check Number: 47991	Check Type: Check	Check Date: 07/13/2020	Vendor: CHARTERCOM	Charter Communications	Check Total: 438.98	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Checking Account: 1		1					
0001136062420	07/05/2020		Technology Communications DW	01 2230 530 000 0 000		438.98	
Check Number: 47992	Check Type: Check	Check Date: 07/13/2020	Vendor: CITYOFLEXI	CITY OF LEXINGTON	Check Total:	102,250.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
202006092004	07/06/2020		tennis court	01 2620 490 000 0 000	10,000.00		
202006092004	07/06/2020		ballfields	01 2620 490 000 0 000	10,000.00		
202006092004	07/06/2020		soccer & fieldhouse	01 2620 490 000 0 000	10,000.00		
202006092004	07/06/2020		Security Contracted Services	01 2660 340 000 0 000	72,250.00		
Check Number: 47993	Check Type: Check	Check Date: 07/13/2020	Vendor: CITYOFLEXI	CITY OF LEXINGTON	Check Total:	2,171.47	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
202007072013	07/07/2020		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	114.13		
202007072013	07/07/2020		Op. of Bldg. Electricity ELA	01 2610 622 009 0 000	1,858.44		
202007072013	07/07/2020		Op. of Bldg. Sanitation Svcs. ELA	01 2620 421 009 0 000	198.90		
Check Number: 47994	Check Type: Check	Check Date: 07/13/2020	Vendor: CLIPPERHER	CLIPPER - HERALD	Check Total:	401.29	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200706	07/06/2020		BOE Advertising	01 2310 540 000 0 000	401.29		
Check Number: 47995	Check Type: Check	Check Date: 07/13/2020	Vendor: COMFORTCON	Comfort Consults, LLC	Check Total:	569.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
4943	07/05/2020	GF025573	KIPS virtual Karina Lupercio	01 3541 330 009 0 000	190.00		
4943	07/05/2020	GF025573	KIPS virtual Maricela Novoa	01 3541 330 009 0 000	190.00		
4943	07/05/2020	GF025573	KIPS virtual Nancy Pinedo	01 3541 330 009 0 000	189.00		
Check Number: 47996	Check Type: Check	Check Date: 07/13/2020	Vendor: CULLIGAN	CULLIGAN	Check Total:	332.12	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200706	07/06/2020		Guidance Supply HS	01 2120 610 001 0 000	18.01		
20200706	07/06/2020		Office of Principal Supply HS	01 2410 610 001 0 000	21.75		
20200706	07/06/2020		Fiscal Svcs. Rent of Equip. & Vehicles	01 2510 442 000 0 000	76.42		
20200706	07/06/2020		School Lunch Equipment Rental	06 3100 442 000 0 000	173.61		
20200706	07/06/2020		School Lunch Equipment Rental	06 3100 442 000 0 000	42.33		
Check Number: 47997	Check Type: Check	Check Date: 07/13/2020	Vendor: DANSSANITA	DAN'S SANITATION	Check Total:	2,839.95	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200705	07/05/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	57.00		
20200705	07/05/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	116.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	57.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	667.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	41.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	67.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	50.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. MS	01 2620 421 002 0 000	450.00		
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000	227.00		

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1

20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000	298.00
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000	275.00
20200705	07/05/2020		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000	263.00
20200706	07/06/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	271.95
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. MS	01 2620 421 002 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000	0.00
20200706	07/06/2020		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000	0.00
Check Number: 47998	Check Type: Check	Check Date: 07/13/2020	Vendor: DAWSONPEST	DAWSON PEST CONTROL Inc.	Check Total: 295.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
21849	07/08/2020		Op. of Bldg. Cont. Pest Control Svcs.	01 2620 425 000 0 000	295.68
Check Number: 47999	Check Type: Check	Check Date: 07/13/2020	Vendor: DEMCOINC	DEMCO INC.	Check Total: 409.89
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6812221	07/06/2020	GF025570	library supplies	01 2220 610 001 0 000	409.89
Check Number: 48000	Check Type: Check	Check Date: 07/13/2020	Vendor: DESIGNERCR	DESIGNER CRAFT WOODWORKING	Check Total: 12,100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
21533	07/08/2020	GF025597	cubbies	01 2620 610 006 0 000	7,143.00
21534	07/08/2020	GF025598	cabinets	01 2620 610 006 0 000	4,957.00
Check Number: 48001	Check Type: Check	Check Date: 07/13/2020	Vendor: DESIGNSBYK	Kristin Steinberger	Check Total: 1,007.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6/24/20	07/06/2020	GF025574	replacement blinds at Pershing	01 2620 610 005 0 000	1,007.00
Check Number: 48002	Check Type: Check	Check Date: 07/13/2020	Vendor: SCHOOLDUDE	Dude Solutions, Inc	Check Total: 13,081.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV-73425	07/06/2020		capital, maintenance, trip	01 2610 490 000 0 000	8,734.29
IV-73452	07/05/2020		EventEssentials Pro	01 2610 490 000 0 000	4,347.39
Check Number: 48003	Check Type: Check	Check Date: 07/13/2020	Vendor: EAIEDUCATI	EAI EDUCATION	Check Total: 143.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV1011649	07/05/2020	GF025238	supplies	01 1100 610 003 0 000	143.70
Check Number: 48004	Check Type: Check	Check Date: 07/13/2020	Vendor: EARL	Dalila Earl	Check Total: 288.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

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Checking Account: 1
May 2020

1

07/05/2020

NCFL Grant Contracted Services

01 3404 320 004 0 000

288.00

Check Number: 48005

Check Type: Check

Check Date: 07/13/2020 Vendor: ELECTRICFI

ELECTRICAL ENGINEERING &
EQUIPMENT CO.

Check Total:

1,249.23

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6793949	07/05/2020	GF025524	light bulbs	01 2620 610 000 0 000	164.34
6796356-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 006 0 000	4.26
6796375-00	07/05/2020	GF025527	T8 light bulbs	01 2620 610 000 0 000	564.48
6796375-01	07/05/2020	GF025527	T8 light bulbs	01 2620 610 000 0 000	241.92
6803708-00	07/05/2020	GF024546	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	13.01
6804946-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 000 0 000	38.76
6805893-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.52
6809999-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 000 0 000	91.51
6811001-00	07/05/2020	GF024546	Maintenance Supply Pershing	01 2620 610 005 0 000	3.05
6811564	07/05/2020	GF024546	Maintenance Supply Sandoz	01 2620 610 006 0 000	7.74
6812244-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.13
6812539-00	07/05/2020	GF024546	Maintenance Supply Pershing	01 2620 610 005 0 000	5.73
6816710-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 000 0 000	64.95
6817270-00	07/05/2020	GF024546	Maintenance Supply District-Wide	01 2620 610 000 0 000	38.83

Check Number: 48006

Check Type: Check

Check Date: 07/13/2020 Vendor: ESU10

ESU 10

Check Total:

10,337.79

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200707	07/06/2020		SPED K-12 Professional Development DW	01 1200 330 000 0 000	4,508.00
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	25.98
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	279.60
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	25.98
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	242.83
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	242.83
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	103.88
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	971.35
20200707	07/06/2020		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	971.35
20200707	07/06/2020		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	103.88
20200707	07/06/2020		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	382.41
20200707	07/06/2020		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	1,529.70
20200707	07/06/2020		Improv. of Instr. Prof. Development	01 2210 330 000 0 000	10.00
20200707	07/06/2020		Improv. of Instr. Prof. Development	01 2210 330 000 0 000	10.00
20200707	07/06/2020		Technology Professional Develop DW	01 2230 330 000 0 000	120.00
20200707	07/06/2020		Technology Tech-Related Repairs	01 2230 432 000 0 000	0.00
20200707	07/06/2020		Technology Communications DW	01 2230 530 000 0 000	0.00
20200707	07/06/2020		Technology Tech-Related Supply DW	01 2230 650 000 0 000	790.00
20200707	07/06/2020		Principal Prof. Development Morton	01 2410 330 004 0 000	10.00
20200707	07/06/2020		Principal Professional Development ELA	01 2410 330 009 0 000	10.00

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Checking Account: 1

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Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
48007	Check	07/13/2020	FASTENAL	FASTENAL	9.02
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NELEX105652	07/05/2020	GF024547	Maintenance Supply District-Wide	01 2620 610 000 0 000	4.02
NELEX105652	07/05/2020	GF024547	Grounds Supply DW	01 2630 610 000 0 000	0.00
NELEX107413	07/05/2020	GF024547	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.00
NELEX107413	07/05/2020	GF024547	Grounds Supply DW	01 2630 610 000 0 000	0.00
48008	Check	07/13/2020	FLINNSCIEN	FLINN SCIENTIFIC, INC.	14.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2480666	07/05/2020	GF025399	Scissors, Heavy Duty	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Tape Measure	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Digital Blood Pressure/Pulse Monitor	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Forceps/ Mosquito, Halstead	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Dialysis Tubing 25mmx 15m	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Photo Manual and Dissection Guide for th	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	ABO/Rh blood typing kit	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	shipping	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Sodium Rhodizonate 1g	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Phenol Red Indicator Solution 500mL	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Glass Plates, Plain, Sngle Strength pkg	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Glue Sticks, Pkg 24	01 1100 603 001 0 000	0.00
2480666	07/05/2020	GF025399	Alcohol pads pkg 100	01 1100 603 001 0 000	14.94
2480666	07/05/2020	GF025399	Lancets, Blood, Sterile	01 1100 603 001 0 000	0.00
48009	Check	07/13/2020	FOLLETT1	Follett School Solutions, Inc	1,214.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
609334F	07/05/2020	GF024894	books	01 2220 640 001 0 000	40.42
657159F	07/08/2020	GF025076	books	01 2220 640 002 0 000	143.77
689053F	07/08/2020	GF025271	books	01 2220 640 004 0 000	560.26
707933A	07/05/2020	GF025520	books	01 2220 640 005 0 000	464.42
714274	07/06/2020	GF025569	library books	01 2220 640 001 0 000	5.97
48010	Check	07/13/2020	FOSTERLUMB	Foster Lumber LLC	118.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200706	07/06/2020	GF025560	MS fence	01 2620 610 002 0 000	118.55
48011	Check	07/13/2020	HILAND	Hiland Dairy Foods Company	12,121.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200705	07/05/2020		milk	06 3100 630 000 0 000	12,121.66
48012	Check	07/13/2020	HOBARTSALE	HOBART SALES & SERVICE	2,678.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
XB34399	07/05/2020		Combi oven installation	06 3100 733 000 0 000	2,678.00

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Checking Account: 1		1					
Check Number:	Check Type:	Check Date:	Vendor:		Check Total:		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
48013	Check	07/13/2020	HOLIDAYIN5	HOLIDAY INN EXPRESS-LEXINGTON	140.00		
20200706	07/06/2020		meeting room	01 2320 610 000 0 000	140.00		
48014	Check	07/13/2020	HOMETOWNLE	HOMETOWN LEASING	14,329.97		
20200706	07/06/2020		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	14,150.00		
20200706	07/06/2020		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	179.97		
48015	Check	07/13/2020	INNERREFLE	Inner Reflections Counseling Center	975.00		
July 2020 CA	07/08/2020		Cheily Arreola	01 3541 340 009 0 000	130.00		
July 2020 DaF	07/08/2020		Daniella Flores	01 3541 340 009 0 000	65.00		
July 2020 DC	07/08/2020		Darlene Cinto	01 3541 340 009 0 000	195.00		
July 2020 DF	07/08/2020		Dulce Flores	01 3541 340 009 0 000	130.00		
July 2020 JC	07/08/2020		Joanna Castaneda	01 3541 340 009 0 000	130.00		
July 2020 MJ	07/08/2020		Marie Johnson	01 3541 340 009 0 000	195.00		
July 2020 YM	07/08/2020		Yasmin Monroy	01 3541 340 009 0 000	130.00		
48016	Check	07/13/2020	INNOVATIV2	Innovative Office Solutions	9,199.54		
credit	07/06/2020	GF023879	supplies	01 1100 610 003 0 000	(201.53)		
credit 2	07/06/2020	GF023904	supplies	01 1100 610 004 0 000	(541.30)		
IN3015576	07/06/2020	GF025166	paper	01 1100 610 000 0 000	1,833.13		
IN3015576	07/06/2020	GF025166	paper	01 1100 610 000 0 000	1,491.71		
IN3015576	07/06/2020	GF025166	paper	01 1100 610 000 0 000	3,323.73		
IN3015576	07/06/2020	GF025166	paper	01 1100 610 000 0 000	423.36		
IN3015576	07/06/2020	GF025166	paper	01 1100 610 000 0 000	770.10		
IN3015576	07/06/2020	GF025166	pens	01 2710 610 000 0 000	9.58		
IN3015576	07/06/2020	GF025166	folders	01 2710 610 000 0 000	17.04		
IN3015576.	07/06/2020	GF025450	supplies	01 2510 610 000 0 000	254.98		
IN3015576.	07/06/2020	GF025450	supplies	01 2510 610 000 0 000	73.69		
IN3016050	07/06/2020	GF025179	supplies	01 1100 610 005 0 000	23.90		
IN3016068	07/06/2020	GF025255	supplies	01 1100 610 003 0 000	468.29		
IN3016089	07/06/2020	GF025301	Crayola Crayons - Regular Size - Classpa	01 1100 606 004 0 000	0.00		
IN3016089	07/06/2020	GF025301	Crayola Crayons - Regular Size - Classpa	01 1100 610 004 0 000	0.00		
IN3016089	07/06/2020	GF025301	GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	214.16		
IN3016091	07/06/2020	GF025312	supplies	01 1100 610 002 0 000	499.66		
IN3016093	07/06/2020	GF025389	supplies	01 1100 610 001 0 000	539.04		
IN3016093	07/06/2020	GF025389	supplies	01 1100 610 001 0 000	0.00		
48017	Check	07/13/2020	WISCEDUCAT	Intrado Interactive Services Corporation	5,876.28		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
120172	07/05/2020		SchoolMessenger	01 2230 320 000 0 000		5,876.28	
Check Number: 48018	Check Type: Check	Check Date: 07/13/2020	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total:	67.14	
6119589	07/05/2020	GF025576	stock defrost timer	01 2620 437 000 0 000	67.14		
Check Number: 48019	Check Type: Check	Check Date: 07/13/2020	Vendor: JONES	JONES PLUMBING & HEATING	Check Total:	938.00	
49290	07/06/2020		Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	525.00		
49430	07/06/2020		Maintenance Supply District-Wide	01 2620 610 000 0 000	413.00		
Check Number: 48020	Check Type: Check	Check Date: 07/13/2020	Vendor: KAJEET	Kajeet	Check Total:	23,670.11	
INV11735	07/05/2020	GF025556	distance learning	01 6996 610 000 0 000	23,670.11		
Check Number: 48021	Check Type: Check	Check Date: 07/13/2020	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total:	798.72	
328392 01	07/05/2020	GF025554	plumbing parts	01 2620 436 000 0 000	568.04		
32839202	07/05/2020	GF025554	plumbing parts	01 2620 436 000 0 000	230.68		
Check Number: 48022	Check Type: Check	Check Date: 07/13/2020	Vendor: KSBSCHOOLL	KSB School Law, PC LLC	Check Total:	827.50	
8361	07/05/2020		District Legal Services	01 2330 317 000 0 000	827.50		
Check Number: 48023	Check Type: Check	Check Date: 07/13/2020	Vendor: LACYCONSTR	Lacy Construction Company	Check Total:	15,867.35	
40-0401	07/08/2020		Construction Projects-Sandoz	02 2620 720 006 0 000	15,867.35		
Check Number: 48024	Check Type: Check	Check Date: 07/13/2020	Vendor: LASWA	Lexington area Solid Waste Agency	Check Total:	23.80	
20200706	07/06/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	23.80		
Check Number: 48025	Check Type: Check	Check Date: 07/13/2020	Vendor: LEXRHC	Lexington Regional Health Center	Check Total:	1,521.00	
20200705	07/05/2020		Robert Sankey	01 2710 340 000 0 000	993.00		
June 2020	07/06/2020		PT Services K-12 Prof. Services	01 2171 340 000 0 000	96.00		
June 2020	07/06/2020		PT Services Age 3-5 Prof. Services	01 2172 340 009 0 000	90.88		
June 2020	07/06/2020		PT Services Age 0-2 Prof. Services	01 2173 340 015 0 000	341.12		
Check Number: 48026	Check Type: Check	Check Date: 07/13/2020	Vendor: LIENINC	LIEN, INC	Check Total:	1,625.83	
8724	07/05/2020		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000	519.42		
8725	07/05/2020		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	120.00		
8726	07/05/2020		Grounds Contracted Lawn Care Morton	01 2630 422 004 0 000	125.24		
8727	07/05/2020		Grounds Contracted Lawn Care Bryan	01 2630 422 003 0 000	369.44		

Detail Check Register

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Checking Account: 1		1					
8730	07/05/2020		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000		240.00	
8731	07/05/2020		Grounds Contracted Lawn Care Pershing	01 2630 422 005 0 000		251.73	
Check Number: 48027	Check Type: Check	Check Date: 07/13/2020	Vendor: LOUSSPORTI	Lou's Sporting Goods	Check Total:	7,253.60	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
AAX779550-AX05	07/05/2020	GF025162	softball uniforms	02 1101 610 001 0 000	7,253.60		
Check Number: 48028	Check Type: Check	Check Date: 07/13/2020	Vendor: MCSTORAGE	Morris McConnell	Check Total:	370.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
156.029	07/05/2020		Op. of Bldg. Other Cont. Svcs.	01 2620 490 000 0 000	370.00		
Check Number: 48029	Check Type: Check	Check Date: 07/13/2020	Vendor: MCGRAWHILL	MCGRAW-HILL	Check Total:	1,322.04	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
113085771001	07/05/2020	GF025474	Number Worlds	02 1100 640 000 0 000	1,322.04		
Check Number: 48030	Check Type: Check	Check Date: 07/13/2020	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	1,694.65	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
348072	07/05/2020	GF025530	paint	01 2620 610 009 0 000	(95.00)		
4778519	07/05/2020	GF025530	paint	01 2620 610 009 0 000	300.35		
4797095	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 006 0 000	17.54		
4817778	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	66.70		
4829708	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	35.56		
4830855	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	4.12		
4831703	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	19.86		
4856380	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	10.16		
4866858	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	7.98		
4868103	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	37.08		
4897775	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	25.45		
4898145	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	114.81		
4910766	07/05/2020	GF024548	Maintenance Supply District-Wide	01 2620 610 000 0 000	12.49		
4931171	07/05/2020	GF024543	YEARLY CLASSROOM SUPPLIES	01 1100 619 001 0 000	1,137.55		
Check Number: 48031	Check Type: Check	Check Date: 07/13/2020	Vendor: MIDWESTEL	Midwest Electra Start	Check Total:	5,450.59	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2589	07/05/2020	GF025553	Tabletop Tire Changer 50 E	01 6700 610 001 0 000	5,213.79		
2589	07/05/2020	GF025553	shipping please contact Kris @ 308-325-7	01 6700 610 001 0 000	236.80		
Check Number: 48032	Check Type: Check	Check Date: 07/13/2020	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	4,840.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
134214	07/06/2020		Maintenance Supply MS	01 2620 610 002 0 000	4,840.00		
Check Number: 48033	Check Type: Check	Check Date: 07/13/2020	Vendor: MIDWESTSI	Midwest Special Instruments, Corp	Check Total:	525.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2006395-IN	07/05/2020		Health Services Supply DW	01 2130 610 000 0 000	525.00		

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Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
48034	Check	07/13/2020	NCSA	NE COUNCIL OF SCHOOL ADMIN	3,025.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200705	07/05/2020		Nikki Edeal membership	01 2410 330 004 0 000	570.00
20200705-0001	07/05/2020		Kellie Cetak membership	01 2410 330 005 0 000	570.00
20200705-0002	07/05/2020		Tiffany Denker membership	01 2410 330 003 0 000	570.00
20200706	07/06/2020		Andrew Welch membership	01 2510 330 000 0 000	575.00
e14211-639108	07/05/2020		Tiffany Denker Administrators' Days	01 2410 330 003 0 000	150.00
e14211-639109	07/05/2020		Nikki Edeal administrators days	01 2410 330 004 0 000	150.00
e14211-639113	07/05/2020		Kellie Cetak Administrators' Days	01 2410 330 005 0 000	140.00
e14211-639243	07/05/2020		Julie Myers Administrators' Days	01 2210 330 000 0 000	150.00
e14211-639434	07/06/2020		Andrew Welch Administrators' Days	01 2510 330 000 0 000	150.00
48035	Check	07/13/2020	NESAFETYCE	NE SAFETY CENTER	125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
57-7671	07/05/2020		Bo Berry Level 2 class	01 2710 330 000 0 000	125.00
48036	Check	07/13/2020	NEBRASKAAI	Nebraska Air Filter, Inc	4,392.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0380380-IN	07/07/2020	GF025563	air filters for the distict	01 2620 437 000 0 000	4,392.00
48037	Check	07/13/2020	OCCUPATION	Occupational Therapy Services, Inc	5,230.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1125	07/08/2020		OT Services K-12 Prof. Services	01 2161 340 000 0 000	3,333.00
1125	07/08/2020		OT Services Age 3-5 Prof. Services	01 2162 340 009 0 000	957.00
1125	07/08/2020		OT Services Age 0-2 Prof. Services	01 2163 340 015 0 000	940.50
48038	Check	07/13/2020	ONESOURCEI	ONE SOURCE Inc.	89.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2039-20200630	07/05/2020		Personnel Services Technical Services	01 2570 350 000 0 000	37.00
2039V-20200630	07/05/2020		Personnel Services Technical Services	01 2570 350 000 0 000	52.00
48039	Check	07/13/2020	OVERTONSAN	OVERTON SAND & GRAVEL CO.	24.78
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
74119	07/08/2020	GF025566	sand for ELA	01 2630 610 009 0 000	24.78
48040	Check	07/13/2020	TIGERPAPER	Paper Tiger Shredding	185.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
131060	07/06/2020		Fiscal Services Professional Services	01 2510 340 000 0 000	185.00
48041	Check	07/13/2020	PLUMCREEKM	PLUM CREEK MARKET PLACE	602.69
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
00202090091600755	07/05/2020	GF024550	YEARLY SUPPLIES	06 3100 630 000 0 000	207.00
00403641074501011	07/05/2020	GF024550	YEARLY SUPPLIES	06 3100 630 000 0 000	207.00
00403644083701011	07/05/2020	GF025547	water	01 2310 610 000 0 000	4.69

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Checking Account: 1		1					
00404831075801011	07/05/2020	GF024550	YEARLY SUPPLIES	06 3100 630 000 0 000		184.00	
Check Number: 48042	Check Type: Check	Check Date: 07/13/2020	Vendor: PYRAMIDSCH	Pyramid School Products	Check Total:	2,511.01	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
S1410932.001	07/05/2020	GF025300	Art Supply Morton	01 1100 606 004 0 000	6.78		
S1410932.001	07/05/2020	GF025300	GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000	559.22		
S1410932.001	07/05/2020	GF025300	Crayola Crayons - Regular Size - 3 5/8"	01 1100 610 004 0 000	20.16		
S1410932.001	07/05/2020	GF025300	Crayola Crayons - Regular Size - 3 5/8"	01 1100 610 004 0 000	20.64		
S1410932.001	07/05/2020	GF025300	Pencil Cap Erasers	01 1100 610 004 0 000	1.29		
S1410932.001	07/05/2020	GF025300	Crayola Crayons - Regular Size - 3 5/8"	01 1100 610 004 0 000	20.64		
S1410932.001	07/05/2020	GF025300	Mavalus tape white	01 1100 610 004 0 000	13.56		
S1410932.001	07/05/2020	GF025300	Mavalus tape white	01 1100 610 004 0 000	6.78		
S1410932.001	07/05/2020	GF025300	2" binder clips	01 1100 610 004 0 000	13.20		
S1410932.001	07/05/2020	GF025300	1 1/4" binder clips medium	01 1100 610 004 0 000	5.88		
S1410932.001	07/05/2020	GF025300	tempra brushes	01 1100 610 004 0 000	10.08		
S1411064.001	07/08/2020	GF025391	pencil cap erasers	01 1100 602 001 0 000	1.29		
S1411064.001	07/08/2020	GF025391	sheet protectors	01 1100 602 001 0 000	1.89		
S1411064.001	07/08/2020	GF025391	paperclips	01 1100 603 001 0 000	2.60		
S1411064.001	07/08/2020	GF025391	composition notebooks 12/pack	01 1100 603 001 0 000	18.96		
S1411064.001	07/08/2020	GF025391	supplies	01 1100 610 001 0 000	35.06		
S1411064.001	07/08/2020	GF025391	supplies	01 1100 610 001 0 000	343.13		
S1411264.003	07/05/2020	GF025168	paper	01 1100 610 000 0 000	32.85		
S1411264.003	07/05/2020	GF025168	supplies	01 2620 610 000 0 000	131.40		
S1411264.003	07/05/2020	GF025168	supplies	01 2710 610 000 0 000	144.20		
S1411296.001	07/05/2020	GF025177	supplies	01 1100 610 005 0 000	236.22		
S1411303.001	07/05/2020	GF025257	PE/Health Supply Bryan	01 1100 605 003 0 000	0.98		
S1411303.001	07/05/2020	GF025257	Mavalus Poster Tape	01 1100 606 003 0 000	6.78		
S1411303.001	07/05/2020	GF025257	Vocal Music Supply Bryan	01 1100 607 003 0 000	2.58		
S1411303.001	07/05/2020	GF025257	GENERAL INSTRUCTIONAL SUPPLIES Bryan	01 1100 610 003 0 000	123.24		
S1411303.001	07/05/2020	GF025257	GENERAL INSTRUCTIONAL SUPPLIES Bryan	01 1100 610 003 0 000	223.20		
S1411303.001	07/05/2020	GF025257	supplies	01 1100 610 003 0 000	528.40		
Check Number: 48043	Check Type: Check	Check Date: 07/13/2020	Vendor: QUADIENTLE	Quadient Leasing USA, Inc	Check Total:	6,165.79	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200706	07/06/2020		Fiscal Services Postage	01 2510 531 000 0 000	6,165.79		
Check Number: 48044	Check Type: Check	Check Date: 07/13/2020	Vendor: RARERERIGRIG	RARE REGRIGERATION	Check Total:	423.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
10502	07/06/2020		repair MS refrigerator	01 2620 437 002 0 000	423.50		
Check Number: 48045	Check Type: Check	Check Date: 07/13/2020	Vendor: SWAUTOPART	S&W AUTO PARTS	Check Total:	754.33	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
102362	07/06/2020	GF024552	YEARLY CLASSROOM SUPPLIES	01 1100 613 001 0 000	273.84		

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Checking Account: 1		1					
102409	07/06/2020	GF024545	Maintenance Supply District-Wide	01 2620 610 000 0 000		35.49	
102469	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		6.99	
10257	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		(18.00)	
102852	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		150.99	
102889	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		7.46	
103155	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		55.66	
103338	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		2.69	
103357	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		5.89	
103364	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		0.68	
103374	07/06/2020	GF024545	Vehicle Repair and Maintenance	01 2650 430 000 0 000		35.52	
103617	07/06/2020	GF025575	battery for the scout utv	01 2640 610 000 0 000		103.54	
103754	07/06/2020	GF024545	Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000		93.58	
Check Number: 48046		Check Type: Check	Check Date: 07/13/2020	Vendor: SCHOOLDATE	School Datebooks	Check Total:	3,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
S20-0175612	07/07/2020		student planners	01 1100 610 001 0 000	3,000.00		
Check Number: 48047		Check Type: Check	Check Date: 07/13/2020	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total:	752.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
208125317946	07/05/2020	GF025244	supplies	01 1100 610 003 0 000	25.41		
208125339456	07/05/2020	GF025291	supplies	01 1100 606 004 0 000	19.30		
208125339471	07/05/2020	GF025368	supplies	01 1100 602 001 0 000	42.09		
208125339487	07/05/2020	GF025316	supplies	01 1100 610 002 0 000	9.56		
208125339487	07/05/2020	GF025316	glue sticks	01 1100 615 002 0 000	0.00		
308103537519	07/05/2020	GF025534	supplies	01 1100 610 004 0 000	656.34		
Check Number: 48048		Check Type: Check	Check Date: 07/13/2020	Vendor: SEESAW	Seesaw	Check Total:	5,225.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2020-29568	07/05/2020	GF025561	Seesaw for Schools	01 2230 735 000 0 000	5,225.00		
Check Number: 48049		Check Type: Check	Check Date: 07/13/2020	Vendor: SERVICEMAS	SERVICEMASTER	Check Total:	59,933.11
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200706	07/06/2020		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	55,561.00		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. HS	01 2620 420 001 0 000	152.05		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. MS	01 2620 420 002 0 000	0.00		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. Bryan	01 2620 420 003 0 000	33.82		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. Morton	01 2620 420 004 0 000	0.00		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. Pershing	01 2620 420 005 0 000	0.00		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. Sandoz	01 2620 420 006 0 000	946.96		
20200706	07/06/2020		Op. of Bldg. Cleaning Svcs. ELA	01 2620 420 009 0 000	0.00		
20200706	07/06/2020		Cooperative Fund Cleaning Contract	10 2620 420 000 0 000	3,239.28		
Check Number: 48050		Check Type: Check	Check Date: 07/13/2020	Vendor: SHERWINWIL	Sherwin-Williams	Check Total:	425.83

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6879-9	07/05/2020	GF025585	paint	01 2620 610 000 0 000	425.83	
Check Number: 48051	Check Type: Check	Check Date: 07/13/2020	Vendor: SOFTWAREUN	Software Unlimited Inc.	Check Total:	6,300.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200706	07/06/2020		Fiscal Services Technology Software	01 2510 735 000 0 000	6,300.00	
Check Number: 48052	Check Type: Check	Check Date: 07/13/2020	Vendor: STAPLES	Staples Business Advantage	Check Total:	46.08
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3449337169	07/05/2020	GF025540	supplies	01 1100 610 003 0 000	46.08	
Check Number: 48053	Check Type: Check	Check Date: 07/13/2020	Vendor: AMSANLLC	Supply Works	Check Total:	893.61
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
558687240	07/05/2020		gloves	01 6996 610 000 0 000	558.00	
559423462	07/05/2020	GF025565	cleaning supplies & gloves	01 2620 610 000 0 000	164.21	
559797980	07/07/2020	GF025577	supplies	01 2620 610 000 0 000	146.85	
559797998	07/07/2020	GF025565	cleaning supplies & gloves	01 2620 610 000 0 000	24.55	
Check Number: 48054	Check Type: Check	Check Date: 07/13/2020	Vendor: UNITEPRIVA	Unite Private Networks, LLC	Check Total:	102,028.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SI-20-009350	07/05/2020		Technology Infrastructure DW	01 2230 740 000 0 000	102,028.16	
Check Number: 48055	Check Type: Check	Check Date: 07/13/2020	Vendor: VOYAGERSOP	Voyager Sopris Learning	Check Total:	820.27
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2315497	07/05/2020	GF025494	Acadience Survey Scoring (5 pack)	01 2240 610 000 0 000	10.50	
2315497	07/05/2020	GF025494	4th Grade Benchmark Scoring Booklets (pk	01 2240 610 000 0 000	367.60	
2315497	07/05/2020	GF025494	5th Grade Benchmark Scoring Booklets (pk	01 2240 610 000 0 000	367.60	
2315497	07/05/2020	GF025494	shipping	01 2240 610 000 0 000	74.57	
Check Number: 48056	Check Type: Check	Check Date: 07/13/2020	Vendor: VVSINC	VVS, Inc	Check Total:	153.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3600:1318815	07/06/2020		Fiscal Svcs. Rent of Equip. & Vehicles	01 2510 442 000 0 000	153.60	
Check Number: 48057	Check Type: Check	Check Date: 07/13/2020	Vendor: WALMARTCOM	Walmart Community Branch	Check Total:	478.85
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200708	07/08/2020		GENERAL INSTRUCTIONAL SUPPLY Sandoz	01 1100 610 006 0 000	133.92	
20200708	07/08/2020		Maintenance Supply District-Wide	01 2620 610 000 0 000	305.38	
20200708	07/08/2020		Maintenance Supply HS	01 2620 610 001 0 000	8.87	
20200708	07/08/2020		Farm Credit Food Pantry Grant	01 3402 611 000 0 000	30.68	
Check Number: 48058	Check Type: Check	Check Date: 07/13/2020	Vendor: WEATHERCRA	WEATHERCRAFT COMPANIES	Check Total:	385.29
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
224994	07/05/2020		Op. of Bldg. Cont. Roof Repair HS	01 2620 431 001 0 000	385.29	
Check Number: 48059	Check Type: Check	Check Date: 07/13/2020	Vendor: WESTERNPSY	WESTERN PSYCHOLOGICAL SERVICE	Check Total:	431.20

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
WPS-321899	07/05/2020	GF025437	BRIEF2 Teacher Form (pack of 25)	01 2141 610 000 0 000	166.00
WPS-321899	07/05/2020	GF025437	BRIEF2 Spanish Parent Form (pack of 25)	01 2141 610 000 0 000	0.00
WPS-321899	07/05/2020	GF025437	BRIEF2 Parent Scoring Summary/Profile Fo	01 2141 610 000 0 000	36.00
WPS-321899	07/05/2020	GF025437	BRIEF2 Teacher Scoring Summary/Profile F	01 2141 610 000 0 000	72.00
WPS-321899	07/05/2020	GF025437	CARS- 2 High Functioning Version Rating	01 2141 610 000 0 000	55.00
WPS-321899	07/05/2020	GF025437	CASD Interview/Record Form	01 2141 610 000 0 000	63.00
WPS-321899	07/05/2020	GF025437	shipping	01 2141 610 000 0 000	39.20

Check Number: 48060

Check Type: Check

Check Date: 07/13/2020

Vendor: YANDASMUSI

Yanda's Music

Check Total:

13,119.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200707	07/07/2020		MS auditorium	01 2230 642 002 0 000	13,119.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids:

630,649.37

Detail Check Register

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Checking Account: 1

1

Check Number: 56302

Check Type: Automatic Payment Check Date: 06/23/2020 Vendor: LEXUTILITI

LEXINGTON UTILITIES SYSTEM

Check Total:

28,339.48

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200615	06/15/2020		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	46.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	83.83
20200615	06/15/2020		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	46.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	369.58
20200615	06/15/2020		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	67.50
20200615	06/15/2020		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	183.27
20200615	06/15/2020		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	70.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	268.18
20200615	06/15/2020		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	260.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	46.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	91.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	257.40
20200615	06/15/2020		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	82.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	45.50
20200615	06/15/2020		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	263.12
20200615	06/15/2020		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	333.97
20200615	06/15/2020		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	46.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	20.75
20200615	06/15/2020		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	194.55
20200615	06/15/2020		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	375.04
20200615	06/15/2020		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.35
20200615	06/15/2020		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.35
20200615	06/15/2020		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	1,379.50
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	258.75
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	166.85
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	13.35
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	6,571.39
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	292.58
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	228.86
20200615	06/15/2020		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	315.07
20200615	06/15/2020		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	8,110.14
20200615	06/15/2020		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	39.82
20200615	06/15/2020		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	1,917.70
20200615	06/15/2020		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	45.45
20200615	06/15/2020		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	13.35
20200615	06/15/2020		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	17.14
20200615	06/15/2020		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	1,567.96
20200615	06/15/2020		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000	1,990.66
20200615	06/15/2020		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000	129.34

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Checking Account: 1		1					
20200615	06/15/2020		Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000		137.57	
20200615	06/15/2020		Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000		1,961.61	
Check Number: 56303	Check Type: Automatic Payment	Check Date: 06/23/2020	Vendor: VISATRAVDW	VISA CARD SERVICES		Check Total:	518.06
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20200612	06/12/2020		GENERAL INSTRUCTIONAL SUPPLIES HS	01 1100 610 001 0 000		292.06	
20200612	06/12/2020		SPED K-12 Professional Development DW	01 1200 330 000 0 000		400.00	
20200612	06/12/2020		Age 3-5 SpEd Professional Development EL	01 1291 330 009 0 000		(70.00)	
20200612	06/12/2020		Technology Supply DW.	01 2230 610 000 0 000		36.00	
20200612	06/12/2020		Sixpence Professional Development	01 3541 330 009 0 000		(140.00)	
Check Number: 56304	Check Type: Automatic Payment	Check Date: 06/23/2020	Vendor: VISATRAVE4	VISA CARD SERVICES		Check Total:	900.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20200612	06/12/2020		survey monkey	01 2230 350 000 0 000		900.00	
Check Number: 56305	Check Type: Automatic Payment	Check Date: 06/23/2020	Vendor: VISATRAVEL	VISA CARD SERVICES		Check Total:	419.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20200612	06/12/2020		Age 3-5 SpEd Professional Development EL	01 1291 330 009 0 000		49.00	
20200612	06/12/2020		Health Services Professional Develop DW	01 2130 330 000 0 000		100.00	
20200612	06/12/2020		Fiscal Services Postage	01 2510 531 000 0 000		270.20	
Check Number: 47916	Check Type: Check	Check Date: 06/23/2020	Vendor: ACADIENCEL	Acadience Learning Inc		Check Total:	109.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
27786	06/12/2020	GF025475	Acadience Math Materials	01 2240 610 000 0 000		109.80	
Check Number: 47917	Check Type: Check	Check Date: 06/23/2020	Vendor: ACCOBRANDS	ACCO Brands USA LLC		Check Total:	595.06
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
4712949572	06/12/2020	GF025311	supplies	01 1100 610 002 0 000		143.28	
4712949573	06/12/2020	GF025253	supplies	01 1100 610 003 0 000		172.98	
4712949574	06/12/2020	GF025253	supplies	01 1100 610 003 0 000		89.28	
4712957645	06/12/2020	GF025303	supplies	01 1100 610 004 0 000		8.44	
4712957646	06/12/2020	GF025303	supplies	01 1100 610 004 0 000		15.48	
4712989977	06/12/2020	GF025449	supplies	01 2510 610 000 0 000		165.60	
Check Number: 47918	Check Type: Check	Check Date: 06/23/2020	Vendor: AIRGAS	Airgas, Inc		Check Total:	417.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
9970855268	06/12/2020	GF024556	YEARLY CLASSROOM SUPPLIES	01 1100 613 001 0 000		59.68	
9970855269	06/12/2020	GF024538	YEARLY CLASSROOM SUPPLIES	01 1100 613 001 0 000		357.32	
Check Number: 47919	Check Type: Check	Check Date: 06/23/2020	Vendor: AMAZON	AMAZON/GE MONEY BANK		Check Total:	4,450.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
433848493499	06/22/2020	GF025515	books	01 2210 610 000 0 000		123.46	
436368364485	06/22/2020	GF025172	supplies	01 1100 610 005 0 000		17.58	
436368364485	06/22/2020	GF025172	supplies	01 1100 610 005 0 000		0.00	

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Checking Account: 1		1				
437884664397	06/22/2020	GF025539	keys	01 2620 610 000 0 000	19.99	
438766357337	06/22/2020	GF025532	supplies	01 1100 619 001 0 000	79.95	
447548475453	06/22/2020	GF025407	supplies	01 1100 603 001 0 000	254.25	
453796766698	06/22/2020	GF025350	supplies	01 1100 615 001 0 000	176.34	
464996799387	06/22/2020	GF025521	supplies	01 2220 610 002 0 000	139.98	
467496637995	06/22/2020	GF025408	innosealer	06 3100 610 000 0 000	484.38	
468474977474	06/22/2020	GF025466	super hero hanging porch sign, Manuel An	01 1100 610 003 0 000	0.00	
468474977474	06/22/2020	GF025466	Birthday Eraser tub, pencil toppers, Kar	01 1100 610 003 0 000	0.00	
468474977474	06/22/2020	GF025466	Spanish Happy Birthday pencils, Karla An	01 1100 610 003 0 000	0.00	
468474977474	06/22/2020	GF025466	.8mm elastic string cord, Socorro Gomez	01 1100 610 003 0 000	0.00	
468474977474	06/22/2020	GF025466	Play Doh 10 pack, Melissa Monzon, Morton	01 1100 610 004 0 000	0.00	
468474977474	06/22/2020	GF025466	Animal Planet Guess in Ten Game, Christi	01 1100 610 005 0 000	13.99	
468474977474	06/22/2020	GF025466	50 crayola twistable colore pencils, Mel	01 1100 610 006 0 000	0.00	
468474977474	06/22/2020	GF025466	Magicfly hanging wall file organizer, Ke	01 1100 610 006 0 000	0.00	
469443839445	06/22/2020	GF025308	supplies	01 1100 615 002 0 000	124.77	
493635794576	06/22/2020	GF025308	supplies	01 1100 615 002 0 000	316.24	
497868864434	06/22/2020	GF025514	supplies	01 3541 610 009 0 000	500.53	
499985787564	06/22/2020	GF025519	Fiscal Services Supply	01 2510 610 000 0 000	306.56	
567457963777	06/22/2020	GF025372	supplies	01 1100 614 001 0 000	280.93	
638988486938	06/22/2020	GF025532	supplies	01 1100 619 001 0 000	91.22	
647868959699	06/22/2020	GF025514	supplies	01 3541 610 009 0 000	61.50	
679669795354	06/22/2020	GF025350	supplies	01 1100 615 001 0 000	21.60	
684336487687	06/22/2020	GF025372	supplies	01 1100 614 001 0 000	132.47	
754387843676	06/22/2020	GF025532	supplies	01 1100 619 001 0 000	539.17	
779733373398	06/22/2020	GF025532	supplies	01 1100 619 001 0 000	119.98	
849489843873	06/22/2020	GF025514	supplies	01 3541 610 009 0 000	209.86	
857497579439	06/22/2020	GF025279	supplies	01 1100 610 004 0 000	24.97	
863667938769	06/22/2020	GF025407	supplies	01 1100 603 001 0 000	20.12	
894886676864	06/22/2020	GF025429	supplies	01 1200 610 002 0 000	159.06	
956958347864	06/22/2020		Technology Technical Services DW	01 2230 350 000 0 000	231.82	
Check Number: 47920	Check Type: Check	Check Date: 06/23/2020	Vendor: APPLECOMPU	APPLE COMPUTER, INC	Check Total:	323,400.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
AC20932857	06/22/2020	GF025545	ipads	01 6996 610 000 0 000	323,400.00	
Check Number: 47921	Check Type: Check	Check Date: 06/23/2020	Vendor: AREASERVIC	AREA SERVICES	Check Total:	437.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11074	06/22/2020		Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	437.50	
Check Number: 47922	Check Type: Check	Check Date: 06/23/2020	Vendor: BHFOTOELEC	B & H Foto & Electronics Corp.	Check Total:	39.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
172989741	06/22/2020	GF025367	Son 64GB G Series XQD Memory Cardy	01 1100 611 001 0 000	0.00	
172989741	06/22/2020	GF025367	Godox TT685N thinklite TTL Flash with XP	01 1100 611 001 0 000	0.00	

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
172989741	06/22/2020	GF025367	Nikon D7200 DSLR Camera (body only, refu	01 1100 611 001 0 000	0.00		
172989741	06/22/2020	GF025367	Ilford HP5 Plus Black and White Negative	01 1100 611 001 0 000	0.00		
172989741	06/22/2020	GF025367	Cinestill DF96 Monobath for Black & Whit	01 1100 611 001 0 000	39.98		
172989741	06/22/2020	GF025367	Magnus VT-4000 Tripod System with Fluid	01 1100 611 001 0 000	0.00		
Check Number: 47923	Check Type: Check	Check Date: 06/23/2020	Vendor: CENTRALTIR	Bauer Built	Check Total:	174.27	
850034076	06/12/2020	GF025544	tire for trailer	01 2640 610 000 0 000	102.27		
850034087	06/12/2020	GF025546	tire recycling fees	01 2650 430 000 0 000	72.00		
Check Number: 47924	Check Type: Check	Check Date: 06/23/2020	Vendor: CED	CED Enterprise Electric	Check Total:	375.00	
3597-521134	06/12/2020	GF025550	led light bulbs for stock	01 2620 610 000 0 000	375.00		
Check Number: 47925	Check Type: Check	Check Date: 06/23/2020	Vendor: CENTURYLI2	CenturyLink	Check Total:	2,621.94	
20200612	06/12/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	127.86		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	59.93		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	115.15		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	418.47		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	59.93		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	417.98		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	119.34		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	179.29		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	119.36		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	198.51		
20200612	06/12/2020		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	217.89		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	588.23		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	0.00		
20200612-0001	06/12/2020		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	0.00		
Check Number: 47926	Check Type: Check	Check Date: 06/23/2020	Vendor: CHEMSEARCH	Chemsearch FE	Check Total:	1,850.00	
3981187	06/15/2020		Op. of Bldg. Cont. Heat/Air Svcs. Pershi	01 2620 437 005 0 000	97.46		
3981281	06/15/2020		Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000	731.03		

Detail Check Register

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Checking Account: 1		1						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>			
3981459	06/15/2020		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	193.34			
3981463	06/15/2020		Op. of Bldg. Cont. Heat/Air Svcs. MS	01 2620 437 002 0 000	185.21			
3981468	06/15/2020		Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000	545.50			
3981530	06/15/2020		Op. of Bldg. Cont. Heat/Air Svcs. Bryan	01 2620 437 003 0 000	97.46			
Check Number: 47927		Check Type: Check		Check Date: 06/23/2020	Vendor: CLIPPERHER	CLIPPER - HERALD	Check Total:	334.81
20200612	06/12/2020		BOE Advertising	01 2310 540 000 0 000	334.81			
Check Number: 47928		Check Type: Check		Check Date: 06/23/2020	Vendor: CNASURETY	CNA Surety	Check Total:	40.00
20200612	06/12/2020		Bond	01 2510 330 000 0 000	40.00			
Check Number: 47929		Check Type: Check		Check Date: 06/23/2020	Vendor: CONSTRUCTI	CONSTRUCTIVE PLAYTHINGS	Check Total:	205.76
5175495000	06/12/2020	GF025537	cones & scoops	01 1190 610 009 0 000	26.99			
5175495000	06/12/2020	GF025537	pretend professional super set	01 1190 610 009 0 000	41.98			
5175495000	06/12/2020	GF025537	posable families-hispanic	01 1190 610 009 0 000	19.99			
5175495000	06/12/2020	GF025537	museum dinosaurs	01 1190 610 009 0 000	34.99			
5175495000	06/12/2020	GF025537	classify & count manipulatives - wild an	01 1190 610 009 0 000	19.99			
5175495000	06/12/2020	GF025537	classify & count manipulatives - aquatic	01 1190 610 009 0 000	19.99			
5175495000	06/12/2020	GF025537	bright bites alphabet soup	01 1190 610 009 0 000	14.99			
5175495000	06/12/2020	GF025537	SHIPPING	01 1190 610 009 0 000	26.84			
Check Number: 47930		Check Type: Check		Check Date: 06/23/2020	Vendor: CUMMINSCEN	Cummins Central Power	Check Total:	1,065.58
J7-23334	06/12/2020		Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	502.77			
J7-23335	06/12/2020		Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	562.81			
Check Number: 47931		Check Type: Check		Check Date: 06/23/2020	Vendor: DMSECURIT	D & M Security, Inc	Check Total:	75.00
C13462	06/22/2020		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	75.00			
Check Number: 47932		Check Type: Check		Check Date: 06/23/2020	Vendor: DANSSANITA	DAN'S SANITATION	Check Total:	62.00
20200612	06/12/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	62.00			
20200612	06/12/2020		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. MS	01 2620 421 002 0 000	0.00			
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000	0.00			

Detail Check Register

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Checking Account: 1		1					
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000		0.00	
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000		0.00	
20200612	06/12/2020		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000		0.00	
Check Number: 47933	Check Type: Check	Check Date: 06/23/2020	Vendor: ASCENTRALS	DAS - State Accounting - Central Finance	Check Total:	378.82	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1222393	06/15/2020		Technology Communications DW	01 2230 530 000 0 000	378.82		
Check Number: 47934	Check Type: Check	Check Date: 06/23/2020	Vendor: DAWSONESTA	Dawson Estates	Check Total:	150.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200622	06/22/2020		Rent 911 Reagan Dr	01 3402 610 000 0 000	150.00		
Check Number: 47935	Check Type: Check	Check Date: 06/23/2020	Vendor: DAWSONPEST	DAWSON PEST CONTROL Inc.	Check Total:	295.68	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
21702	06/12/2020		Op. of Bldg. Cont. Pest Control Svcs.	01 2620 425 000 0 000	295.68		
Check Number: 47936	Check Type: Check	Check Date: 06/23/2020	Vendor: DISCOUNTID	Discount ID	Check Total:	224.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV6420429	06/12/2020	GF025223	verticle badge holder - white	01 1100 610 001 0 000	124.00		
INV6420683	06/22/2020	GF025223	split key ring	01 2710 610 000 0 000	100.00		
Check Number: 47937	Check Type: Check	Check Date: 06/23/2020	Vendor: ENGINEERE1	Engineered Controls, Inc	Check Total:	10,460.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
53425	06/22/2020	GF024250	Sandoz door security	01 2660 610 006 0 000	10,460.00		
Check Number: 47938	Check Type: Check	Check Date: 06/23/2020	Vendor: FASTENAL	FASTENAL	Check Total:	20.37	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
NELEX105504	06/22/2020	GF024547	Maintenance Supply District-Wide	01 2620 610 000 0 000	20.37		
Check Number: 47939	Check Type: Check	Check Date: 06/23/2020	Vendor: FIRESPRING	Firespring	Check Total:	40.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
359902	06/15/2020		website fixes	01 2230 530 000 0 000	40.00		
Check Number: 47940	Check Type: Check	Check Date: 06/23/2020	Vendor: FLINNSCIEN	FLINN SCIENTIFIC, INC.	Check Total:	61.44	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2473921	06/12/2020	GF025403	containers, sample, 8oz	01 1100 603 001 0 000	61.44		
Check Number: 47941	Check Type: Check	Check Date: 06/23/2020	Vendor: FOLLETT1	Follett School Solutions, Inc	Check Total:	3,524.53	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
699912	06/12/2020	GF025479	Library Books & Periodicals Sandoz	01 2220 640 006 0 000	1,704.63		
699912A	06/22/2020	GF025479	Library Books & Periodicals Sandoz	01 2220 640 006 0 000	666.99		
707933	06/22/2020	GF025520	books	01 2220 640 005 0 000	1,152.91		
Check Number: 47942	Check Type: Check	Check Date: 06/23/2020	Vendor: GOVCONNECT	GOVCONNECTION, INC	Check Total:	6,108.88	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
70070759	06/22/2020	GF025549	network equipment	02 2620 720 006 0 000	6,108.88		

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
47943	Check	06/23/2020	HANDWRITIN	HANDWRITING WITHOUT TEARS INC.	5,925.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV72619	06/22/2020	GF025468	I know My Numbers workbook set of 10	01 1190 644 009 0 000	1,648.75
INV72619	06/22/2020	GF025468	PreK Name Plates set of 30	01 1190 644 009 0 000	57.90
INV72619	06/22/2020	GF025468	My First School Book	01 1190 644 009 0 000	3,220.00
INV72619	06/22/2020	GF025468	shipping	01 1190 644 009 0 000	492.67
INV72621	06/22/2020	GF025469	Letters and Numbers for Me	01 1100 644 004 0 000	460.00
INV72621	06/22/2020	GF025469	shipping	01 1100 644 004 0 000	46.00
47944	Check	06/23/2020	HOEHNERTUR	Chris Hoehner	1,020.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6789	06/22/2020		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	1,020.54
47945	Check	06/23/2020	INNERREFLE	Inner Reflections Counseling Center	2,405.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
June 2020 CA	06/22/2020		Cheily Arreola	01 3541 340 009 0 000	65.00
June 2020 DC	06/22/2020		Darlene Cinto	01 3541 340 009 0 000	390.00
June 2020 DF	06/22/2020		Daniella Flores	01 3541 340 009 0 000	130.00
June 2020 DuF	06/22/2020		Dulce Flores	01 3541 340 009 0 000	260.00
June 2020 JC	06/22/2020		Joanna Castaneda	01 3541 340 009 0 000	195.00
June 2020 JD	06/22/2020		Jennifer Dubon	01 3541 340 009 0 000	455.00
June 2020 MJ	06/22/2020		Marie Johnson	01 3541 340 009 0 000	390.00
June 2020 SR	06/22/2020		Stephanie Romero	01 3541 340 009 0 000	325.00
June 2020 YM	06/22/2020		Yasmin Monroy	01 3541 340 009 0 000	195.00
47946	Check	06/23/2020	INTEGRATE2	Integrated Professional Services, LLC	100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200615	06/15/2020		House Cleaning Workshop	01 3404 610 004 0 000	100.00
47947	Check	06/23/2020	INTEGRATE3	Integrated Security Solutions	1,100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20201392	06/23/2020		MS fire system & extinguishers	01 2670 434 000 0 000	500.00
20201393	06/23/2020		HS fire system & extinguishers	01 2670 434 000 0 000	600.00
47948	Check	06/23/2020	LANDMARKIM	JOHN DEER FINANCIAL	187.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10892421	06/15/2020	GF025525	mowing deck wheel	01 2640 610 000 0 000	78.46
10892503	06/15/2020	GF025529	blades for the grasshopper	01 2640 610 000 0 000	88.50
10893420	06/15/2020	GF025535	roller for the John Deere Mower	01 2640 610 000 0 000	20.84
47949	Check	06/23/2020	ORSCHELN1	John Deere Financial	46.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
011349.	06/15/2020	GF024544	Maintenance Supply District-Wide	01 2620 610 000 0 000	17.48

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Checking Account: 1		1					
012257	06/15/2020	GF024544	Maintenance Supply District-Wide	01 2620 610 000 0 000		8.99	
012836	06/15/2020	GF024544	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.85	
013632	06/15/2020	GF024544	Maintenance Supply District-Wide	01 2620 610 000 0 000		2.04	
017690	06/15/2020	GF024544	Maintenance Supply District-Wide	01 2620 610 000 0 000		9.99	
019925	06/15/2020	GF024544	Grounds Supply DW	01 2630 610 000 0 000		6.99	
Check Number: 47950	Check Type: Check	Check Date: 06/23/2020	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total:	64.79	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
6117939	06/12/2020	GF025541	ac coil piston	01 2620 437 000 0 000	12.35		
6119254	06/22/2020	GF025564	Maintenance Supply District-Wide	01 2620 610 000 0 000	4.92		
6119274	06/22/2020	GF025564	Maintenance Supply District-Wide	01 2620 610 000 0 000	47.52		
Check Number: 47951	Check Type: Check	Check Date: 06/23/2020	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total:	679.14	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
327689 01	06/22/2020		Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	679.14		
Check Number: 47952	Check Type: Check	Check Date: 06/23/2020	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total:	117.21	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200612	06/12/2020	GF025523	cups & popcorn	01 2710 610 000 0 000	117.21		
Check Number: 47953	Check Type: Check	Check Date: 06/23/2020	Vendor: LOPEZ5	Gloria Lopez	Check Total:	41.30	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
March 2020	06/15/2020		Reg. Pupil Transport. Mileage to Parents	01 2710 332 000 0 000	41.30		
March 2020	06/15/2020		SPED BAF Transport. Mileage to Parents	01 2713 332 000 0 000	0.00		
Check Number: 47954	Check Type: Check	Check Date: 06/23/2020	Vendor: MADELINESC	Madeline's Cafe & Bakery	Check Total:	118.91	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
155	06/22/2020	GF025548	lunch	01 2310 610 000 0 000	118.91		
Check Number: 47955	Check Type: Check	Check Date: 06/23/2020	Vendor: MIDWESTALA	Midwest Alarm Services	Check Total:	118.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
324288	06/15/2020		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	118.80		
Check Number: 47956	Check Type: Check	Check Date: 06/23/2020	Vendor: NASN	NATIONAL ASSOCIATION OF SCHOOL NURSES	Check Total:	125.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200612	06/12/2020		Samantha Sleicher membership	01 2130 330 000 0 000	125.00		
Check Number: 47957	Check Type: Check	Check Date: 06/23/2020	Vendor: NELANDTIRE	NEBRASKALAND TIRE CO. INC.	Check Total:	479.68	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1692	06/22/2020	GF025562	maint. pickup L tires	01 2650 430 000 0 000	479.68		
Check Number: 47958	Check Type: Check	Check Date: 06/23/2020	Vendor: OTISELEVAT	OTIS ELEVATOR	Check Total:	694.35	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
CKG15617001	06/15/2020		Op. of Bldg. Other Cont. Svcs. MS	01 2620 490 002 0 000	694.35		

Checking Account: 1

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Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
47959	Check	06/23/2020	PLUMCREEKM	PLUM CREEK MARKET PLACE	322.00
00204598093200162	06/12/2020	GF024550	YEARLY SUPPLIES	06 3100 630 000 0 000	115.00
00401216082901011	06/12/2020	GF024550	YEARLY SUPPLIES	06 3100 630 000 0 000	207.00
47960	Check	06/23/2020	PYRAMIDSCH	Pyramid School Products	1,260.66
S1410928.001	06/12/2020	GF025314	supplies	01 1100 610 002 0 000	1,260.66
47961	Check	06/23/2020	QUADIENTLE	Quadient Leasing USA, Inc	6,090.73
20200612	06/12/2020		Fiscal Services Postage	01 2510 531 000 0 000	6,090.73
47962	Check	06/23/2020	QUILL	QUILL	1,228.59
7406115	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	51.00
7414524	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	959.05
7417743	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	26.47
7421365	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	43.14
7421849	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	50.96
7619018	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	124.44
CM7417743	06/12/2020	GF025533	supplies	01 1100 610 004 0 000	(26.47)
47963	Check	06/23/2020	RICHMANINC	Richman Inc	1,200.00
2791	06/12/2020		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000	1,200.00
47964	Check	06/23/2020	SSWORLDWI	S&S Worldwide	148.75
IN100520132	06/12/2020	GF025170	paper	01 1100 610 000 0 000	74.00
IN100520132	06/12/2020	GF025170	paper	01 1100 610 000 0 000	74.75
47965	Check	06/23/2020	SCHOLASTI5	SCHOLASTIC, INC.	97.88
22438459	06/12/2020	GF025251	Un Caballo Llamado Libertad	01 1100 610 003 0 000	97.88
47966	Check	06/23/2020	SCHOOLSPEC	SCHOOL SPECIALTY INC.	1,686.81
208125103680	06/12/2020	GF025290	supples	01 1100 610 004 0 000	123.70
208125103682	06/12/2020	GF025417	supplies	01 1100 606 003 0 000	171.44
208125103694	06/12/2020	GF025373	supplies	01 1100 604 001 0 000	487.96
208125241417	06/12/2020	GF025288	supples	01 1100 610 004 0 000	19.43
208125274844	06/22/2020	GF025448	CHALK SIDEWALK SET OF 52 - SCHOOL SMART	01 1100 610 006 0 000	3.16
208125275197	06/22/2020	GF025174	supplies	01 1100 610 005 0 000	19.74

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 1		1					
208125275197	06/22/2020	GF025174	supplies	01 1100 610 005 0 000		0.00	
208125275234	06/22/2020	GF025387	supplies	01 2120 610 001 0 000		25.99	
208125279824	06/22/2020	GF025287	supplies	01 1100 610 004 0 000		41.59	
208125279883	06/22/2020	GF025387	supplies	01 2120 610 001 0 000		24.93	
208125279885	06/22/2020	GF025369	supplies	01 1100 610 001 0 000		70.17	
208125280490	06/22/2020	GF025184	supplies	01 1100 610 005 0 000		13.77	
208125280495	06/22/2020	GF025188	supplies	01 1100 606 005 0 000		20.79	
208125280497	06/22/2020	GF025186	supplies	01 1100 606 005 0 000		20.79	
208125280561	06/22/2020	GF025290	supplies	01 1100 610 004 0 000		33.79	
208125280773	06/22/2020	GF025183	supplies	01 1100 610 005 0 000		51.98	
208125287066	06/22/2020	GF025448	POST-IT SUPER STICKY RECYLD NOTES BALI C	01 1200 610 000 0 000		45.72	
208125309885	06/23/2020	GF025368	supplies	01 1100 602 001 0 000		8.57	
208125310382	06/23/2020	GF025371	supplies	01 1100 602 001 0 000		39.76	
30810352546	06/12/2020	GF025186	supplies	01 1100 610 005 0 000		40.09	
308103529597	06/12/2020	GF025188	supplies	01 1100 606 005 0 000		168.09	
308103529630	06/12/2020	GF025371	supplies	01 1100 602 001 0 000		198.23	
308103536037	06/23/2020	GF025260	supplies	01 1100 610 003 0 000		57.12	
Check Number: 47967	Check Type: Check	Check Date: 06/23/2020	Vendor: SERVICEMAS	SERVICEMASTER	Check Total:	53,916.02	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20200612	06/12/2020		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	53,404.91		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. HS	01 2620 420 001 0 000	120.73		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. MS	01 2620 420 002 0 000	0.00		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. Bryan	01 2620 420 003 0 000	0.00		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. Morton	01 2620 420 004 0 000	0.00		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. Pershing	01 2620 420 005 0 000	0.00		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. Sandoz	01 2620 420 006 0 000	0.00		
20200612	06/12/2020		Op. of Bldg. Cleaning Svcs. ELA	01 2620 420 009 0 000	0.00		
20200612	06/12/2020		Cooperative Fund Cleaning Contract	10 2620 420 000 0 000	390.38		
Check Number: 47968	Check Type: Check	Check Date: 06/23/2020	Vendor: SHERWINWIL	Sherwin-Williams	Check Total:	283.60	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1568-8	06/12/2020	GF025543	paint	01 2620 610 000 0 000	283.60		
Check Number: 47969	Check Type: Check	Check Date: 06/23/2020	Vendor: SNAPON1	Snap-On	Check Total:	779.22	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
ARV/44143422	06/22/2020	GF025552	20.2 Solus Edge USD Upgrade Automotive D	01 6700 610 001 0 000	779.22		
Check Number: 47970	Check Type: Check	Check Date: 06/23/2020	Vendor: STAPLES	Staples Business Advantage	Check Total:	89.44	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
3447635368	06/15/2020	GF025207	Sharpie, Fine Point, Black, 36/Pack --on	01 1100 606 005 0 000	0.00		
3447635368	06/15/2020	GF025207	Cra-Z-Art Colored Pencils, Assorted, 72/	01 1100 606 005 0 000	0.00		
3447635368	06/15/2020	GF025207	Crayola Crayons, Assorted Colors, 96/Box	01 1100 610 005 0 000	0.00		

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account:	1	1			
3447635368	06/15/2020	GF025207	X-ACTO Helix Electric Pencil Sharpener,	01 1100 610 005 0 000	0.00
3447635368	06/15/2020	GF025207	Sharpie Extreme Permanent Markers, Fine	01 1100 610 005 0 000	0.00
3447635368	06/15/2020	GF025207	Dixon Wooden Pencils, No. 2 Soft Lead, 1	01 1100 610 005 0 000	0.00
3447635368	06/15/2020	GF025207	Post-it® Arrow Flags, .47" Wide, Assort	01 1200 610 000 0 000	0.00
3447635368	06/15/2020	GF025207	TRU RED™ File Folder, 1/3 Cut Tab, Lette	01 1200 610 000 0 000	0.00
3447635368	06/15/2020	GF025207	Post-it® Pop-up Notes, 3\1" x 3\1" Cape To	01 1200 610 000 0 000	0.00
3447635368	06/15/2020	GF025207	Post-it® Pop-Up Notes Dispenser for 3\1"	01 1200 610 000 0 000	0.00
3447635368	06/15/2020	GF025207	Pentel EnerGel NV Gel Pens, Medium Point	01 1200 610 000 0 000	0.00
3447635368	06/15/2020	GF025207	Smead Manila File Folder, 1/3-Cut Tab, L	01 1200 610 001 0 000	0.00
3447635368	06/15/2020	GF025207	EXPO Dry Erase Markers, Ultra Fine Tip,	01 1200 610 001 0 000	0.00
3447635368	06/15/2020	GF025207	BIC Brite Liner Pen Style Highlighters,	01 1200 610 001 0 000	0.00
3447635368	06/15/2020	GF025207	BIC Brite Liner Stick Highlighters, Chis	01 1200 610 001 0 000	0.00
3447635368	06/15/2020	GF025207	Sharpie, Fine Point, Black, 36/Pack --re	01 2510 610 000 0 000	0.00
3447635368	06/15/2020	GF025207	supplies	01 2510 610 000 0 000	(32.48)
3448402914	06/15/2020	GF025540	supplies	01 1100 610 003 0 000	86.43
3448624542	06/22/2020	GF025299	Sharpie® Permanent Markers, Fine Point,	01 1100 606 004 0 000	0.00
3448624542	06/22/2020	GF025299	Sharpie Permanent Markers, Fine Point, B	01 1100 610 004 0 000	0.00
3448624542	06/22/2020	GF025299	Bostitch Personal Electric Pencil Sharpe	01 1100 610 004 0 000	0.00
3448624542	06/22/2020	GF025299	Mr. Sketch Scented Washable Markers, Chi	01 1100 610 004 0 000	0.00
3448624542	06/22/2020	GF025299	baskets lime, pink , turquoise	01 1100 610 004 0 000	11.83
3448624543	06/22/2020	GF025299	Sharpie® Permanent Markers, Fine Point,	01 1100 606 004 0 000	0.00
3448624543	06/22/2020	GF025299	Sharpie Permanent Markers, Fine Point, B	01 1100 610 004 0 000	0.00
3448624543	06/22/2020	GF025299	Bostitch Personal Electric Pencil Sharpe	01 1100 610 004 0 000	0.00
3448624543	06/22/2020	GF025299	Mr. Sketch Scented Washable Markers, Chi	01 1100 610 004 0 000	0.00
3448624543	06/22/2020	GF025299	baskets lime, pink , turquoise	01 1100 610 004 0 000	11.83
3448624544	06/22/2020	GF025299	Sharpie® Permanent Markers, Fine Point,	01 1100 606 004 0 000	0.00
3448624544	06/22/2020	GF025299	Sharpie Permanent Markers, Fine Point, B	01 1100 610 004 0 000	0.00
3448624544	06/22/2020	GF025299	Bostitch Personal Electric Pencil Sharpe	01 1100 610 004 0 000	0.00
3448624544	06/22/2020	GF025299	Mr. Sketch Scented Washable Markers, Chi	01 1100 610 004 0 000	0.00
3448624544	06/22/2020	GF025299	baskets lime, pink , turquoise	01 1100 610 004 0 000	11.83

Check Number: 47971	Check Type: Check	Check Date: 06/23/2020	Vendor: SUNBURSTDI	Sunburst Digital	Check Total: 625.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV12661	06/22/2020		Type to Learn Subscription Renewal	01 2230 735 000 0 000	625.00

Check Number: 47972	Check Type: Check	Check Date: 06/23/2020	Vendor: AMSANLLC	Supply Works	Check Total: 7,810.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
554927558	06/15/2020		wipes, bleach, sprayers, etc	01 6996 610 000 0 000	7,147.35
557432986	06/23/2020		masks	01 6996 610 000 0 000	524.80
557432994	06/23/2020	GF025565	cleaning supplies & gloves	01 2620 610 000 0 000	138.45

Check Number: 47973	Check Type: Check	Check Date: 06/23/2020	Vendor: USAVE	U Save	Check Total: 105.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

Detail Check Register

Posted; Batch Description GF Checks 7/13/20 KJF

Checking Account: 1	1				
259964	06/12/2020	GF025538	envelopes	01 1300 610 004 0 000	105.80
Check Number: 47974	Check Type: Check	Check Date: 06/23/2020	Vendor: USFOODS	US Foods - Grand Island	Check Total: 26,755.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4548109	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	1,890.18
4591612	06/15/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	113.20
4591612	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	5,547.37
4635515	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	3,892.75
4667467	06/15/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	49.64
4667467	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	250.02
4682707	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	1,728.29
4728365	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	925.23
4777539	06/15/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	253.43
4777539	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	4,938.58
4791952	06/15/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	83.40
4822511	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	2,729.71
4854210	06/15/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	90.56
4854210	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	617.84
4913955	06/15/2020		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	119.18
4913955	06/15/2020		School Lunch Supply FOOD	06 3100 630 000 0 000	3,525.97
Check Number: 47975	Check Type: Check	Check Date: 06/23/2020	Vendor: VIRCOINC	Virco, Inc.	Check Total: 287.83
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
91918308	06/12/2020	GF025424	supplies	01 1100 610 004 0 000	287.83
Check Number: 47976	Check Type: Check	Check Date: 06/23/2020	Vendor: WALMARTCOM	Walmart Community Branch	Check Total: 112.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200612	06/12/2020		SPED K-12 Supply Sandoz	01 1200 610 006 0 000	110.49
20200612	06/12/2020		Reg. Pupil Transport. Supply	01 2710 610 000 0 000	2.46

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 503,720.29

Activity Fund Balance Report - Detail - Include Encumbrances

06/2020 - 06/2020

Regular; Beginning Month 06/2020; Processing Month 06/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
05 704 1011			CLASS OF 2019			*Previous Balance					1,130.51	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,130.51	
05 704 1012			CLASS OF 2020			*Previous Balance					5,785.88	
						*Ending Balance:	0.00	0.00	0.00	0.00	5,785.88	
05 704 1013			CLASS OF 2021			*Previous Balance					767.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	767.00	
05 704 1014			HS Pioneer Scholarship			*Previous Balance					500.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	500.00	
05 704 1016			High School Student Support			*Previous Balance					1,939.61	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,939.61	
05 704 1017			High School Student Teammaker Account			*Previous Balance					2,827.17	
						*Ending Balance:	0.00	0.00	0.00	0.00	2,827.17	
05 704 1018			High School Technology Club			*Previous Balance					284.57	
						*Ending Balance:	0.00	0.00	0.00	0.00	284.57	
05 704 1019			High School Prom Fundraising			*Previous Balance					3,223.39	
						*Ending Balance:	0.00	0.00	0.00	0.00	3,223.39	
05 704 1021			Booster Club (flow-through)			*Previous Balance					2,088.98	
05 704 1021			Booster Club (flow-through)									
05 2900 000 001 0 021			Booster Club (flow-through)									
09/16/2019	PO	ACT03321			Polo shirts for apparel sales	Lou's Sporting Goods	0.00	0.00	0.00	280.00		
05/11/2020	PO	ACT03474			Booster Club Wish List Item... 2 Crash Pad Mats	Rae Crowther Co	0.00	0.00	0.00	1,430.00		
05/11/2020	PO	ACT03475			Wish List item: Revolution Wireless Electrotherapy Syst.	Chattanooga Medical Supply Inc	0.00	0.00	0.00	1,495.00		
05/11/2020	PO	ACT03476			Wish List items: Softball Bat Window Wristbands	Lou's Sporting Goods	0.00	0.00	0.00	530.00		
05/15/2020	PO	ACT03482			25' Video recording tripod tower, camera, & ipad system	Hi POD	0.00	0.00	0.00	2,649.99		
05/21/2020	PO	ACT03486			Chocolate Milk for Summer Weights	LEXINGTON FOOD SERVICE	0.00	0.00	0.00	999.90		
05/21/2020	PO	ACT03487			Lifting Belts Booster Club Wish List	Rogue Fitness	0.00	0.00	0.00	650.00		
06/22/2020	CD	20200622	5	71780	Volly Cart	Visa	510.91	0.00	0.00	0.00		
06/22/2020	CD	20200622	5	71780	mini target goals	Visa	503.89	0.00	0.00	0.00		
06/22/2020	CD	ACT03478 IN92596348	5	11877	Pro Fitter & Pro Fitter Physio Kit	Medco School First Aid	676.04	0.00	0.00	0.00		
06/22/2020	CD	ACT03479 864885487937	5	11870	Forerunner 45 Black Heartrate monitor wa	AMAZON/GE MONEY BANK	299.98	0.00	0.00	0.00		
06/22/2020	CD	ACT03479 478996996975	5	11870	Forerunner 45 Black Heartrate monitor wa	AMAZON/GE MONEY BANK	299.98	0.00	0.00	0.00		

Activity Fund Balance Report - Detail - Include Encumbrances

06/2020 - 06/2020

Regular; Beginning Month 06/2020; Processing Month 06/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
05 704 1021			Booster Club (flow-through)			*Current Activity						(10,325.69)
						*Ending Balance:	2,290.80	0.00	0.00	8,034.89	0.00	(8,236.71)
05 704 1022			HS Skills USA			*Previous Balance						10,008.44
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	10,008.44
05 704 1023			HS Auto Resale			*Previous Balance						999.43
05 704 1023			HS Auto Resale									
05 2900 000 001 0 023			HS Auto Resale									
06/22/2020	CD	ACT03495 N4387994	5	11881	renewl	S/P2	299.00	0.00	0.00	0.00		
05 704 1023			HS Auto Resale			*Current Activity						(299.00)
						*Ending Balance:	299.00	0.00	0.00	0.00	0.00	700.43
05 704 1024			HS Welding			*Previous Balance						710.64
05 704 1024			HS Welding									
05 1710 1024			HS Welding									
06/30/2020	CR				Welding		0.00	35.00	0.00	0.00		
05 704 1024			HS Welding			*Current Activity						35.00
						*Ending Balance:	0.00	35.00	0.00	0.00	0.00	745.64
05 704 1025			HS WOOD SHOP RESALE			*Previous Balance						7,364.20
05 704 1025			HS WOOD SHOP RESALE									
05 1710 1025			HS WOOD SHOP RESALE									
06/02/2020	CR	004539			Wood Shop Resale	LEXINGTON ACTIVITY ACCOUNT	0.00	369.00	0.00	0.00		
05 2900 000 001 0 025			HS WOOD SHOP RESALE									
03/12/2020	PO	ACT03454			Building Tennis shed for city courts	MEAD LUMBER	0.00	0.00	0.00	6,000.00		
05 704 1025			HS WOOD SHOP RESALE			*Previous Balance						(5,631.00)
						*Ending Balance:	0.00	369.00	0.00	6,000.00	0.00	1,733.20
05 704 1026			FFA			*Previous Balance						7,378.69
05 704 1026			FFA									
05 2900 000 001 0 026			FFA									
06/22/2020	CD	ACT03441 PSI0052825	5	11872	supplies	Greenhouse Megastore	156.85	0.00	0.00	0.00		
05 704 1026			FFA			*Current Activity						(156.85)
						*Ending Balance:	156.85	0.00	0.00	0.00	0.00	7,221.84
05 704 1027			ATHLETIC LETTER CLUB			*Previous Balance						1,214.24
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,214.24
05 704 1028			HS STUDENT COUNCIL			*Previous Balance						3,554.54
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,554.54
05 704 1029			HS FINES			*Previous Balance						11,306.77

Activity Fund Balance Report - Detail - Include Encumbrances

06/2020 - 06/2020

Regular; Beginning Month 06/2020; Processing Month 06/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
05 2900 000 001 0 029					HS FINES						
06/22/2020	PO	ACT03502			supplies	AMAZON/GE MONEY BANK	0.00	0.00	0.00	744.55	
05 704 1029					HS FINES	*Previous Balance					(744.55)
						*Ending Balance:	0.00	0.00	0.00	744.55	0.00
05 704 1030					HS MISCELLANEOUS	*Previous Balance					1,774.76
05 704 1030					HS MISCELLANEOUS						
05 1710 1030					HS MISCELLANEOUS						
06/11/2020	CR				DQ Fundraiser		0.00	133.10	0.00	0.00	
05 2900 000 001 0 030					HS MISCELLANEOUS						
10/31/2019	PO	ACT03351			pajama pants	Sew Easy Designs	0.00	0.00	0.00	559.80	
05 704 1030					HS MISCELLANEOUS	*Previous Balance					(426.70)
						*Ending Balance:	0.00	133.10	0.00	559.80	0.00
05 704 1031					High School Recycling	*Previous Balance					2,171.09
05 704 1031					High School Recycling						
05 1710 1031					High School Recycling						
06/11/2020	CR				Recycling	LEXINGTON AREA SOLID WASTE	0.00	17.20	0.00	0.00	
05 704 1031					High School Recycling	*Current Activity					17.20
						*Ending Balance:	0.00	17.20	0.00	0.00	0.00
05 704 1032					CONCESSIONS	*Previous Balance					16,555.65
						*Ending Balance:	0.00	0.00	0.00	0.00	16,555.65
05 704 1033					HONOR SOCIETY	*Previous Balance					234.20
						*Ending Balance:	0.00	0.00	0.00	0.00	234.20
05 704 1034					High School Cap & Gown	*Previous Balance					(19.45)
05 704 1034					High School Cap & Gown						
05 2900 000 001 0 034					High School Cap and Gowns						
06/22/2020	CD	20200622	5	11876	High School Cap and Gowns	JOSTENS, INC.	6,178.02	0.00	0.00	0.00	
05 704 1034					High School Cap & Gown	*Current Activity					(6,178.02)
						*Ending Balance:	6,178.02	0.00	0.00	0.00	0.00
05 704 1035					AMBASSADORS OF MUSIC	*Previous Balance					474.35
						*Ending Balance:	0.00	0.00	0.00	0.00	474.35
05 704 1036					ART LAB FEE	*Previous Balance					318.52
						*Ending Balance:	0.00	0.00	0.00	0.00	318.52
05 704 1037					FBLA	*Previous Balance					3,026.84
						*Ending Balance:	0.00	0.00	0.00	0.00	3,026.84
05 704 1038					High School Robotics Club	*Previous Balance					293.00
						*Ending Balance:	0.00	0.00	0.00	0.00	293.00

Activity Fund Balance Report - Detail - Include Encumbrances

06/2020 - 06/2020

Regular; Beginning Month 06/2020; Processing Month 06/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
05 704 1054			HS LIBRARY			*Previous Balance					3,256.55	
05 704 1054			HS LIBRARY									
05 1710 1054			HS LIBRARY									
06/24/2020	CR	004542			Library Activity Account	LEXINGTON ACTIVITY ACCOUNT	0.00	375.00	0.00	0.00		
05 704 1054			HS LIBRARY			*Current Activity					375.00	
						*Ending Balance:	0.00	375.00	0.00	0.00	3,631.55	
05 704 1055			OCTAGON CLUB			*Previous Balance					676.41	
						*Ending Balance:	0.00	0.00	0.00	0.00	676.41	
05 704 1056			AROUND THE MUNDO			*Previous Balance					149.48	
						*Ending Balance:	0.00	0.00	0.00	0.00	149.48	
05 704 1057			DON BADER SCHOLARSHIPS			*Previous Balance					49.50	
						*Ending Balance:	0.00	0.00	0.00	0.00	49.50	
05 704 1058			HS PEP CLUB			*Previous Balance					2,353.50	
						*Ending Balance:	0.00	0.00	0.00	0.00	2,353.50	
05 704 1060			High School Speech Fundraising			*Previous Balance					252.06	
						*Ending Balance:	0.00	0.00	0.00	0.00	252.06	
05 704 1061			GIRLS SOCCER FUNDRAISING			*Previous Balance					2,404.38	
						*Ending Balance:	0.00	0.00	0.00	0.00	2,404.38	
05 704 1062			GIRLS BASKETBALL FUNDRAISING			*Previous Balance					1,063.10	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,063.10	
05 704 1063			High School Orange & Black Fundraising			*Previous Balance					13,445.15	
05 704 1063			High School Orange & Black Fundraising									
05 1710 1063			High School Orange & Black Fundraising									
06/22/2020	CR	004541			Orange & Black	LEXINGTON ACTIVITY ACCOUNT	0.00	280.00	0.00	0.00		
05 2900 000 001 0 063			High School Orange & Black Fundraising									
03/25/2019	PO	ACT03147			Carts for Orange and Black	CRAWFORD REPAIR	0.00	0.00	0.00	1,200.00		
05/21/2020	PO	ACT03485			T-Shirts for Summer WT. Room Staff	Change Clothing	0.00	0.00	0.00	300.00		
05 704 1063			High School Orange & Black Fundraising			*Previous Balance					(1,220.00)	
						*Ending Balance:	0.00	280.00	0.00	1,500.00	12,225.15	
05 704 1064			High School Softball Fundraising			*Previous Balance					240.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	240.00	
05 704 1065			High School Cheerleading Fundraising			*Previous Balance					1,124.13	
05 704 1065			High School Cheerleading Fundraising									
05 2900 000 001 0 065			High School Cheerleading Fundraising									
05/07/2020	PO	ACT03472			Glitter Backpack color: black center chest emb design:	Omni Cheer	0.00	0.00	0.00	689.70		

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<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
05 704 1101					DRILL TEAM	*Previous Balance						(78.20)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(78.20)
05 704 1104					Mock Trial	*Previous Balance						(150.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(150.00)
05 704 1105					SPEECH	*Previous Balance						(157.99)
05 704 1105					SPEECH							
05 2900 000 001 0 105					SPEECH							
01/10/2020	PO	ACT03390			Donuts for Speech Coaches	DELIGHT DONUTS	0.00	0.00	0.00	60.00		
06/22/2020	CD	475972	5	11871	SPEECH	AWARDS UNLIMITED, INC.	453.20	0.00	0.00	0.00		
05 704 1105					SPEECH	*Current Activity						(513.20)
						*Ending Balance:	453.20	0.00	0.00	60.00	0.00	(671.19)
05 704 1106					HS CHEERLEADERS	*Previous Balance						2,677.64
05 704 1106					HS CHEERLEADERS							
05 1710 1106					HS CHEERLEADERS							
06/29/2020	CR	004543			Cheer	LEXINGTON ACTIVITY ACCOUNT	0.00	6,061.62	0.00	0.00		
05 2900 000 001 0 106					HS CHEERLEADERS							
05/01/2020	PO	ACT03471			Varsity Cheer Clothing Order. All Cheerleaders will pay for their own expenses.	Varsity Spirit Fashions	0.00	0.00	0.00	12,619.70		
05 704 1106					HS CHEERLEADERS	*Previous Balance						(6,558.08)
						*Ending Balance:	0.00	6,061.62	0.00	12,619.70	0.00	(3,880.44)
05 704 1108					WEIGHT ROOM	*Previous Balance						475.05
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	475.05
05 704 1109					TRAINING ROOM	*Previous Balance						(1,825.00)
05 2900 000 001 0 109					TRAINING ROOM							
05/27/2020	PO	ACT03489			Electro pads for Rehab equipment	Chattanooga Medical Supply Inc	0.00	0.00	0.00	66.04		
05 704 1109					TRAINING ROOM	*Previous Balance						(66.04)
						*Ending Balance:	0.00	0.00	0.00	66.04	0.00	(1,891.04)
05 704 1110					HS BAND	*Previous Balance						(443.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(443.00)
05 704 1112					HS ONE ACT PLAY	*Previous Balance						(578.33)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(578.33)
05 704 1113					ANNUAL	*Previous Balance						(7,471.19)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(7,471.19)
05 704 1114					HS FOOTBALL	*Previous Balance						498.80
05 2900 000 001 0 114					HS FOOTBALL							

Activity Fund Balance Report - Detail - Include Encumbrances

06/2020 - 06/2020

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Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
						*Ending Balance:	0.00	0.00	0.00	184.17	0.00	8,593.05
05 704 2203					MS POP CONCESSIONS	*Previous Balance						(1,512.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(1,512.00)
05 704 2204					MS STUDENT COUNCIL	*Previous Balance						3,082.71
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,082.71
05 704 2206					Multiple Choices	*Previous Balance						2,318.20
05 704 2206					Multiple Choices							
05 1710 2206					Multiple Choices							
06/30/2020	CR				Multiple Choices		0.00	707.00	0.00	0.00		
05 704 2206					Multiple Choices	*Current Activity						707.00
						*Ending Balance:	0.00	707.00	0.00	0.00	0.00	3,025.20
05 704 2208					MS Circle of Friends	*Previous Balance						688.29
05 704 2208					MS Circle of Friends							
05 1710 2208					MS Circle of Friends							
06/30/2020	CR				MS Circle of Friends		0.00	353.50	0.00	0.00		
05 2900 000 002 0 208					MS Circle of Friends							
03/11/2020	PO	ACT03451			donuts	DELIGHT DONUTS	0.00	0.00	0.00	39.00		
05 704 2208					MS Circle of Friends	*Previous Balance						314.50
						*Ending Balance:	0.00	353.50	0.00	39.00	0.00	1,002.79
05 704 2209					SCIENCE FAIR	*Previous Balance						2,284.11
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,284.11
05 704 2210					MS LIBRARY FEES/FINES	*Previous Balance						2,874.23
05 2900 000 002 0 210					MS LIBRARY FEES/FINES							
05/26/2020	PO	ACT03488			trophies	AWARDS PLUS	0.00	0.00	0.00	42.00		
05 704 2210					MS LIBRARY FEES/FINES	*Previous Balance						(42.00)
						*Ending Balance:	0.00	0.00	0.00	42.00	0.00	2,832.23
05 704 2211					MS MUSIC RESALE	*Previous Balance						11,188.31
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	11,188.31
05 704 2213					MINUTEMAN MUSIC FESTIVAL	*Previous Balance						67.08
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	67.08
05 704 2215					MS BAND LAB FEES	*Previous Balance						1,360.93
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,360.93
05 704 2216					MS AGENDA FUND	*Previous Balance						1,966.50
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,966.50
05 704 2219					PE SHIRTS	*Previous Balance						1,330.00

Activity Fund Balance Report - Detail - Include Encumbrances

06/2020 - 06/2020

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Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
05 2900 000 002 0 219					PE SHIRTS						
06/22/2020	PO	ACT03501			PE shirts	0.00	0.00	0.00	2,100.00		
05 704 2219					PE SHIRTS						(2,100.00)
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	2,100.00	(770.00)
05 704 2220					P.E. Shorts						976.80
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	976.80
05 704 2221					LMS Tech						4,612.05
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	4,612.05
05 704 2222					MS PADLOCK FEES						330.00
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	330.00
05 704 2223					MS Patriots						227.08
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	227.08
05 704 2249					MS Cross Country						0.00
						*Previous Balance					
05 2900 000 002 0 249					MS Cross Country						
04/08/2020	PO	ACT03465			Measuring Wheel to measure distances and courses	0.00	0.00	0.00	90.00		
05 704 2249					MS Cross Country						(90.00)
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	(90.00)
05 704 2250					MS FOOTBALL						(477.84)
						*Previous Balance					
05 2900 000 002 0 250					MS FOOTBALL						
02/01/2020	PO	ACT03413			MS Football Helmet Reconditioning	0.00	0.00	0.00	1,760.00		
04/08/2020	PO	ACT03466			Footballs, Helmet Repair kits, Shoulder Pads, Dummies for push sled	0.00	0.00	0.00	1,380.00		
05 704 2250					MS FOOTBALL						(3,140.00)
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	3,140.00	(3,617.84)
05 704 2251					MS VOLLEYBALL						(2,830.30)
						*Previous Balance					
05 2900 000 002 0 251					MS VOLLEYBALL						
04/08/2020	PO	ACT03464			Volleyballs and knee pads for MS VB	0.00	0.00	0.00	480.00		
05 704 2251					MS VOLLEYBALL						(480.00)
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	480.00	(3,310.30)
05 704 2252					MS BOYS BASKETBALL						(487.19)
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	(487.19)
05 704 2253					MS WRESTLING						1,281.33
						*Previous Balance					
						*Ending Balance:	0.00	0.00	0.00	0.00	1,281.33
05 704 2254					MS GIRLS BASKETBALL						544.25
						*Previous Balance					

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06/2020 - 06/2020

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Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>	
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
05 704 6600			SANDOZ ACTIVITY & POP			*Previous Balance					4,134.08	
05 2900 000 006 0 600			SANDOZ ACTIVITY & POP									
03/02/2020	PO	ACT03438			4th & 5th grade track ribbons	MISKO SPORTS, INC.	0.00	0.00	0.00	88.80		
05 704 6600			SANDOZ ACTIVITY & POP			*Previous Balance					(88.80)	
						*Ending Balance:	0.00	0.00	0.00	88.80	4,045.28	
05 704 6601			SANDOZ LIBRARY			*Previous Balance					86.82	
						*Ending Balance:	0.00	0.00	0.00	0.00	86.82	
05 704 6602			SANDOZ ACADEMY			*Previous Balance					321.39	
						*Ending Balance:	0.00	0.00	0.00	0.00	321.39	
05 704 6610			SANDOZ HONOR CHOIR			*Previous Balance					229.79	
						*Ending Balance:	0.00	0.00	0.00	0.00	229.79	
05 704 6612			SANDOZ FIELDTRIPS			*Previous Balance					476.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	476.00	
05 704 9902			INTEREST			*Previous Balance					773.08	
05 704 9902			INTEREST									
05 1710 9902			INTEREST									
06/30/2020	CR				Interest at .049900%	PINNACLE BANK	0.00	2.68	0.00	0.00		
05 704 9902			INTEREST			*Current Activity					2.68	
						*Ending Balance:	0.00	2.68	0.00	0.00	775.76	
05 704 9903			Lexington Academy			*Previous Balance					11,003.11	
05 704 9903			Lexington Academy									
05 1710 9903			Lexington Academy									
06/30/2020	CR				Lexington Academy		0.00	707.00	0.00	0.00		
05 704 9903			Lexington Academy			*Current Activity					707.00	
						*Ending Balance:	0.00	707.00	0.00	0.00	11,710.11	
05 704 9906			Central Office Coke Machine			*Previous Balance					890.07	
						*Ending Balance:	0.00	0.00	0.00	0.00	890.07	
05 704 9908			Autism Awareness			*Previous Balance					368.88	
						*Ending Balance:	0.00	0.00	0.00	0.00	368.88	
05 704 9909			Staff Resale			*Previous Balance					28.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	28.00	
Fund Total: 05							25,933.82	10,171.82	0.00	63,605.49	0.00	663,037.10

Cash Flow Report

Regular; Processing Month 6/2020

Fund	Cash Flow Beginning Cash	Cash Flow Revenues	Cash Flow Expenses	Cash Flow Ending Cash
GENERAL FUND	6,289,569.74	3,302,662.21	(2,938,196.30)	6,654,035.65
DEPRECIATION	1,363,282.60	0.00	(6,108.88)	1,357,173.72
EMPLOYEE BENEFIT	45,117.63	0.00	(26,921.92)	18,195.71
ACTIVITY FUND	742,404.59	10,171.82	(25,933.82)	726,642.59
SCHOOL LUNCH	694,135.59	113,960.65	(159,685.45)	648,410.79
BOND	75,837.92	0.00	0.00	75,837.92
SPECIAL BUILDING	124,947.21	0.00	0.00	124,947.21
COOPERATIVE FUND	355,085.58	19,828.00	(390.38)	374,523.20
STUDENT FEE	(2,884.52)	0.00	0.00	(2,884.52)
GENERAL FUND-Restricted	6,087,409.00	0.00	0.00	6,087,409.00
Grand Total:	15,774,905.34	3,446,622.68	(3,157,236.75)	16,064,291.27

General Fund Cash Balances

Month-Year	Receipts	Expenditures	Cash Balance	Cash Balance/Avg. Monthly Expenditure
September-19	\$2,691,468.62	(\$3,152,047.95)	\$8,482,372.77	2.9
October-19	\$2,824,624.00	(\$3,120,754.43)	\$8,089,712.30	2.7
November-19	\$2,373,366.64	(\$2,944,308.96)	\$7,518,769.98	2.5
December-19	\$2,608,145.02	(\$2,994,829.41)	\$7,132,085.59	2.4
January-20	\$4,205,253.23	(\$2,827,295.81)	\$8,510,118.52	2.9
February-20	\$3,391,643.88	(\$3,059,179.51)	\$8,842,582.89	3.0
March-20	\$3,213,464.03	(\$2,846,736.99)	\$9,209,309.93	3.1
April-20	\$2,806,675.83	(\$2,812,005.32)	\$9,203,980.44	3.1
May-20	\$5,964,705.58	(\$2,791,689.34)	\$12,376,978.74	4.2
June-20	\$3,302,662.21	(\$2,938,196.30)	\$12,741,444.65	4.3
July-20				
August-20				
Monthly Average:	\$3,338,200.90	(\$2,948,704.40)	\$9,210,735.58	3.1

Lexington Public Schools
General Fund Summary Report

General Fund	General Fund Expenditures	19/20 Budget	Expended During Month	Spent YTD 19/20	Spent YTD 18/19	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1100	Regular Instruction	\$17,083,596	\$1,342,776	\$14,278,570	\$13,998,275	102.00%	\$2,805,026	16.42%	-0.25%
1200	Special Education Programs	\$3,927,706	\$307,361	\$3,666,517	\$3,242,041	113.09%	\$261,189	6.65%	-10.02%
2230	Instruction-Related Technology	\$1,435,780	\$79,370	\$1,100,808	\$1,081,930	101.74%	\$334,972	23.33%	6.66%
1300	Summer School	\$607,690	\$106	\$370	\$290,009	0.13%	\$607,320	99.94%	83.27%
1101	Activities	\$850,608	\$62,144	\$809,515	\$813,016	99.57%	\$41,093	4.83%	-11.84%
2120	Attendance & Guidance Services	\$1,103,058	\$79,133	\$871,064	\$863,996	100.82%	\$231,994	21.03%	4.37%
2130	Health Services	\$395,537	\$32,187	\$325,648	\$294,800	110.46%	\$69,889	17.67%	1.00%
2200	Staff Support	\$926,174	\$77,192	\$873,784	\$765,213	114.19%	\$52,390	5.66%	-11.01%
2300	General Administration	\$390,108	\$28,115	\$335,494	\$321,209	104.45%	\$54,614	14.00%	-2.67%
2400	Office of the Principal	\$1,570,341	\$115,386	\$1,228,574	\$1,230,163	99.87%	\$341,766	21.76%	5.10%
2500	Fiscal & Personnel Services	\$876,842	\$38,536	\$422,570	\$386,271	109.40%	\$454,272	51.81%	35.14%
2600	Buildings, Grounds & Equipment	\$3,303,103	\$212,534	\$2,282,994	\$2,623,233	87.03%	\$1,020,109	30.88%	14.22%
2700	Pupil Transportation	\$681,500	\$21,859	\$571,360	\$568,299	100.54%	\$110,140	16.16%	-0.51%
3000	State & Other Categorical Programs	\$405,106	\$33,008	\$348,577	\$276,104	126.25%	\$56,529	13.95%	-2.71%
6000	Federal Programs	\$3,784,471	\$507,033	\$2,372,671	\$2,158,828	109.91%	\$1,411,801	37.31%	20.64%
8000	Transfers to Other Funds	\$244,253	\$0	\$0	\$0	N/A	\$244,253	100.00%	83.33%
9000	Miscellaneous	\$0	\$1,457	(\$1,471)	(\$496)	296.88%	\$1,471	N/A	N/A
	Total Expenditures	\$37,585,873	\$2,938,196	\$29,487,044	\$28,912,891	101.99%	\$8,098,829	21.55%	4.88%

\$574,153

General Fund	General Fund Revenues	19/20 Budget	Revenue During Month	Received YTD 19/20	Received YTD 18/19	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1000	Local Receipts	\$11,794,059	\$716,311	\$8,352,606	\$8,020,056	104.15%	\$3,441,453	29.18%	12.51%
2000	County and ESU Receipts	\$286,780	\$16,313	\$191,090	\$186,230	102.61%	\$95,690	33.37%	16.70%
3000	State Receipts	\$21,648,547	\$2,329,200	\$23,158,401	\$20,617,294	112.33%	-\$1,509,854	-6.97%	-23.64%
	Subtotal State & Local Receipts	\$33,729,386	\$3,061,823	\$31,702,098	\$28,823,580	109.99%	\$2,027,288	6.01%	-10.66%
4000	Federal Receipts	\$3,845,206	\$242,468	\$1,642,207	\$1,622,794	101.20%	\$2,202,999	57.29%	40.63%
5000-9000	Non-Revenue Receipts	\$11,281	-\$1,629	\$2,824	\$11,721	24.09%	\$8,457	74.97%	58.30%
	Total Revenue	\$37,585,873	\$3,302,662	\$33,347,129	\$30,458,095	109.49%	\$4,238,744	11.28%	-5.39%

NET Revenues/Expenditures	\$0	\$364,466	\$3,860,085	\$1,545,204					10.27%
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2020–2021 SCHOOL RE-OPENING RESOLUTION

WHEREAS, the school district was closed during a portion of the 2019–2020 school year based on the statewide outbreak of COVID-19; and

WHEREAS, the President and the Governor have declared a state of emergency; and

WHEREAS, the State of Nebraska and the Two Rivers Public Health Department have issued various directed health measures in response to the novel coronavirus and the COVID-19 pandemic; and

WHEREAS, the directed health measures currently in place allow the school facilities to be reopened to in-person student attendance; and

WHEREAS, the Board of Education wishes to support student learning while taking reasonable precautions to keep students, staff, and administrators safe; and

WHEREAS, the school district is also completing reopening plans with contingencies for changes in circumstances, but for the time being, the Board of Education believes it is important to address these critical issues to assist the administration in preparing for plans when school resumes;

NOW, THEREFORE, be it resolved that the Board of Education has determined as follows:

Site for Instruction

Student instruction will occur in-person in the classroom unless otherwise required by law. All students who are enrolled in the school district must attend school on all days when school is open for in-person instruction unless the student's illness makes attendance impossible or impractical or is otherwise excused by board policy.

Masks

All district teachers, staff, employees, and volunteers:

Must wear face coverings at all times unless the nature of the instruction or other activity makes a face covering unsafe or impossible. Employees who suffer from a disabling condition that necessitates a reasonable accommodation to this requirement must notify their supervising administrator immediately of the employee's physical or mental impairment and the accommodation the employee seeks.

All students:

Must wear face coverings at all times, unless one of the following exceptions applies:

- The student has a disability and a reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
- The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- The student's Section 504 committee has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's Section 504 Plan; OR
- Another legally valid reason exists to excuse the student from the face covering requirement and such reason has been approved in writing by the building Principal.

Leave / Staff Attendance

Employees will be permitted to take leave (paid or otherwise) provided by the terms of employment (staff contract, negotiated agreement, etc.) and as provided by law (e.g., ADA, FMLA, FFCRA, etc.).

The superintendent is authorized to take all reasonable and necessary action to implement this resolution without further action of the Board.

If there is any conflict between this resolution and any provision of Board policy or of staff or student handbooks, the terms in this resolution shall control.

NOW, THEREFORE, be it finally resolved that this resolution will expire upon the sooner of action taken by the Board to rescind it or the expiration of the 2020-2021 school year.

Approved by the Board on _____, 2020.

Board President

2020-2021 School Year Reopening Questions and Answers Relating to COVID-19

Q. What learning format will be utilized for the start of school?

A. The district plans for all students to attend school in person when school starts on August 17, with our regular attendance policies in place.

Q. Will there be an alternative digital learning option available if I do not want my child to attend?

A. Not unless your child is determined to need a different educational placement by law, such as a determination made by an IEP or 504 team, or they are under a directed medical quarantine. In those circumstances, alternative arrangements will be made on a case-by-case basis with the involvement of parents and the student.

Q. Will my child be counted absent if s/he is under a quarantine directed by a medical provider?

A. The school must be in receipt of a quarantine order or directive by a medical provider or authorized health official. Absences due to a quarantine order shall not be counted toward your child's chronic absenteeism limit if that documentation is provided.

Q. Will secondary students be required to wear masks?

A. Yes. Grades 6-12 shall wear masks or other approved face coverings in school vehicles, during class, during passing periods, in lunch lines, and during any other times that social distancing is not possible. Some discretion will be given to your child's principal and teachers based on unique circumstances that may arise. The only other exceptions will be those required by law.

Q. Will pre-school and elementary students be required to wear masks?

A. Yes. Grades preK-5 shall be required to wear a mask or face shield in school vehicles, in hallways, to the extent possible during class, and at other times that social distancing or group isolation is not possible. Some discretion will be given to your child's principal and teachers based on unique circumstances that may arise. Students shall be isolated to their classroom groups during the day to minimize interaction with students in other classrooms.

Q. Under what circumstances will students be exempted from wearing masks?

A. Exceptions may be made only as required by law, such as based upon the decisions of a student's IEP or 504 teams.

Q. What if my child does not qualify for an exemption and I don't want them to wear a mask?

A. Wearing masks is a rule adopted by the school board, similar to any other health and safety or dress code rules adopted by the board. Students who refuse to wear masks will face consequences consistent with the district's student discipline policies.

Q. Will a mask be provided by the school or can I select one for my child to wear?

A. Parents may provide a mask for their children, but the district will have them available. The masks must either be cloth, a multi-layered disposable mask, or other approved face covering.

Q. What does “isolation by classroom groups” mean for elementary students?

A. Elementary students may be required to eat lunch, play, and have specials exclusively with students from their classroom.

Q. Will staff be required to wear masks?

A. Staff will be required to wear masks or other approved face coverings when not teaching, and to the extent possible when teaching. Wearing a face shield instead of a mask or not wearing any face covering may be necessary at times.

Q. What other steps is the district taking to make attending school safe?

A. Frequent hand-washing will be enforced in all buildings. The district will also increase the frequency of cleaning and disinfecting buildings. Visitors will be required to wear masks and parents will need to schedule appointments to meet with school staff.

Q. Will parents be notified if there is a case of COVID-19 in my child’s school or classroom?

A. Not from the school, unless required by law and permitted by confidentiality laws. If contact tracing is determined to be necessary by our public health department, it will contact you.

Q. Will schools close and move to digital learning if one or more cases of COVID-19 is discovered among school students or staff?

A. Every effort will be made to keep schools open. One or more cases will not trigger an automatic closing of schools. The decision to close will be based on a number of factors and include consultation with our public health department and local medical providers.

Q. Will the district’s after-school programs still be available?

A. The middle school and elementary programs will be offered but may not start at the beginning of the year. The district will communicate once plans are finalized.

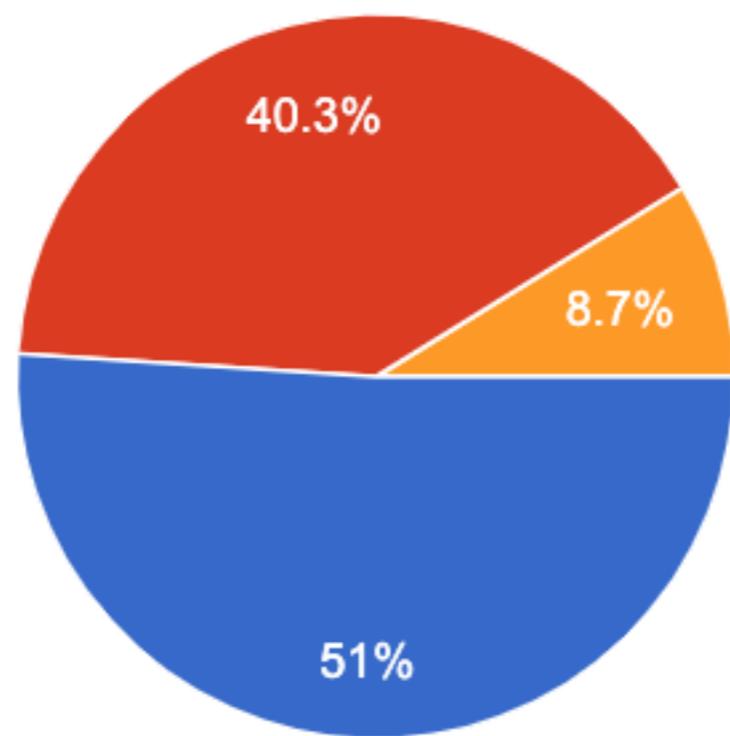
Q. What can I do as a parent to help prevent the spread of COVID-19 at school?

A. It is very important that you monitor your children’s health and keep them home when they don’t feel well, even if illness has not been confirmed by a medical provider. Symptoms of COVID-19 include fever, muscle aches, breathing difficulty, coughing, and diarrhea in children, though symptoms can vary widely and some children exhibit few, if any, symptoms.

Note: Plans may change as new guidance becomes available from the Nebraska Department of Education, the CDC, or state or local public health agencies.

Return to school

298 responses



- I feel comfortable returning to my building.
- I feel comfortable returning to my building with modifications (temperature checks and or face masks).
- I do not feel comfortable returning to my building.

Over 20 more schools closed as Israel sees largest daily virus rise in a month

Education Ministry says 301 students, teachers have tested positive for COVID-19 during fresh outbreak, leading to shuttering of 87 educational institutions across country

By **TOI STAFF**

4 June 2020, 9:58 pm



A cleaning worker disinfests a classroom at the Gymnasia Rehavia high school in Jerusalem, June 3, 2020. (Yonatan Sindel/Flash90)

Over 20 more schools were closed Thursday due to coronavirus infections, as Israel recorded the largest single day rise in coronavirus infections in over a month.

According to the Education Ministry, 87 schools and daycares have now been closed to stem the spread of the virus, [up from 65](#) earlier in the day.

The ministry said 301 students and teachers have tested positive for COVID-19 during the fresh outbreak, with another 13,696 people in quarantine because of potential exposure to the virus.

The latest school closures included at least two in Tel Aviv where a teacher and several students tested positive for COVID-19.

A school in the northern city of Safed was also shuttered after a staff member and van driver were diagnosed with COVID-19.

The closures came a day after the government said it would leave schools open but use targeted closures anywhere a coronavirus case is found to help stem the recent spike in infections. Though classes resumed after two months of closures, students and teachers are required to wear face masks and keep to strict hygiene practices.

Israelis schools began reopening in stages last month. On May 3, the first day of classes, just 60 percent of eligible students attended, a number that later increased before dropping in the wake of the current surge in COVID-19 cases.



Israeli students wear protective face masks at the Hashalom School in Mevaseret Zion, near Jerusalem, May 17, 2020. (Yonatan Sindel/Flash90)

The Health Ministry, which has reportedly been pushing to reintroduce a nationwide closure of schools, says the rising number of infections among students is the primary factor in Israel's recent spike in cases.

The ministry on Thursday evening reported 118 new infections over the past 24 hours, the largest daily increase since May 2.

The number of active cases ticked up to 2,191, with 17,495 infections recorded since the start of the pandemic.

Among those who were sick, 30 were in serious condition, 23 of whom were on ventilators. Another 33 were in moderate condition and the rest had mild symptoms.

No additional fatalities were reported, with the death toll remaining at 291.

The Health Ministry also said 12,929 tests were carried out Wednesday, a marked rise from recent days.



A Magen David Adom medical worker takes a sample at drive-through coronavirus testing site in Jerusalem on May 31, 2020. (Olivier Fitoussi/Flash90)

According to ministry data, Jerusalem, Israel's largest city, led all municipalities in the country with 53 new cases in recent days.

It was followed by Tel Aviv-Jaffa (25), Beersheba (17), Bnei Brak (15), Ashdod (14) and Rahat (10), with the other infections scattered across the country.

The jump in new cases came after the daily infection rate steadily dropped through much of May, with Israel easing

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Nebraska Medical Association

Advocating for Physicians and the
Health of all Nebraskans

June 22, 2020

John Spatz, J.D.
Executive Director
Nebraska Association of School Boards
1311 Stockwell Street
Lincoln, NE 68502

Dear John,

The Nebraska Medical Association (NMA) represents almost 4,000 physicians, residents, and medical students across the state of Nebraska. On behalf of our members, the NMA would like to commend you and the NASB members on its' thoughtful and creative approach to re-open schools safely.

Global research continues to show that social distancing, hand washing, and the use of face coverings at all times are important interventions in reducing the spread of COVID-19 in our communities. We strongly support the use of masks or cloth face coverings at all times in enclosed settings in order to reduce the chance of spread of the virus. Following these guidelines will not only keep our students safe, but also the community they interact with.

Thank you for your leadership and your commitment to keeping children and the community safe.

Sincerely,

Todd E. Hlavaty, MD
NMA President



UNMCSM

COLLEGE
OF PUBLIC HEALTH

K-12 SCHOOL REOPENING FRAMEWORK GUIDING PRINCIPLES

Coronavirus Disease 2019 (COVID-19) is a novel, viral respiratory disease. Since we first saw the disease in China in December 2019, it has spread worldwide causing almost 12 million infections and 550,000 deaths as of July 07, 2020. In United States, there have been approximately 130,000 deaths within 5 months. COVID-19 spreads efficiently by respiratory droplets. Occasionally, it can spread from surfaces, aerosol, or from ingestion (fecal to oral). Usually, people show symptoms in 5 days, but once infected some people do not show symptoms for two weeks.

There is much that remains to be known about this disease and how it moves through a community. However, on average, someone infected infects 2-3 other people. Nearly half of all transmission may occur from people before they show symptoms, and some people who never show symptoms may be able to transmit the disease. Anywhere from 1 in 10 to 1 in 5 people within a home become infected. A unique feature of this disease are super-spreading events - up to 3 in 4 cases of the disease may happen from only 20% of patients. The virus, Severe Acute Respiratory Syndrome coronavirus 2 (SARS-CoV-2), takes advantage of settings where people come together (e.g. long term care facilities, conferences, religious retreats, sporting events, cruise ships, etc.). Very large gatherings (mass gathering events) can spread disease widely.. Despite these complexities, a Test & Trace strategy together with a commitment to masking, hand washing, and social distancing has allowed multiple countries to contain the disease and some to even eliminate the disease, for now.

The role of schools in accelerating community transmission is poorly defined since most schools were immediately closed with various degrees of national lockdown. However, most of the data suggests that school-aged children, unlike influenza, are not a major source of community transmission and closing schools had little impact on the disease. However, public health strategies have also allowed most countries in Europe, Australia, Japan, and China to reopen primary schools.

In the United States, of those COVID-19 cases reported to the CDC, 5% died. However, current estimates suggest that the true case-fatality ratio, if everyone infected was known and received good medical care, is closer to 1%. Many of those people who have died

have some mix of age greater than 65 years, heart and blood vessel disease, diabetes, and chronic lung disease. People with these underlying conditions or advanced age have needed the hospital six times more than others and died twelve times as often.¹ However, hospitalization and deaths are not limited to the elderly and those with known underlying conditions. While disease in those under 19 and especially those under 9 is relatively uncommon, among all cases reported to the CDC through May 30, 2020, ~5% were between 0–19 years old; of those, a little over 5% required hospitalization and 1 in 1000 died. Adolescents do have an increased risk of MultiSystem Inflammatory Disease in Childhood (MIS-C) – a rare presentation of infections associated with heat complications.²

Since the initial surge of cases in New York and New Jersey, the disease has hopped across the United States causing new hotspots of intense transmission; currently in California, Texas, and Arizona. Over 90% of Americans are still susceptible to this infection. So, COVID-19 is likely to continue smoldering in some places and having more dramatic outbreaks in others for some time, possibly years without an effective public health response or vaccine. Containment will not occur until cases drop below a tenth of what they are now across the United States. Unfortunately, COVID-19 is not contained in any of the US states and there is sustained and substantial community transmission at over 50,000 cases per day (> 40 cases per million population/day) across the nation.

COVID-19 is most likely to continue with spikes in case counts, and larger waves are expected across the year. If COVID-19 persists into the Fall, telling the difference between COVID-19 and influenza infections - both of which can have fever, cough, and shortness of breath - will cause challenges for everyone in and out of healthcare. It is possible to have more than one illness at the same time and co-infections with COVID-19 and Influenza have already been documented.³ Healthcare systems are already stressed during influenza season alone. There will be additional strain on the medical community as this necessitates multiple tests to determine the appropriate diagnosis and treatment of patients. All of this will make trying to manage a careful approach to attending school during the influenza season very complicated.

¹ Stokes EK, Zambrano LD, Anderson KN, et al. Coronavirus Disease 2019 Case Surveillance — United States, January 22–May 30, 2020. *MMWR Morb Mortal Wkly Rep* 2020;69:759–765.

² Toubiana J, Poirault C, Corsia A, et al. Kawasaki-like multisystem inflammatory syndrome in children during the covid-19 pandemic in Paris, France: prospective observational study. *BMJ*. 2020;369:m2094.

³ [Konala VM](#), [Adapa S](#), [Gayam V](#), et al. Co-infection with Influenza A and COVID-19. [Eur J Case Rep Intern Med](#). 2020; 7(5): 001656. Published online 2020 Apr 20.

PRIME DIRECTIVES:

1. Nothing protects children, teachers, and staff more, including getting infected within the learning setting, than decreasing community transmission.
2. Designate a staff person to be responsible for responding to COVID-19 concerns. Staff, students, parents, and volunteers should know who this person is and how to contact the designated staff member if they become sick or are around others diagnosed with COVID-19. The designated staff person should also be aware of state or local regulatory agency policies related to school guidelines and will serve as the contact with local health authorities and monitor illness among school faculty, staff, and students.
3. Understand current levels of community transmission. Is it controlled or uncontrolled. If controlled, is there substantial, moderate or low transmission in your community.
4. Schools are encouraged to continue the use and develop strategies for video and other remote education technologies until their elected officials contain the spread of COVID in their communities as being done successfully in Asia, Oceania, and Europe.
5. Develop strategies to reduce the potential for mass exposure of cases occurring in schools that include social distancing of all persons, define groups of students and staff who remain together with limited interaction to others, consider reduction in maximum number of people allowed in a building based on social distancing, implement mask wearing requirements for indoor activities.
6. Establish and maintain communication with local and State authorities to determine current levels of community mitigation. These authorities may frame this as phases of reopening. Please note that these reopening guidelines are often politically determined and may be independent of actual disease risk in the community.
7. Review local and state guidelines for schools. Review your facility plans including the size of the building, all points of entry, and air handling systems to understand how to implement social distancing and maximize air flow.
8. Assess the health status of your staff and children as voluntarily shared or based on basic demographics as the age distribution. Provide protections for staff and children at higher risk for severe illness from COVID-19. Offer options for staff at highest risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk. Offer options for student at higher risk of severe illness that limit their exposure risk (e.g., remote participation in education).
9. Attempt to implement and maintain small cohorts of students and teachers so that a single infection does not lead to closure of the whole school.
10. ALL sick children and adults will stay home.

11. Absenteeism, influenza like illness and other disease reporting health should be enhanced and occur on a frequent basis from schools to public health.
12. All children in grades 3-12 must wear face coverings – with medical caveats – as well as teachers, staff, and volunteers. If tolerated, mask can be used for children 3 years of age and older.

LOGISTICAL BENCHMARKS & PLANNING PRINCIPLES:

We encourage that schools begin no sooner than controlled community transmission, regardless of the political phase.

- A. There should be a minimum of three operating levels:
 - 1: All students in all schools with enhanced safety protocols (Green)
 - 2: Reduced students in schools with emergency safety protocols (Yellow)
This operating level is frequently broken into multiple tiers to accommodated escalation of safety protocols before activation of Red operating level.
 - 3: No students in schools (Red)

- B. Operating levels should be determined by transmission severity status that has been defined and widely adopted. A suggested approach is as follows:
 - 1: All students in all schools (Low community prevalence rate)
 - 2: Reduced students in schools (Moderate to controlled community prevalence rate)
 - 3: No students in schools (High uncontrolled community prevalence rate)

*at this time, all in person education should require social distancing and face coverings until a vaccine is developed and vaccination rate in a school population is above 60% or transmission of Coronavirus has remained at “Low” for two weeks

Uncontrolled Substantial (mitigation)	Controlled Substantial	Moderate	Low (containment)
> 50 cases / per million / per day	26-50 cases / per million / per day	5-25 cases / per million / per day	< 4 cases / per million / per day

- C. Risk assessment and indicators that determine the appropriate operating level should at a minimum be two-fold based on disease in the community and disease in the school:
 - 1: Cases per day from a 7-day rolling average in a defined community (state, region, city, school district)
 - 2: Cases in a defined school population (students and staff).

Transmission in a school population of 2 cases within a week or .5% of the school population should initiate targeted health measures including enhanced de-densification of school environments, increased screening, increased env cleaning classroom and common areas. Transmission in a school population of 2 cases within a week or .5% of the school population (whichever is greater) should initiate discussion with local public health on escalating operational level.

The primary determinate of the operating level is community severity, the secondary determinate that overrides the primary trigger to escalate to a higher level of precaution should occur if transmission level in the school population is greater than that the community.

Close coordination with public health is required to align operating levels with severity community disease transmission and to assess the threshold for when transmission in a school necessitates additional directed health measures or escalating to a higher operating level. Many public health departments have developed categories of pandemic risk for communities that should be utilized and aligned with school operating protocols. Pandemic risk models range from simple case rate categories to complex models that account for a variety of key factors including case rates, health care resources, levels of diagnostic testing and availability of a vaccine. It is important that school district leadership understand the risk categories that will drive changes in school operations and communicate those models to school administrators and families.

PRACTICAL CONSIDERATIONS

Reopening with students with emergency safety protocols – Moderate to controlled substantial community transmission (Yellow).

A maximum capacity for schools should be set based on the ability to socially distance all individuals in a building at all times, schools that typically operate at maximum capacity may consider a target of 50% student population which has been used in multiple countries with success. However, this limit should be locally tested and the gold standard should be the ability to adequately socially distance in a classroom and school environments.

If there are resource constraints to opening elementary, middle, and high schools at the same time, we recommend that priority be given to K-5 since educational losses at an early age are the hardest to recover, these children are least able to effectively utilize remote learning; have the highest proportion of free reduced cost lunch, & likely the most food insecurity; and schools are resource to identify child endangerment.

For high school and middle school, students/families should be provided the option of in person or remote learning for their students. This will likely address the learning needs/preferences of 20-40% of the student population, force schools to develop robust remote or hybrid learning plan and avoid the all or nothing decision matrix that will drive delayed response to increased transmission. It also provides an opportunity for staff/teachers at high risk of developing severe disease to conduct remote learning. Remote learning should also be considered for P-6 students with health constraints to in-person education until there is low level community transmission.

For the remainder of students, the school should use the facility layout, needs/preferences and the 50% capacity threshold to determine if students will be taught in person on a rotating daily, multi-day, or weekly schedule to accommodate the 50% (or other max level) capacity limit. Preference for in person learning should be given to students with barriers to remote learning, need for special educational services that can only be provided in person, and teacher referral.

Other operations items to consider that have been used in other countries successfully are coordination of surveillance information with public health, targeted testing strategies, eliminated or strictly monitoring visitors in buildings, enhanced screening programs for signs and symptoms and strategies for crowd management such as designated entrances/exits, staggered start and end times, unidirectional hallways, and designated mask free zones or elimination of learning activities requiring no mask.

Authors

Drafted: John Lowe-Martin

Reviewed: David Brett- Major, Brandon Grimm, Jocelyn Herstein, Ali S. Khan, James Lawler, Robert Rauner

Date: July 8, 2020



NEBRASKA ACADEMY OF FAMILY PHYSICIANS

*"Promoting, supporting, and serving our
members as they strive to improve the
health of all Nebraskans."*

June 22, 2020

John Spatz, J.D.
Executive Director
Nebraska Association of School Boards
1311 Stockwell Street
Lincoln, NE 68502

Dear John,

The Nebraska Academy of Family Physicians (NAFP) is a membership organization consisting of over 1,300 Family Physician members across the state of Nebraska. On behalf of the Nebraska Academy of Family Physicians (NAFP) we support the plan to re-open schools safely in Nebraska with measures to avoid the unnecessary spread of the Coronavirus.

During this time we strongly support the following methods to safely prevent the spread of Coronavirus:

- 1. Mask wearing-** Use of masks or cloth face coverings in all enclosed settings including schools.
- 2. Social distancing-** A goal of at least 6 feet distancing (about 2 arms' length) from others.
- 3. Hand washing-** Frequent hand washing with soap and water or an alcohol based sanitizer that contains at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.

As always it is important to consult your local health department or hospital/physician group during this time as things are rapidly changing. Thank you for your leadership and your continued concern for the safety of our children and the community at large.

Sincerely,

Steven M. Williams, MD
President of the NAFP

NEBRASKA
CHAPTER of the
American Academy of Pediatrics
Incorporated in Nebraska



**Nebraska Chapter of the
American Academy of Pediatrics**
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School Superintendents & Administration
School Board Members
School Health Professionals
Nebraska Public and Private Schools

July 2, 2020

RE: Guidance for school reopening & use of masks/face coverings

As pediatricians, the health, well-being and safety of Nebraska children are first and foremost in our minds. We applaud the efforts of teachers, educators, school board members and school health professionals during these challenging times.

On behalf of Nebraska's pediatricians and pediatric health care providers, I would like to communicate our support for your efforts to make the health of Nebraska's children and adolescents a priority in your efforts to open our schools safely and avoid the unnecessary spread of the Coronavirus.

We urge deliberate planning now for the physical reopening of schools in the fall. In doing so we must take the full measure of children's health. We urge a balanced, collaborative approach involving educators, public health officials, pediatricians, mental health professionals, and parents.

Research¹ has shown that the use of masks or cloth face coverings, combined with social distancing practices and good hand hygiene, will play an important role in safeguarding the health of children and adolescents as they return to school. We strongly support the use of masks or cloth face coverings by students and staff as a part of a strategy to keep our communities healthy and our schools open.

Please feel free to reach out to us at any time for information or resources as you continue your planning for the coming school year.

Sincerely,

Melissa St. Germain, MD, FAAP
AAP Nebraska Chapter President

¹ Resources on mask usage:

- AAP guidance on school reopening: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Results of mask study in NYC: <https://www.sciencedaily.com/releases/2020/06/200612172200.htm>
- Meta-analysis in the Lancet: [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)31142-9/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)31142-9/fulltext)

COVID-19 RESPONSE

Working with Schools

Below are shared core principles that local health departments (LHDs) in Nebraska consider when making recommendations and advising our local schools about how to safely reopen and stay open during the COVID-19 pandemic.

- **LHDs statewide are monitoring and evaluating public health data related to COVID-19 in our local jurisdictions daily.**
- **LHDs want Nebraska schools to open and stay open.** We recognize the unique nature of schools and the education system's role in the economic and mental wellbeing of children and adults.
- **LHDs work closely with our local schools and ESUs to develop reasonable plans for social distancing and masking in school facilities to reduce the spread of COVID-19.** These plans need to be locally-responsive and aim to create school environments that will minimize the impact on the school community and the student learning experience when students or staff test positive for COVID-19. **Key recommendations that these plans will include** when community spread is occurring include:
 - All staff and students wear cloth face coverings over their nose and mouth whenever possible.
 - General physical distancing of 6 feet between individuals whenever possible.
 - Frequent hand washing and/or hand sanitizing.
- **When a positive COVID-19 case is confirmed in a school, that individual will be excluded and allowed to return based upon current guidance from CDC at the time. LHDs will work with schools to consider the following questions when determining how that case will impact others in their classroom and/or school building.**
 - What is the level of community spread outside the school building?
 - Was the individual with COVID-19 wearing a mask most of the time?
 - Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 15 minutes masked?
 - Was the individual with COVID-19 part of a cohort within the building or did they interact with a large number of students and staff throughout their day?
 - To what extent is the school community implementing other non-pharmaceutical interventions (hand washing, hand sanitizers, etc.)?
- The answers to these questions will determine 1) the number of close contacts, 2) if the close contacts who are not symptomatic may stay in the classroom, and 3) the number of other students and staff who will need to be quarantined.



GUIDANCE FOR REOPENING OF SCHOOLS:

American Academy of Pediatrics: [COVID-19 Planning Considerations: Guidance for School Re-entry](#)

Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

MASK/FACE COVERING RELATED RESOURCES:

CDC advice on masking: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

American Academy of Pediatrics - HealthChildren.org advice on masking related to children and adolescents: <https://healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>

Video for children on how and why to wear facemask (created by Melissa St. Germain, MD, board certified pediatrician and president of the Nebraska Chapter of the American Academy of Pediatrics): <https://www.youtube.com/watch?v=Srig59LN6ik>

3 common mask myths debunked (UNMC/Nebraska Medical Center) <https://www.nebraskamed.com/COVID/3-common-mask-myths-debunked-by-an-infectious-diseases-expert>

Myth 1: Masks are harmful to your health (False)

The facts: There are many concerns that wearing masks may be harmful to your health, but this is not based in fact. The masks we recommend are basic procedure or fabric masks. These masks are not tight fitting and allow airflow, while still protecting others from respiratory droplets. **Just as oxygen can get in, carbon dioxide can get out. So accumulation of carbon dioxide is not a direct concern.** Although these masks are new to most in our community, they are common in the health care setting. Because of this, we have years of experience with them, and are certain they are safe to wear.

Myth 2: Masks only help if someone has symptoms (False)

The facts: Coughing and sneezing do create very high-risk situations, but talking, yelling, exercising and singing can also spread infected respiratory droplets. Any time inhaling and exhaling occur, there is potential to spread the virus. Because of this, we continue to encourage people to wear masks.

Masks help us prevent infection in several ways:

- You may have COVID-19 without knowing. We know it's possible for people to carry the virus without having symptoms. By wearing a mask, you can prevent accidental spread
- Wearing a mask also helps protect you by preventing infection. If someone else is not masked and spreads infected droplets into the air, the mask serves as a barrier that limits the likelihood that you will breathe in those droplets and become infected
- Touching your face with unwashed hands (or even gloves), could get the live virus in your eyes, mouth or nose. Depending on the amount of virus on your hands, this can cause infection. Masks provide a barrier to at least the mouth and nose

Myth 3: Masks cause self-contamination (True and false)

The facts: In truth, this is a both myth and fact. Here's why: Masks can become contaminated on the outside surface, from the droplets mentioned above. If you do not handle your mask safely, and use great hand hygiene before and after touching it, you could contaminate yourself by getting virus off the mask, onto your hands, and into your eyes, nose or mouth. This is why washing cloth masks or replacing disposable masks is so important. **However, the idea that wearing a mask after you've been exposed to COVID-19 will increase your level of infection, is a myth.** There is no evidence to support this self-contamination claim.

5 Questions: Stanford scientists on COVID-19 mask guidelines (6/19/2020)

<http://med.stanford.edu/news/all-news/2020/06/stanford-scientists-contribute-to-who-mask-guidelines.html>

Larry Chu, MD, a professor of anesthesia and director of the AIM Laboratory &

Amy Price, PhD, a senior research scientist at Stanford's Anesthesia Informatics and Media Laboratory

1. How do cloth face coverings prevent the spread of COVID-19?

Chu: In order to answer this, it's first important to understand the concept of source control. We've learned that as many as 40% of people infected with the virus that causes COVID-19 may have no symptoms. But when they talk, cough or sneeze, they can still spread the virus to others in the form of respiratory droplets expelled into the air. Those droplets evaporate into fine particles that may linger. **The mask traps these larger droplets before they can evaporate.** So, wearing a mask regularly can prevent spreading at the source even when we don't know we are sick. But masks are just one important way to prevent this disease from spreading. Washing your hands regularly and thoroughly and keeping at least 6 feet apart from one another are still vitally important.

Price: Many people argue that cloth masks can't be effective because they can't filter out viral particles, which are extremely tiny. But, as Larry explained, most of these particles leave the mouth and nose in much larger droplets that become smaller through evaporation as they move away from the body. **Trapping droplets with the mask means not nearly as many viral particles escape.** So, when all parties in a gathering are wearing well-constructed, well-fitting masks, it provides an extra layer of safety for everyone. If two people are wearing masks, the viral particles can travel about 5 feet away from each individual. When an infected person is not wearing a mask, those particles can float through the air 30 feet or more and stay alive for up to 30 hours.

2. How do you respond to people who feel that wearing a mask can be harmful?

Price: I've heard so many misconceptions about cloth masks. **Some people think that if you wear a mask for long periods of time you will trap and breathe in excess amounts of carbon**

dioxide, which could lead to brain damage. That's just not true. A properly constructed mask provides more than enough ventilation. In fact, one way to test if your mask is well made is to try to blow out a candle through the mask from about 1 foot away. If you can't do so, your mask might be too tightly woven. **Other people feel that wearing a mask encourages people to touch their face and to loosen their adherence to other safety precautions like social distancing and hand washing. We've found the opposite. Wearing a mask reminds people to continue to be cautious. With a mask on, you actually touch your face less.** People who experience skin irritation should ensure their mask has a layer of wicking fabric, like cotton, against the face, and everyone should change the mask if it becomes wet or dirty. **Finally, it is been suggested that mask-wearing may increase the concentration of viral particles around an infected person's mouth and could increase the severity of the illness. While it is true that some studies of health care workers have suggested that the viral dose is an important determinant of infection, it's different for someone who is already infected. If you are sick, you already have the virus in your lungs; it is not going to get any worse.**

CDC:

- **Covid Resources:** <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- **use of cloth face covering information:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- **Consideration for schools:** <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- **Evidence for Effectiveness of Cloth Face Coverings:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows **cloth face coverings reduce the spray of droplets when worn over the nose and mouth.** COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of cloth face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.

World Health Organization (WHO)

- **when and how to use masks:** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- **Myth Busters section:** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

Questions or need additional resources?

Email Nebraska Chapter AAP at director@nebraska-aap.org



**Lexington Community Facilities Agency, Lexington Public Schools
and Lexington Recreation Management Company, LLC
Operations Plan Agreement**

This Agreement ("Agreement") is made and entered into by and between the Lexington Community Facilities ("Agency"), Dawson County School District No. 24-0001, commonly known as Lexington Public Schools ("School District"), and Lexington Recreation Management Company, LLC, a Nebraska limited liability company ("Manager").

Recitals:

WHEREAS, the School District and City of Lexington, Nebraska ("City") created a separate joint entity called the Agency through the approval of the Interlocal Cooperation Act Agreement creating the Lexington Community Facilities Agency ("Agency Agreement") on April 25, 1995;

WHEREAS, the Agency, School District, and City entered into a Construction Management and Lease Agreement for the Lexington Middle School Facility (hereinafter "Facility") located at 1100 N. Washington Street, Lexington, NE on February 14, 2012 (amended February 26, 2013), and said Construction, Management, and Lease Agreement provides for a separate written agreement between the Agency, School District, and a third party for the management, use, maintenance, repair, insurance, and utilities of the Facility;

WHEREAS, the Agency, School District, and Manager entered into a Management and Joint Use Agreement ("Management and Joint Use Agreement") for the Facility on February 12, 2013, and said Management and Joint Use agreement provides for the adoption of plan for operation of the Facility and budget for the maintenance, repair, insurance, services, utilities, grounds upkeep, snow removal, and all other expenses required for the operation of the Facility prior to July 1 of each year.

WHEREAS, the Management and Joint Use Agreement contemplated Manager contracting with a 3rd Party Agent to manage the Recreation Facility and Manager having contracted with The Young Men's Christian Association of the Prairie, Inc. ("YMCA") to manage the Recreation Facility.

WHEREAS, Neb. Rev. Stat. §79-748 encourages schools to develop public-private partnerships and the parties desire to construct, provide, maintain, and operate shared facilities;

WHEREAS, the parties believe it is in the best interest of the community as a whole to jointly use these facilities;

NOW, THEREFORE, for good and valuable consideration, the parties hereto agree as follows:

1. **Ratification.** The Parties hereto acknowledge each of the foregoing recitations and adopt the same as material parts of this Agreement.
2. **Term.** This Agreement shall be for the period commencing August 1, 2020 through July 31, 2021.
3. **Purpose.** The Parties enter into this Agreement to adopt a budget for Operating Fees as required by the Management and Joint Use Agreement and to maintain and operate the Facility.
4. **Administration.** This agreement shall be administered by members of the Agency, School District, and the Manager as provided in the Management and Joint Use Agreement.
5. **School District's Duties and Manager's Duties.** As authorized or required by the Management and Joint Use Agreement, the School District and Manager shall perform the duties as listed in **Exhibit A**.
6. **Operations Fee.** In consideration of the performance by the School District of its obligations under this Agreement and as described in Exhibit A, the Manager shall pay the School District a Facilities Operations Fee in accordance with the Fee Schedule attached hereto as **Exhibit B**.

Monthly payments shall be due on or before the 15th of each month. Payments not received by the 25th of each month shall be considered late and shall accrue simple interest at the rate of 12% per annum, and shall continue until paid by the Manager. Interest may be waived by written approval of the School District.

- 7. Emergency Expenditures.** An emergency is an unforeseen combination of circumstances or the resulting state that requires immediate action to protect or preserve the Facility, Facility personnel, or public health and safety. The School District shall take such actions as it reasonably believes are necessary in an emergency. If, in the reasonable judgment of the School District, the emergency requires the School District to incur costs prior to obtaining written approval from the Manager, the School District shall notify the Manager of the emergency as promptly as practicable with due regard to the emergency.
- 8. Availability of Information.** The Parties shall make available to each other, for inspection and copying during business hours, all books, records, plans and other information relating to any calculation or determination to be made under this Agreement.
- 9. Termination.**
 - A.** In the event of the occurrence of any of the following, this Agreement shall terminate and the Agency, School District, and Manager shall immediately without notice of other action by it, be entitled to any remedies provided by law:
 - i.** The filing of a petition by or against the Manager for adjudication of the of the Manager as bankrupt under the federal Bankruptcy Act as now or hereafter amended or supplemented, or for the reorganization of the Manager within the meaning of Chapter Xi or the Bankruptcy Act or the filing of any petition by or against the Manager under any future Bankruptcy Act for the same or similar relief;
 - ii.** The dissolution or liquidation of the Manager, or for the appointing of a receiver or trustee of a substantial portion of the property of the Manager, whether instituted by or against the Manager;
 - iii.** The taking of possession of the property of the Manager by any governmental officer or agency pursuant to statutory authority for the dissolution or liquidation of the Manager; or
 - iv.** The making by the Manager of an assignment for the benefit of its creditors.
 - B.** This Agreement shall continue in effect as provided herein until the occurrence of one or more of the following events:
 - i.** The agreement is terminated if the terms and conditions become illegal or null and void by act of the Legislature of the State of Nebraska or final decision of a court of competent jurisdiction.
 - ii.** The Agreement is terminated by any party upon a material breach of another party's duties and obligations set forth in this Agreement, and after written notice of such breach and failure to cure said material breach within three (3) months of such notice.
 - C.** Upon termination of the Agreement for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the total payment specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual budget period in which termination occurs. Any portion of the payment made, but not earned, prior to the date of termination of the Agreement shall be refunded by the School District.

10. Indemnification.

- A. The Manager agrees to indemnify and hold the Agency and School District harmless against any and all claims, actions, damages, liability, and expenses in connection with injury or loss of life to person or damage to property arising out of the use, occupancy or operation of Facility, provided however, the Manager shall not indemnify or hold the Agency or School District harmless for any matter arising out of the negligence of the Agency or School District.
- B. The School District agrees to indemnify and hold the Agency and Manager harmless against any and all claims, actions, damages, liability and expenses in connection with injury or loss of life to person or damage to property arising out of the use, occupancy, or operation of the Facility; provided however, the School District shall not indemnify or hold the Agency of Manager harmless for any matter arising out of the negligence of the Agency or Manager.
- C. The Agency agrees to indemnify and hold the School District and Manager harmless against any and all claims, actions, damages, liability and expenses in connection with injury or loss of life to person or damage to property arising out of the use, occupancy, or operation of the Facility; provided however, the Agency shall not indemnify or hold the School District or Manager harmless for any matter arising out of the negligence of the School District or Manager.

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

12. Employment Eligibility Verification. The parties shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If a party employs or contracts with any subcontractor in connection with this Agreement, the party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

13. No Third-Party Rights. This Agreement shall not provide third parties with any remedy, claim, liability, reimbursement, cause of action or other right or privilege.

14. Assignment. No party shall sell, assign, or otherwise transfer any rights in the Agreement without the express written consent of all other parties, except Manager has contracted with a 3rd Party Agent, namely the YMCA, to manage the Recreation Facility and by reason thereof the Facilities Operation Fees shall be paid by the YMCA to the School District. However, such contractual relationship between Manager and YMCA shall not relieve Manager of its obligations set forth in this Agreement.

15. Notices. Notices required under this Agreement shall be sufficient if in writing and if personally delivered or sent by certified mail at the addresses listed below:

MANAGER: Lexington Recreation Management Company, LLC
P.O. Box 1050
Lexington, NE 68850

SCHOOL DISTRICT: Lexington Public Schools
Attn: Superintendent
300 S. Washington Street
P.O. Box 890
Lexington, NE 68850

AGENCY: Lexington Community Facilities Agency
Attn: Chairperson
300 S. Washington Street
P.O. Box 890
Lexington, NE 68850

- 16. Severability.** In the event any provision of this Agreement is determined to be invalid or unenforceable for any reason, such determination shall not affect the remainder of this Agreement.
- 17. Applicable Law.** This Agreement shall be governed by the laws of the State of Nebraska.
- 18. Exhibits.** The provisions of the following exhibits attached hereto are incorporated by reference herein:
Exhibit A: School District's Duties and Manager's Duties
Exhibit B: Fee Schedule
- 19. Amendments.** Any amendments to this Agreement must be written and approved by all parties.
- 20. Entirety.** This Agreement constitutes the entire Agreement between the parties, and any other agreements between the parties, unless reduced to writing and executed by the parties, shall be null and void.
- 21. Binder.** This Agreement shall be binding upon the successors and legal representatives of the parties hereto.

[SIGNATURE PAGES TO FOLLOW]

Executed and delivered this _____ day of _____, 2020

“MANAGER”

LEXINGTON RECREATION MANAGEMENT COMPANY, LLC

A Nebraska limited liability company

By: _____

Title: Manager

“SCHOOL DISTRICT”

**DAWSON COUNTY SCHOOL DISTRICT NO. 24-0001, commonly known
as LEXINGTON PUBLIC SCHOOLS**

By: _____

Title: President, Board of Education

“AGENCY”

LEXINGTON COMMUNITY FACILITIES AGENCY

By: _____

Title: Chairperson, Agency Board

Exhibit A
School District's Duties and Manager's Duties

School District Duties. The School District shall provide or shall be responsible for contracting for the following goods or services as related to the Facility. Manager shall reimburse School District for allocated portion of these services as determined in **Exhibit B: Budget.**

- Utilities including gas, electrical, water, sewer, sanitation, and waste removal
- Property Insurance
- General cleaning of the indoor Facility
- Outdoor grounds upkeep including snow removal on parking lots and sidewalks, trash pick-up, landscaping, mowing and watering of greenspace and vegetation
- General Information Technology service
- Facility scheduling software and supplies
- General maintenance including plumbing, electrical, heating and air, and other routine upkeep and maintenance
- Major maintenance items including floor refinishing, flooring replacement, HVAC replacement, roof replacement and other major equipment replacement
- Security system and surveillance
- Consumables including toilet paper, paper towels, facial tissue, trash bags, hand soap and other general cleaning supplies
- Fire and sprinkler inspection

Manager's Duties. The Manager shall provide or shall be responsible for contracting for the following goods or services as related to the Facility:

- Liability and Worker's Compensation Insurance
- Elevator Service and Inspection
- Internet and phone service
- Fitness Equipment
- Fitness Equipment maintenance and repair
- Rug and rag cleaning and delivery service
- Specialized cleaning requests not part of the general cleaning schedule
- Specialized outdoor grounds requests not part of the general outdoor grounds plan
- Specialized information technology services
- Office supplies including copy and print services
- Improvements and alterations to the Facility specific to the Manager

Exhibit B: Fee Schedule				
Utilities	31,410	sq. ft. @	\$1.35	/sq. ft. \$42,404
Property Insurance	4,700,000	\$	\$0.0012	/\$ value \$5,478
Cleaning	31,410	sq. ft. @	\$1.40630	/sq. ft. \$44,172
Technology Service	0	hours	\$25.00	/hour \$0
Maintenance Calls	40	hours	\$30.00	/hour \$1,200
Rug Service	0	months	\$0.00	/month \$0
Floor Refinishing	1	annual	\$1,800.00	/occurrence \$1,800
Consumable Orders	12	months	\$225.00	/month \$2,700
Fire Sprinkler Inspection	1	annual	\$340.00	/year \$340
Snow Removal	6	annual	\$100.00	/occurrence \$600
Green Space Maintenance	1	annual	\$0.00	/year \$0
Flooring Depreciation	1	annual	(31,420*\$3.50)/20 year life \$5,497	
Roofing Depreciation	1	annual	(31,420*\$5.50)/20 year life \$8,638	
HVAC Depreciation	1	annual	(\$200,000*38%)/20 year life \$3,800	
Tools/Major Equipment Depreciation	31,410	sq. ft. @	\$0.075	/sq. ft. \$2,356
				Annual Fee \$118,985
			Year 6	Monthly Payment \$9,915

Fee Schedule History

Year 1**	2014-2015	\$116,134
Year 2	2015-2016	\$119,601
Year 3	2016-2017	\$120,371
Year 4	2017-2018	\$122,237
Year 5	2018-2019	\$118,830
Year 6	2019-2020	\$118,970

*Year 1 Fee was prorated for mid-October opening, actual fee \$88,317.81

From: gkulhanek@gmail.com
 Subject: GRASSHOPPER QUOTE
 Date: June 16, 2020 at 3:47 PM
 To: steve.schaffner@lexschools.org



Hi Steve,
 Sorry for the delay, but finally got it done. The new unit has had a price increase, but we saw that last year across all product lines.
 Give me a shout if you have any questions and thanks for the opportunity to bid this for you.

Gary Kulhanek
 309-293-3012

Q U O T A T I O N

PAGE 1

BUFFALO OUTDOOR POWER LLC
 2010 B AVENUE
 KEARNEY, NE 68847
 Phone #: (308)237-0335
 Fax #: (308)234-5891

PHONE #: _____
 CELL #: _____
 ALT. #: _____
 P.O. #: _____
 TERMS: Net 10th EOM
 SALES TYPE: Quote

DATE: 6/10/2020
 ORDER #: 85413
 CUSTOMER #: 11120
 CP: Gary K
 LOCATION: 1
 STATUS: Active

BILL TO 11120

LEXINGTON PUBLIC SCHOOLS
 300 SOUTH WASHINGTON
 LEXINGTON, NE 68850 US

SHIP TO

LEXINGTON PUBLIC SCHOOLS
 300 SOUTH WASHINGTON
 LEXINGTON, NE 68850 US

LN	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
JH	532151	729T 3 CYL GAS KUBOTA POWER UNIT	1	\$13,660.00	\$13,660.00	\$13,660.00
JH	532806	61" SIDE DISCHARGE DECK	1	\$3,345.00	\$3,345.00	\$3,345.00
JH	503214	HOPPER ASSY W/OUT MT - MOD 25	1	\$1,735.00	\$1,735.00	\$1,735.00
JH	503583	MOUNT KIT - MOD 25	1	\$285.00	\$285.00	\$285.00
JH	503136	VAC ASSEMBLY - 3G1	1	\$950.00	\$950.00	\$950.00
JH	533517	DR TIRE-TRF IN LIEU LP 10 WHL	1	\$0.00	\$0.00	\$0.00
***	DISC	BID DISCOUNT GOVERNMENT BID	-1	\$2,996.00	\$2,996.00	(\$2,996.00)
USED USED PURCHASED		USED GRASSHOPPER 729 W/61" DECK, 25BU HOPPER	-1	\$6,000.00	\$6,000.00	(\$6,000.00)

SUBTOTAL: \$10,979.00
 TAX: \$0.00
ORDER TOTAL: \$10,979.00



Client Order

Q-49629

6531 Irvine Center Drive Suite 100
Irvine, California 92618
(949) 656-3133
<https://www.illuminateeducation.com/>

Prepared Date: 6/30/2020
Valid Through: 7/30/2020

Customer: Lexington Public Schools (Ne)
Address: 300 S Washington St
Lexington, Nebraska 68850

Prepared By: Adam Palmese

Contact: Julie Myers
Phone: (308) 324-1206

Start Date: 6/1/2020
End Date: 6/30/2023
Quote Term: 37

Implementation Phase

Dates: 6/1/2020 - 6/30/2020

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
3,000	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$0.00	\$0.00
1	eduCLIMBER Cohort Package		\$0.00	\$2,500.00
1	»» Product Implementation	Product implementation, setup and configuration support.	\$2500.00	\$2,500.00
4	»» Knowledge Base, eduCLIMBER	Self paced Interactive e-learning	\$0.00	\$0.00
3,000	Data Integration, eduCLIMBER	Data support for initial setup	\$0.00	\$0.00
3,000	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$0.00	\$0.00
1	Achievement Dashboard Cohort Package		\$0.00	\$0.00
1	»» Product Implementation	Product implementation, setup and configuration support.	\$0.00	\$0.00
4	»» Knowledge Base, Achievement Dashboard	Self paced Interactive e-learning	\$0.00	\$0.00
3,000	Data Integration, Achievement Dashboard	Data support for initial setup	\$0.00	\$0.00
5	Learning Community, eduCLIMBER	One-year unlimited access to eduCLIMBER content, resources, and usage reporting within Illuminate Education's Learning Management System.	\$0.00	\$0.00
5	Learning Community, Achievement Dashboard	One-year unlimited access to Achievement Dashboard content, resources, and usage reporting within Illuminate Education's Learning Management System.	\$0.00	\$0.00
1	Train-the-Trainer, eduCLIMBER	Comprehensive eduCLIMBER training for capacity building. Includes: 2-days of onsite training (consecutive, up to 6 hours/day); One half-day virtual workshop, 1-year access to the Learning Community; Internal training materials. Up to 20 participants	\$6000.00	\$6,000.00
			Implementation Phase Subtotal:	\$8,500.00
			Implementation Phase Grand Total:	\$8,500.00

Year 1

Dates: 7/1/2020 - 6/30/2021

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
3,000	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$4.00	\$12,000.00

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
3,000	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$1.00	\$3,000.00
			Year 1 Subtotal:	\$15,000.00
			Year 1 Grand Total:	\$15,000.00

Year 2

Dates: 7/1/2021 - 6/30/2022

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
3,000	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$4.00	\$12,000.00
3,000	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$1.00	\$3,000.00
			Year 2 Subtotal:	\$15,000.00
			Year 2 Grand Total:	\$15,000.00

Year 3

Dates: 7/1/2022 - 6/30/2023

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
3,000	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$4.00	\$12,000.00
3,000	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$1.00	\$3,000.00
			Year 3 Subtotal:	\$15,000.00
			Year 3 Grand Total:	\$15,000.00

On-Going Illuminate subscription license and/or support fees are invoiced at then current rates & enrollment per terms of the Master Subscription Licenses & Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases (i.e., as your student count increases or decreases, the quantity will be adjusted in accordance with the terms of the Agreement).

Any applicable state sales tax that has been added to this Client Order is an estimated amount for Client's convenience that is subject to verification and modification based on current state required tax at the time of invoicing. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that Illuminate receives your purchase order or signed Client Order.

In the event that this Client Order includes promotional pricing, said promotional pricing is only valid for the select term(s), product(s), and/or service(s) as shown in this Client Order. The promotional pricing may also be limited in availability to you through the date on this Client Order that is shown as the "Valid Through" period.

All invoices shall be paid within thirty (30) days of the date of invoice.

All purchase orders must contain the exact Client Order number stated within.

To accept and finalize this Client Order, please remit a purchase order to:

Orders@IlluminateEd.net
 or
 6531 Irvine Center Drive #100
 Irvine, CA 92618

LEXINGTON HIGH SCHOOL BOYS' AND GIRLS' BOWLING PROGRAM PROPOSAL

Background

- a. The NSAA membership schools voted to sanction Bowling as an NSAA sanctioned Sport/Activity. In Lexington, approximately 20 high school aged students participate in League Bowling. In addition, over 30 participants were involved in Lexington High School's Unified Bowling program. Bowling is a sport that promotes teamwork, sportsmanship, and is a lifetime physical activity. Bowling connects generations because it can be played from the age of three years old to 100 years old. We are fortunate to have a well supported bowling facility here in Lexington.

Proposal

- a. The proposal is to add boys' and girls' bowling at Lexington High School for the 2020-21 school year and beyond. The program would be offered in the Winter Sports Season. Creating this opportunity allows for more options of choice for high school students. The new program will focus on the athletic and technical development along with the rules associated with the sport of bowling.
- b. The addition of this sport will emphasize the priority of academics coming first. The student-athletes will miss minimal school time. Practices will be conducted after school, in conjunction with Strike and Spare Bowling Center. Many competitions will be held on Saturdays, with a few dual or triangular competitions will be held on weekday nights.

Staffing Needs

- a. Depending on numbers, we would likely request two head coaches to oversee all aspects of the program.
 - i. Two coaches will help ensure quality instruction will be received by the student-athletes and the staff will have the opportunity to better serve and influence the participants of the program.
- b. The bowling coaches will report to the Lexington Public Schools Director of Athletics, and be accountable to all Activity Program and School policies and procedures.

Timeline of Bowling Program

- a. The bowling season would start on the Monday of NSAA Week 20 (Nov. 16th, 2020).
- b. The Championships would be held on the weekend of NSAA Week 32 (Feb. 12/13, 2021)
- c. Contests would be limited... TBA in NSAA bowling manual to be released in July

Location of Bowling Practices

- a. We will need to work out an agreement with Brad Larsen and Strike and Spare Bowling Center.

Transportation of Student-Athletes

- a. None needed for practices.
- b. We would need transportation to away meets/contests. Right now, it's looking like we would need vans, as opposed to buses, as each team would be limited to 5 participants.

Anticipated Expenses

- a. Coaching Stipends (Placement?) Suggested: Category 2 for Head, Category 4 Assistant
- b. Transportation – Hopefully won't need to pay drivers.... Use of vans rather than busses
- c. Equipment – LHS may need to buy 1-2 bowling balls. I anticipate being able to use "house balls" for practice and/or competitions. Most serious participants will have their own ball.
- d. Uniforms – Polo shirts.... Estimated Cost = Approx. \$1,000.

Conclusion

- a. Providing boys' and girls' bowling at Lexington High School enhances a wide range of opportunities for students to have access to another positive after school program. The program will be dedicated to the growth of a lifetime recreational activity. Teamwork, sportsmanship, self-confidence and personal growth will serve as the pillars to create a long-lasting program that will benefit the youth in the community of Lexington.

Lexington Middle School Soccer Program Proposal 2020-21

Rationale:

- Studies show that participation in extra-curricular activities increases academic success throughout a student's career. As enrollment continues to increase, having more extracurricular options will increase student involvement.
- Currently there is only one spring sport option for middle school students. There are over 200 kids out for track.... That in itself brings some problems and frustrations.
- To help prepare middle school students to compete at the high school level. Right now, there are many kiddos who are participating in area youth soccer leagues, but those aren't tied in directly to our school. Having a MS program would be a natural feeder into our HS programs.
- The game of soccer is very popular in our community and school. There are students who don't participate in a spring sport because they don't like track. Offering soccer would potentially increase involvement, and give more students the chance to participate in a school activity.
- Teach the game of soccer to more students at an earlier age.
- Focus on the fundamentals of soccer to develop skills earlier.
- Help develop life skills.

Basic Proposal:

- Develop a 6 to 8 week program to coincide with the high school soccer season. This will run from the beginning of March through mid-May, providing soccer to middle school aged students.
- Potential opponents: Grand Island has 3 different teams.... Kearney is on the verge of creating teams.... North Platte has "had conversations" regarding adding it. Scottsbluff & Gering are considering it as well. My belief is within 3-5 years, most Class A and B Middle Schools will offer soccer as a spring sport.
- Hire a total of 4 coaches; two for each gender. Formation of teams would be based on number of participants.... 1 boys team, 1 girls team.... Or 7th grade boys, and 8th grade boys, etc. etc.

Needs:

- Coaching staff: I don't believe it would be a challenge to find very good, qualified coaches.
- Basic equipment: Balls, Goals and training equip. like cones scrimmage vests, etc.
- Games: I can get 3 guaranteed games for next spring.... All would be road games... which is OK as we could use a year to figure out the "lay of the land" regarding field size, dimensions, etc.
- Uniforms: We could look into High School "hand me downs", or just get very basic Dri-fit T shirts.... Kids provide their own shorts, shin pads, etc.
- Eventually (when we host games) we will need to find some referees... I don't think it will be a problem due to the many refs who work youth league games in and around Lex.

Expenses:

Coaching salaries: Coaches would be hired and paid at the appropriate rates according to the current negotiated agreement:

Head Boys Coach – Category 4, Level 1, Step 1 = \$1,819

Assistant Boys Coach -- Category 5, Level 1, Step 1 = \$1,455

Head Girls Coach – Category 4, Level 1, Step 1 = \$1,819

Assistant Girls Coach – Category 5, Level 1, Step 1 = \$1,455

Salary total: \$6548

Equipment:

Basic equipment (Balls, cones, scrimmage vests, goalkeeper gloves etc): \$1000.00-\$1500.00

Player jerseys (home and away jerseys for all participants): \$3000.00 – 4000.00

Operating costs:

Travel - Year 1 – 3 away games. Cost of gas and paying bus driver for 8 hours...

Referees: Future Cost for when we have home games.... \$50 per game per official (3)

Total Expenses Approximately: \$10,000-15,000 for getting off the ground.... \$2000 yearly expense after After that, not counting coaches salaries.....(travel, equipment, refs, etc.) Similar to other MS programs. Less than FB, equal to BB, WR, and XC, and TR.

Option 2:

- 6 week intramural program running roughly the same time
- Have both boys and girls programs, combining 7th and 8th grades.
- The hiring of two middle school coaches/coordinators. (One boys, One girls)
- Requirements for eligibility would mirror those used for interscholastic competition.
- Initially the program would be intramural in nature. In essence, buying us time until other Middle Schools start up their programs as well.
- The season would start with 1 or 2 weeks of training, games would start in week 2 or 3. Practices would be held Monday-Thursday and games would be played on Friday evenings or Saturday mornings starting in week 2 or 3.
- Games would be 7v7 (6v6 + Goalkeepers).
- Intramural setting would allow adjustment to numbers.

Jake Saulsbury
Recreation Manager
City of Lexington
Parks & Recreation Department
May 1, 2020

LEXINGTON MIDDLE SCHOOL BOYS' AND GIRLS' TENNIS PROGRAM PROPOSAL

Background

- a. The sport of tennis is growing rapidly in the community of Lexington. 75 student-athletes participated in Varsity and Junior Varsity Tennis in 2019-20 at Lexington High School. In addition, over 70 participants were involved in the City of Lexington Youth Tennis Program offered in 2019-20. It is a sport that promotes integrity, sportsmanship, and is a lifetime physical activity. Tennis connects generations because it can be played from the age of three years old to 100 years old. Over 50 community members currently participate in various leagues in the City of Lexington. Tennis is often free or a low-cost activity and facilities are accessible throughout the community.

Proposal

- a. The proposal is to add boys' and girls' tennis at Lexington Middle School for 7th and 8th grade students. The program would be offered simultaneously for both grades and both genders. Creating this opportunity allows for more options of choice for middle school students. The new program will focus on the athletic and technical development along with the rules associated with the sport of tennis.
- b. The addition of this sport will emphasize the priority of academics coming first. The student-athletes will not miss any school time. All required program activities will occur after school. Providing competition for the participants will not be a priority initially until other schools begin to follow suit and add middle school programs. Competition requirements will be reassessed annually.

Staffing Needs

- a. Since the program will reach two grades and both grades simultaneously, the request would be to provide two head coaches to oversee all aspects of the program.
 - i. Two coaches will help ensure quality instruction will be received by the student-athletes and the staff will have the opportunity to better serve and influence the participants of the program.
- b. The tennis coaches will report to the Lexington Public Schools Director of Athletics and Middle School Principal.

Timeline of Tennis Program

- a. The tennis program would run the Monday following the Boys' State Tennis Tournament and conclude after six weeks of running the program.
- b. Practices will be conducted Monday – Thursday from 3:45 – 5:00 pm.
 - i. This timeline works best for a partnership with the City of Lexington when utilizing their outdoor and indoor tennis facilities
 - ii. This timeline will only create an overlap with Boys' Wrestling and Girls' Basketball, yet help diversify and help with spreading out participant numbers for those programs.

Location of Tennis Practices

- a. Tennis Practices will occur outdoors during warmer weather days at Plum Creek Park Tennis Courts.
- b. In the event of inclement weather or lower temperatures, tennis practices will take place at the Lexington Fieldhouse on their four indoor tennis courts.

Transportation of Student-Athletes

- a. Student-athletes participating in Middle School Tennis will need to be bussed to the tennis courts for practice each day.
- b. Following practice, the student-athletes can be picked up by a parent or guardian from the tennis courts, or in some cases walk home if approval has been granted by the parent or guardian.

Anticipated Expenses

- a. Coaching Stipends
- b. Bus Transportation
- c. Equipment will be shared by Lexington High School and the City of Lexington, no additional expenses of equipment will be required
- d. No uniforms will be required

Conclusion

- a. Providing boys' and girls' tennis at Lexington Middle School enhances a wide range of opportunities for students to have access to another positive after school program. The program will be dedicated to the growth of a lifetime recreational activity. Integrity, sportsmanship, self-confidence and personal growth will serve as the pillars to create a long-lasting program that will benefit the youth in the community of Lexington.

QUOTE CONFIRMATION



DEAR KRISTI JERGENSEN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LLSW785	6/10/2020	GUMDROP CASES	1408447	\$27,538.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Gumdrop FoamTech - back cover for tablet Mfg. Part#: 02A002 Contract: Nebraska ESU Cooperative Purchasing (018-A)	1400	5777535	\$19.67	\$27,538.00

PURCHASER BILLING INFO		SUBTOTAL	\$27,538.00
Billing Address: LEXINGTON PUBLIC SCHOOLS ACCTS PAYABLE PO BOX 890 LEXINGTON, NE 68850-0890 Phone: (308) 324-4681 Payment Terms: NET 30 Days		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$27,538.00
	DELIVER TO		
Shipping Address: LEXINGTON PUBLIC SCHOOLS KRISTI JERGENSEN PO BOX 890 LEXINGTON, NE 68850-0890 Phone: (308) 324-4681 Shipping Method: DROP SHIP-GROUND	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Christina Schreck

(877) 695-5824

chrschr@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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SERVICE AGREEMENT WITH OT SERVICES, LLC
2020-2021 School Year

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

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

- 1. Scope of the Contract.** The Contractor shall provide to the District the goods and/or services identified in **Exhibit A** which is attached and incorporated herein by this reference. The Contractor affirms that throughout the term of this contract he or she will hold a valid and appropriate certification, licensure, or authorization from any required entity to provide the services in the State of Nebraska, which certification, licensure, or other documentation shall be provided to the School District prior to the provision of any services under this Agreement.
- 2. Payment Terms/Payment Schedule.** The District shall pay for services rendered and for accepted goods on the terms and payment schedule as set forth in **Exhibit B** which is attached hereto and incorporated herein by this reference.
- 3. Term.** The Term of this agreement is defined in Exhibit A.
- 4. Duty to Report.** The Contractor shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:
 - A. Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
 - B. Any arrest for any reason;
 - C. Any criminal conviction;
 - D. Any sentence of incarceration;
 - E. Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
 - F. Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
 - G. Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

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

- 5. Governing Law; Designation of Forum.** This Agreement is governed by

and construed in accordance with the laws of the State of Nebraska. Any action to enforce this Agreement must be brought in the state or federal courts of the State of Nebraska. Mandatory and exclusive venue for any disputes shall be in Dawson County, Nebraska.

- 6. Indemnification.** The work performed under this Agreement will be performed entirely at Contractor's risk, and Contractor assumes all responsibility for all legal liability associated with the performance of this Agreement. In addition:

 - A. The Contractor hereby waives and agrees to indemnify and save harmless the District and its officials, agents, employees, and volunteers (hereinafter collectively referred to as "Indemnities"), against any and all claims of injuries, death, damage to property, liabilities, judgments, costs and expenses which may otherwise accrue against Indemnities in consequence of the granting of this Agreement or which may otherwise result therefrom.
 - B. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith.
 - C. If any judgment shall be rendered against the District in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same.
 - D. Any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify and save harmless and defend the Indemnities as herein provided.
 - E. The Contractor's obligation to indemnify and save harmless any Indemnities will survive the expiration or termination of this Agreement by either party for any reason.
- 7. Insurance.** Contractor shall secure and keep in force during the term of this Agreement the following insurance coverages from insurance companies or government self-insurance pools authorized to do business in Nebraska: **commercial general liability, employer's liability, and workers compensation (if applicable)**, with minimum liability limits in amounts and form that is satisfactory to the District. The Contractor shall furnish a certificate of insurance to the undersigned District representative prior to commencement of this Agreement. Failure to provide insurance as required in this agreement is a material breach of contract entitling the District to terminate this Agreement immediately.
- 8. Public Records.** The Contractor acknowledges that the District must comply

with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.

- 9. Publicity.** The District does not endorse the services of the Contractor. Except for listing the District as a client during the term of this Agreement, news releases or other publicity concerning this Agreement must not be made by the Contractor without the prior written approval of the District.
- 10. Drug/Alcohol/Tobacco/Weapons Free Workplace.** The Contractor and all subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on District premises or at District related functions. The Contractor and all subcontractors, if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on District property or at District related functions. The Contractor and all subcontractors, if any, also shall adhere to all District's policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on District premises or at District related functions. Failure to comply with this provision may be considered a material breach. The District may suspend or terminate the Contractor, subcontractor, or both if it violates these laws, regulations, or policies or this provision.
- 11. Nondiscrimination.** The Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.
- 12. Confidential Information.** The Contractor may have access to certain confidential information while providing services under this Agreement including, but not necessarily limited to, student or employee information. The Contractor understands that state and federal law prohibit the disclosure of certain records or information to any unauthorized person without a written release from an individual authorized by law to provide it. The Contractor understands that unauthorized access, use, disclosure, or modification of student or employee records or other confidential information will result in the immediate termination of this Agreement and may result in other consequences imposed by law.
- 13. Independent Contractor.** Contractor is an independent contractor under this contract and is not a District employee for any purpose. The Contractor retains sole and absolute discretion in the manner and means of carrying out Contractor's activities and responsibilities under this Agreement, except to the extent specified in this Agreement. District does not agree to use Contractor exclusively, and the Contractor is free to contract to perform

similar services for others while this Agreement is in effect. Contractor shall provide, at its sole expense, continuing education and employees to provide any services under this Agreement. Contractor and its employees are not eligible for any District employee benefits including, but not limited to, insurance, pension plans, paid vacation, sick days, and disability insurance.

- 14. Compliance with Laws and Regulations.** Contractor agrees that it shall perform the work called for herein in full compliance with any and all applicable laws, rules and regulations adopted or promulgated by any governmental agency or regulatory body, including the laws of any state or administrative body which may have jurisdiction over Contractor and Contractor's employees and agents. Contractor assumes full responsibility for the payment of all contributions, taxes or assessments, which may be required by any state or nation as to all employees engaged in the performance of work hereunder. Contractor covenants to save the District harmless from any and all liability for state or federal taxes, workers' compensation contributions, and or any other tax liability or assessment now or subsequently imposed on the District by reason of this Agreement and the services hereunder.
- 15. Employment Eligibility Verification.** The Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If the Contractor employs or contracts with any Subcontractor in connection with this Agreement, the Contractor shall include a provision in the contract requiring the Subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.
- 16. Taxpayer Identification.** Contractor's federal employer identification number is: [46-5457901](#).
- 17. Sales Tax.** The District is exempt from sales tax and shall not pay any sales tax under this Agreement. The District will provide the Contractor with applicable sales tax exemption certificates upon written request.
- 18. Student Records.** The parties agree to share data in a manner that safeguards the confidentiality of personally identifiable information in students' education records as defined by the federal Family Education Rights and Privacy Act (FERPA) and any other applicable federal or state laws and regulations. FERPA establishes restrictions on the disclosure and re-disclosure of personally identifiable information in students' education records without the written consent of the parent or eligible student. FERPA permits student information to be used by state educational authorities for the purposes of the evaluation of state or federally supported education programs, and/or conducting research for or on behalf of the state supported

schools to improve education.

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

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

With copy to:

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

Contractor: OT SERVICES, LLC
Attn: Jenny Reichman
PO Box 189
Chappell, NE 69129

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

- 20. Entire Agreement.** The Agreement is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.
- 21. Amendments and Modifications.** The parties may amend or modify this Agreement only by a signed, written agreement by both parties that identifies itself as an amendment or modification to this Agreement. No other alternations in the terms of this agreement shall be valid or binding.
- 22. Waivers.**
- A. The parties may waive any provision in this Agreement only by a writing executed by the party or parties against whom the waiver is sought to be enforced.

- B. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition under this Agreement, shall constitute a waiver or estoppel of any right, remedy or condition.
 - C. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion or against any other Person.
- 23. Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.
- 24. Counterparts.** The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.
- 25. Assignment.** This Agreement binds the parties and their respective successors and assignees. The Contractor shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of the District.
- 26. Subcontractors.** The Contractor shall not subcontract services or any part of this Agreement without the prior written consent of the District.
- 27. Captions.** The descriptive headings of the Articles, Sections and subsections of this Agreement are for convenience only, do not constitute a part of this Agreement, and do not affect this Agreement's construction or interpretation.
- 28. Rights and Remedies Cumulative.** Any enumeration of rights and remedies of either party set forth in this Agreement is not exhaustive. Exercise of any right or remedy of either party under this Agreement does not preclude the exercise of any other right or remedy. All rights and remedies are cumulative and are in addition to any other right or remedy set forth in this Agreement, any other agreement between the parties, or which may now or subsequently exist at law or in equity, by statute or otherwise.
- 29. Relationship Among Parties.** This Agreement creates no relationship of

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

30. Rules of Construction. The parties hereto have each been represented by counsel, or had the opportunity to be represented, during the negotiation and execution of this Agreement, and therefore waive application of any law or rule of construction providing that ambiguities in the contract will be construed against the party drafting such contract.

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

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

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

District

By: _____
Name: _____
Title: _____
Date: _____

CONTRACTOR

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT "A"

SCOPE OF GOODS OR SERVICES TO BE PROVIDED TO District

Lexington Public Schools hereby agrees to purchase occupational therapy services from Occupational Therapy Services, LLC from August 15, 2020 to August 15, 2021. Likewise Occupational Therapy Services LLC hereby agrees to provide occupational therapy services to Lexington Public Schools from August 15, 2020 to August 15, 2021.

Occupational therapy services will include the following duties:

1. Evaluation and provision of occupational therapy services to students identified by designated school representatives who may require occupational therapy services.
2. Participation in the development of an IEP/IFSP with the school staff, other therapists and contracted services and parents.
3. Documentation of occupational therapy services provided and to be submitted to the Director of Student Services at the end of each month.
4. Consultation with school staff regarding federal programming and classroom interventions within the scope of practice of occupational therapy.
5. Construction of and/or purchase recommendations for assistive devices and/or classroom interventions which benefit specific special education students as requested by designated school personnel.
6. Provision of inservices, workshops and other staff trainings as requested by designated school representatives.

EXHIBIT "B"

1. Payment Terms/Payment Schedule

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

District shall pay the Contractor at a rate of \$67.00 per hour for a total of 96 days of service (\$51,456) from August 2020 to May 2021. Extended services beyond the 96 days shall be billed at a rate of \$67.00 per hour. Hours and days of service shall be based upon student need or professional development requested by the District. A schedule of service shall be determined and mutually agreed upon between the District and the Contractor. Mileage shall be reimbursed at \$0.58 per mile. Contractor will invoice the district monthly for each month that services are rendered. Invoices must include:

- 1) Invoice Date
- 2) Dates of Service
- 3) Payment Rate
- 4) Total Payment Due
- 5) Remit to Address
- 6) Vendor Name
- 7) Contact Information

Invoices must also include, or a separate log shall be provided that includes:

- 1) Detailed Description of service including initials or student ID of students served, dates served and total time served.
 - 2) For state reporting purposes, it is requested that invoices and/or service logs include a breakdown of total services in the following categories: Birth to Age 2 services, Age 3-4 services, and K to age 21 services.
- B. The District agrees to pay Contractor for all undisputed amounts within thirty (30) days of receipt of invoice, provided that services have been accepted by the District as hereinafter provided.
- C. The procedure for billing and payment for services shall be as specified in this exhibit.

2. Acceptance of Services:

- A. The Contractor shall perform any services in accordance with the schedule set forth in this Agreement.
- B. Unless otherwise agreed to by the parties, the Contractor shall provide written notification of performances of services to the District via invoice.
- C. The District shall have thirty (30) days from the date of receipt of the invoice to provide the Contractor with written notification of acceptance or rejection due to unsatisfactory performance. Unsatisfactory performance shall mean the failure to perform services consistent with the professional skill and care ordinarily

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

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



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
 301 Centennial Mall South
 P.O. Box 94987
 Lincoln, NE 68509-4987
 TEL 402.471.2295
 FAX 402.471.0117

DATE: June 1, 2020
 TO: Service Providers
 FROM: Suzie Pierce, Office of Special Education
 RE: Provisionally Approved Reimbursable Hourly Rate Limitations

Service Providers may negotiate with school districts any mutually agreed upon rate for services. Individual service providers will be limited to the rate structure listed below for school district reimbursement purposes. Service agencies who elect not to report line item allowable and reimbursable costs will also be limited, for school district reimbursement purposes, to the following rate structure:

School Year 2020-21
July 1, 2020-June 30, 2021

Service	Code	Rate/hour
Speech Therapy	4001	58.00
Resource Teacher	4002	58.00
Low Vision Assessment	1001	82.00
Psychological Services	1002	82.00
Instruction Early Childhood	3000	58.00
Homebound-Hospital Bound	4003	58.00
Audiology	1003	58.00
Physical Therapy	4005	67.00
Occupational Therapy	4006	67.00
Diagnostic Services (Physician Clinic Staffing)	1004	122.00
Counselor - Mental Health	4071	58.00
Program Supervision	0001	58.00
Mileage	6001	.575
Technology Inservice **	7001	36.00
School District Inservice **	7002	190.00
Student Record System SRS **	7003	107.00
Para Professional	8001	16.00
School Nurse (RN)	9001	52.00
School Health Services (LPN)	9009	24.00
Ward/Non-Ward	9050	*

*based upon average per pupil cost of service agency from previous year's expenditures

** only available to Educational Service Units

If you have any questions, please contact Suzie Pierce in the Office of Special Education at 402-471-4333.

SERVICE AGREEMENT WITH Lexington Regional Health Care

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

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

- 1. Scope of the Contract.** Contractor shall provide to District the goods and/or services identified in **Exhibit A** which is attached and incorporated herein by this reference. Contractor affirms that throughout the term of this contract the service provider will hold a valid and appropriate certification, licensure, or authorization from any required entity to provide the services in the State of Nebraska, which certification, licensure, or other documentation shall be provided to the District prior to the provision of any services under this Agreement.
- 2. Payment Terms/Payment Schedule.** District shall pay for services rendered on the terms and payment schedule as set forth in **Exhibit B** which is attached hereto and incorporated herein by this reference.
- 3. Term.** The Term of this agreement is defined in Exhibit A. This Agreement may be terminated at any time with or without cause and with 30 days prior written notice by either party.
- 4. Duty to Report.** Contractor shall report any of the following regarding the service provider to District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:
 - A. Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
 - B. Any arrest for any reason;
 - C. Any criminal conviction;
 - D. Any sentence of incarceration;
 - E. Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
 - F. Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
 - G. Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor

vehicle.

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

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

- 6. Indemnification.** The work performed under this Agreement will be performed at Contractor's risk as described in 6.A, B, C, D, and E below, and Contractor assumes responsibility for legal liability associated with the performance of this Agreement as described in 6.A, B, C, D, and E below.
 - A. Contractor hereby waives and agrees to indemnify and save harmless the District and its officials, agents, employees, and volunteers (hereinafter collectively referred to as "Indemnities"), against claims of injuries, death, damage to property, liabilities, judgments, costs and expenses which may otherwise accrue against Indemnities in consequence of any intentional misconduct or negligent acts or omissions on the part of Contractor.
 - B. Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection with any liability described in 6.A. above.
 - C. If any judgment shall be rendered against District in any such action as described in 6.A. above, Contractor shall, at his or her own expense, satisfy and discharge the same.
 - D. Any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify and save harmless and defend the Indemnities as herein provided.
 - E. Contractor's obligation to indemnify and save harmless any Indemnities will survive the expiration or termination of this Agreement by either party for any reason.

- 7. Insurance.** Contractor shall secure and keep in force during the term of this Agreement the following insurance coverages from insurance companies or government self-insurance pools authorized to do business in Nebraska: **commercial general liability, employer's liability, and workers compensation (if applicable)**, with minimum liability limits in amounts and form that is satisfactory to District. Contractor shall furnish a certificate of insurance to the undersigned District representative prior to commencement of this Agreement. Failure to provide insurance as required in this agreement is a material breach of contract entitling District to terminate this Agreement immediately.
- 8. Public Records.** Contractor acknowledges that the District must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined by law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.
- 9. Publicity.** District does not endorse the services of Contractor. Except for listing District as a client during the term of this Agreement, news releases or other publicity concerning this Agreement must not be made by Contractor without the prior written approval of District.
- 10. Drug/Alcohol/Tobacco/Weapons Free Workplace.** Contractor and all subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on District premises or at District related functions. Contractor and all subcontractors, if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on District property or at District related functions. Contractor and all subcontractors, if any, also shall adhere to all District's policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on District premises or at District related functions. Failure to comply with this provision may be considered a material breach. District may suspend or terminate Contractor, subcontractor, or both if it violates these laws, regulations, or policies or this provision.
- 11. Nondiscrimination.** Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

- 12. Confidential Information.** Contractor may have access to certain confidential information while providing services under this Agreement including, but not necessarily limited to, student or employee information. Contractor understands that state and federal law prohibit the disclosure of certain records or information to any unauthorized person without a written release from an individual authorized by law to provide it. Contractor understands that unauthorized access, use, disclosure, or modification of student or employee records or other confidential information will result in the immediate termination of this Agreement and may result in other consequences imposed by law.
- 13. Independent Contractor.** Contractor is an independent contractor under this contract and is not a District employee for any purpose. Contractor retains sole and absolute discretion in the manner and means of carrying out Contractor's activities and responsibilities under this Agreement, except to the extent specified in this Agreement. District does not agree to use Contractor exclusively, and the Contractor is free to contract to perform similar services for others while this Agreement is in effect. Contractor shall provide, at its sole expense, continuing education as required for licensure and employees to provide any services under this Agreement. Contractor and its employees are not eligible for any District employee benefits including, but not limited to, insurance, pension plans, paid vacation, sick days, and disability insurance.
- 14. Compliance with Laws and Regulations.** Contractor agrees that it shall perform the work called for herein in full compliance with any and all applicable laws, rules and regulations adopted or promulgated by any governmental agency or regulatory body, including the laws of any state or administrative body which may have jurisdiction over Contractor and Contractor's employees and agents. Contractor assumes full responsibility for the payment of all contributions, taxes or assessments, which may be required by any state or nation as to all employees engaged in the performance of work hereunder. Contractor covenants to save the District harmless from any and all liability for state or federal taxes, workers' compensation contributions, and/or any other tax liability or assessment now or subsequently imposed on the District by reason of this Agreement and the services hereunder.
- 15. Employment Eligibility Verification.** Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If Contractor employs

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

- 16. Taxpayer Identification.** Contractor's federal employer identification number is: 45-6029692.
- 17. Sales Tax.** District is exempt from sales tax and shall not pay any sales tax under this Agreement. District will provide Contractor with applicable sales tax exemption certificates upon written request.
- 18. Student Records.** The parties agree to share data in a manner that safeguards the confidentiality of personally identifiable information in students' education records as defined by the federal Family Education Rights and Privacy Act (FERPA) and any other applicable federal or state laws and regulations. FERPA establishes restrictions on the disclosure and re-disclosure of personally identifiable information in students' education records without the written consent of the parent or eligible student. FERPA permits student information to be used by state educational authorities for the purposes of the evaluation of state or federally supported education programs, and/or conducting research for or on behalf of the state supported schools to improve education.
- 19. Notice.** Each party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid.) Notice shall be sent to the following addressees at the following addresses:

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

With copy to:

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

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

With copy to:

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

- 20. Entire Agreement.** The Agreement is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.
- 21. Amendments and Modifications.** The parties may amend or modify this Agreement only by a signed, written agreement by both parties that identifies itself as an amendment or modification to this Agreement. No other alternations in the terms of this agreement shall be valid or binding.
- 22. Waivers.**
- A. The parties may waive any provision in this Agreement only by a writing executed by the party or parties against whom the waiver is sought to be enforced.
 - B. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition under this Agreement, shall constitute a waiver or estoppel of any right, remedy or condition.
 - C. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion or against any other Person.
- 23. Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full

force, if the essential terms and conditions of this Agreement for each party remain enforceable.

- 24. Counterparts.** The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.
- 25. Assignment.** This Agreement binds the parties and their respective successors and assignees. Contractor shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of District.
- 26. Subcontractors.** Contractor shall not subcontract services or any part of this Agreement without the prior written consent of District.
- 27. Captions.** The descriptive headings of the Articles, Sections and subsections of this Agreement are for convenience only, do not constitute a part of this Agreement, and do not affect this Agreement's construction or interpretation.
- 28. Rights and Remedies Cumulative.** Any enumeration of rights and remedies of either party set forth in this Agreement is not exhaustive. Exercise of any right or remedy of either party under this Agreement does not preclude the exercise of any other right or remedy. All rights and remedies are cumulative and are in addition to any other right or remedy set forth in this Agreement, any other agreement between the parties, or which may now or subsequently exist at law or in equity, by statute or otherwise.
- 29. Relationship Among Parties.** This Agreement creates no relationship of joint venture, partnership, limited partnership, agency, or employer-employee between the parties, and the parties acknowledge that no other facts or relations exist that would create any such relationship between them. Neither party has any right or authority to assume or to create any obligation or responsibility on behalf of the other party

except as may from time to time be provided by written instrument signed by both parties.

30. Rules of Construction. The parties hereto have each been represented by counsel, or had the opportunity to be represented, during the negotiation and execution of this Agreement, and therefore waive application of any law or rule of construction providing that ambiguities in the contract will be construed against the party drafting such contract.

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

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

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

District

CONTRACTOR

By: _____

By:  _____

Name: Dr. John Hakonson

Name: Leslie Marsh

Title: Superintendent of Schools

Title: CEO

Date: _____

Date: 6-22-20 _____

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED TO District

District hereby agrees to purchase physical therapy services from Lexington Regional Health Center from August 13, 2020 to August 12, 2021. Contractor hereby agrees to provide physical therapy services to District from August 13, 2020 to August 12, 2021.

1. Evaluation and provision of physical therapy services to students identified by designated District representatives who may require physical therapy services.
2. Participation in the development of an IEP/IFSP with the school staff, other therapists, contracted services and parents.
3. Documentation of physical therapy services provided and to be submitted to the Director of Student Services by the end of each month.
4. Consultation with school staff regarding federal programming and classroom interventions within the scope of practice of physical therapy.
5. Construction of and/or purchase recommendations for assistive devices and/or classroom interventions which benefit specific special education students as requested by designated school personnel.
6. Provision of inservices, workshops and other staff trainings as requested by designated school representatives.

EXHIBIT "B"

1. Payment Terms/Payment Schedule

- A. District will pay for the services identified in Exhibit A and provided by Contractor under this Agreement as follows:
District shall pay the Contractor at a rate of \$59.00 per hour for travel and the rate of \$65.00 per hour for therapy and related time. Hours and days of service shall be based upon student need or professional development requested by the District. A schedule of service shall be determined and mutually agreed upon between the District and the Contractor. Mileage shall be reimbursed at \$0.575 per mile, adjustable during the year and not to exceed the state's reimbursable rate per mile. Contractor will invoice District monthly. Invoices must include:
- 1) Invoice Date
 - 2) Dates of Service
 - 3) Detailed Description of service including initials or student ID of students served, dates and times served of student. For state reporting purposes, it is requested that billing be separated into Birth through Age 2 services, Age 3 through 5 services(PK), and K through age 21 services(School Age).
 - 4) Payment Rate
 - 5) Total Payment Due
 - 6) Remit to Address
 - 7) Contractor Name
 - 8) Contact Information
- B. District agrees to pay Contractor for all undisputed amounts within thirty (30) days of receipt of invoice, provided that services have been accepted by the District as hereinafter provided.
- C. The procedure for billing and payment for services shall be as specified in this exhibit.

2. Acceptance of Services:

- A. Contractor shall perform any services in accordance with the schedule set forth in this Agreement.
- B. Unless otherwise agreed to by the parties, Contractor shall provide written notification of performances of services to District via invoice.

- C. District shall have thirty (30) days from the date of receipt of the invoice to provide Contractor with payment or written notification of rejection due to unsatisfactory performance. Unsatisfactory performance shall mean the failure to perform services consistent with the professional skill and care ordinarily provided by physical therapists practicing in the same or similar locality under the same or similar conditions.
- D. If District issues a rejection notice, Contractor shall as quickly as is practicable, correct all deficiencies at its expense. District shall not unreasonably withhold or delay its payment or rejection.



Lexington Public Schools Staff Handbook

2020-2021

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NOTICE OF NON-DISCRIMINATION (Policy 3053)

Lexington Public Schools does not discriminate on the basis of race, color, national origin, sex, The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Angie Kovarik
Title: Student Services Director
Address: 300 South Washington St., Lexington, NE 68850
Telephone: 308.324.1209
E-mail: angie.kovarik@lexschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053-Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS (Policy 4002)

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries (Policy 4063)

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the central office. The accident form must be returned to the central office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the business office. No student or sponsor may make any purchase without a signed purchase order from the activities director or finance director. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express permission of the superintendent.

New student activities requiring the expenditure of district funds must be approved by the Board of Education.

Activity Tickets

The provision of activity passes is addressed in the collective bargaining agreement. This provision applies to both certified and classified employees.

Agents, Salesmen and Other Business Representatives (Policy 4008)

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time, school equipment, or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars (Policy 3028)

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives (Policy 1004)

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the central administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student-Parent Handbook, respective Student-Parent Handbook Supplement(s), and Staff Handbook, respectively. Each of these handbooks are available on the district's website and in the main

administrative office. By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.

Chaperoning

Upon approval by the administrator in charge, a staff member may be allowed to accompany and assist in supervising a student group on a school field trip. In such cases, the district shall pay the employee his/her daily rate of pay if the field trip occurs during contract time or normal work hours. If the approved employee is ordinarily compensated on an hourly rate basis, the district shall pay for time not to exceed the employee's normal work hours; time spent chaperoning beyond this time shall be considered voluntary. Employees shall not be compensated for field trips occurring over the weekend or during other off contract or off work times.

Complaint Procedure (Policy 2006)

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

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

Complaint and Appeal Process:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operation, decisions, or personnel relating to secondary activities programs should be submitted to the Activities Director.
 - c) Complaints about the operation, decisions, or personnel relating to district curriculum, assessment, or instructional matters should be submitted to the Curriculum, Assessment, and Instruction Director.
 - d) Complaints about the operation, decisions, or personnel relating to district technology

matters should be submitted to the Technology Director.

- e) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
 - f) Complaints about the operation, decisions, or personnel relating to special education or other student services should be submitted to the Student Services Director.
 - g) Complaints about the operation, decisions, or personnel relating to buildings and grounds upkeep and maintenance or transportation matters should be submitted to the Buildings, Grounds, and Transportation Director.
 - h) Complaints about the operation, decisions, or personnel relating to food service matters should be submitted to the Food Service Director.
 - i) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - j) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - k) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the director's, administrator's or Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Student Services Director. The Director will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's Student Services Director. The Director will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Student Services Director. The Director will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Copyright and Fair Use (Policy 4020)

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal.

Conflict of Interest (Policy 4062)

All staff members are subject to the board’s policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Corporal Punishment (Policy 4018)

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Credit Card Use (Policy 3040)

Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. Authorized users may check out district credit cards for approved travel expenses requiring an overnight stay. Ordinarily, the district will not issue credit cards when staff depart and return on the same day of the event.

Crisis Team Duties (Policy 3039)

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in board policies and the Crisis Team Handbook. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances which may affect the staff member’s ability to perform the tasks required by board policy.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination should contact the Student Services Director Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org, or in person at the District Administration Building. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Disability Leave

Disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Disability leave will run concurrently with FMLA leave.

Driving (School or Personal Vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code (Policy 4041)

The attire worn by staff members projects an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:45 a.m. to 3:45 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- T-shirts or sweatshirts, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Shorts, except when teaching physical education class or at athletic or other activity practices. People may not wear leggings without a cover garment or miniskirts but may wear capris.
- Blue jeans, except on Fridays which is considered a dress casual day. Other denim colors are acceptable Monday through Friday.

- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation, and nursing staff should dress in attire appropriate to the work they are performing and as approved by their supervisors.

Face coverings: Administration may require staff to wear face coverings based on health recommendations and local considerations. Face coverings will be provided for staff members who do not supply their own.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Emergency Response to Life Threatening Asthma or Anaphylaxis (Policy 5048)

School employees will comply with the requirements of "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" exhibited below. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS:

Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:

Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible

Employee-Related Sexual Harassment (Policies 3053, 4014)

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

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

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

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

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

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

Sexual harassment of students is addressed in a separate policy.

Expenses (Policy 3004)

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA) (Policy 4011)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

Family Military Leave (Policy 4011.1)

Qualified employees will be provided leave under the Nebraska Family Military Leave Act as provided in board policy. Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes daily.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account at least once a day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Mass emails and District auto-calling system: Mass emails shall only be used for school/educational purposes. The District's auto-calling system shall be utilized only for relaying messages of an urgent nature (school closings, emergencies or crises, etc.). Requests to send mass emails or utilize the district's auto-calling system shall be submitted to the superintendent for approval.

Intellectual Property (Policy 4008)

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury Duty – Service as Witness in Court (Policy 4016)

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled

to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours. Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision (Policy 4062)

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Requests

Staff members should communicate with their supervisor or principal about maintenance or cleaning requests.

Meal Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches from the school cafeteria at the district's established adult meal prices. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Milk Expression (Policy 4045)

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the building principal for distribution to the media and/or postings to the District's social media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters (if applicable)

The building principal will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that report recent classroom activities and that emphasize positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment (Policy 4008)

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Political Activities (Policy 4044)

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elected office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students (Policy 5008)

The school district encourages students who are pregnant or parenting to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

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

Problem Resolution (Policies 3034, 4005, 4054)

Disputes or disagreements that are not otherwise governed by the grievance procedure contained in the Negotiated Agreement shall be subject to the complaint procedure contained in school district policy.

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

Professional Boundaries Between Staff and Students (Policy 4043)

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Instagram, and Twitter, along with communications and interactions of any kind between staff and students.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Further guidance and examples of prohibited behaviors can be found in board policy.

Professional Growth (Policy 4032)

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing (Policy 3004)

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the district's website. Orders should not be placed until the district office has issued a purchase order number. Once an order has been received, the staff member placing the order shall verify its accuracy and submit the packing slip to the business office so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff

should contact the principal.

Records and Reports (Policies 4007, 4022)

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Reporting Child Abuse or Neglect (Policy 4064)

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Generally, the employee and principal together shall report the suspected abuse and neglect to local law enforcement and/or to the Department of Health and Human Services. In the event that (a) the principal does not believe that there is reasonable cause to believe that a child has been abused or neglected but the employee does or (b) there are exigent circumstances requiring the immediate report of child abuse and neglect and the principal or other administrator is not available for consultation, the employee shall personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services and inform the principal of the report.

When the principal makes a report of suspected child abuse or neglect at the request of or based upon information provided by an employee without the employee present, he/she shall inform the employee(s) who made the initial report.

Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected

person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal or activities director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the appropriate administrator.

School Property (Policy 3014)

School property is not to be lent to individuals.

Staff or groups who wish to use school facilities should make requests to the building principal or activities director as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking, Tobacco Use, E-cigarette Use on School Premises or at School Activities (Policy 3016)

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.

9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to Students and Staff:

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Use (Policy 4051)

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's Acceptable Use Policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile

must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Minuteman Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.
- 5.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

A. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information

and provide guidance to students on evaluating the quality of information they may encounter.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is

protected under or prohibited by state or federal law;

3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Solicitation and Distribution of Merchandise (Policy 4008)

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

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

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

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

III. Enforcement

A. Methods of Enforcement

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

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

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

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

IV. Off-Duty Personal Use

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

Staff Work Room

The staff work room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Standard Response Protocol (SRP)

In the event of the need for a lockdown, lockout, evacuation, or sheltering, please refer to the Standard Response Protocol guidance at the back of this handbook. In the event of an evacuation, please also see guidance on the reunification procedure with parents at the back of this handbook.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Suicide Prevention Training (Policy 4059)

School nurses, teachers, counselors, school psychologists, administrators, social workers, community coaches, paraeducators, bus drivers, kitchen staff, and secretarial and clerical staff must complete the on-line training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee’s contract.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones (including cell phones)

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to

the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time or other assigned duty times.

Threat Assessment and Response (Policy 3037)

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

Definitions

A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A transient threat is an expression of anger or frustration that can be quickly or easily resolved.

A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

Obligation to Report Threatening Statements or Behaviors.

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE

REPORTED TO THE POLICE AT 911.

Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principal, guidance counselor, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior.

The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking, Officiating, and Other Activities Duties

All staff are required to work at one extra-curricular event each year. Staff may either be compensated for the work or receive an activity pass as described in the collective bargaining agreement between the Lexington Education Association and school board.

Transportation Request Forms (Policy 6027)

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow adequate time to schedule drivers and vehicles. All out-of-state and overnight requests must be approved by the school board and require submission to the A.D. or respective principal on the proper district form at least 40 days prior to the date of departure or as soon as the sponsor anticipates the need for travel.

Visitors and Access to Students (Policies 3018, 5064)

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office and receive an identification badge before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours.

Custodial and non-custodial parents' access to their student will not be restricted unless the district has been provided a copy of a court order that limits those rights or as otherwise provided in policy.

Individuals other than parents, parent's designees, and law enforcement officers shall not be given access to students unless the person: (1) provides appropriate identification, (2) provides a clearly valid and proper reason for contacting the student, and (3) receives permission from the administrator. Third parties shall not be allowed to remove a student from school during school hours or during a supervised school activity without the permission of the student's parent or guardian except in the case of an emergency or as otherwise required by law.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district requires direct deposit of paychecks to designated financial institutions. Staff members who wish to activate or modify their direct deposits must contact the business office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all

authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to the business office.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings (Policy 3013, 5001)

If school is called off because of bad weather or for any other reason, it will be announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website (www.lexschools.org) and Twitter/Facebook accounts, and through automated phone calls.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not be dismissed from school during severe weather on the basis of a telephone request. The building principal shall evaluate whether inclement weather made student attendance impossible or impracticable when determining whether the absence counts toward compulsory attendance. (See policy 5001.)

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Lexington Education Association. This handbook sets forth the process for using that leave.

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal or designee before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Per the negotiated agreement, in the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as "absent" when the 5% is calculated. Other terms are described in the negotiated agreement.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave/travel request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

Professional leave requests shall be submitted to the respective building principal and approved by both the principal and respective central office director. Staff shall be paid at their daily rates of pay for approved professional leaves that occur during contract time. If the district requests that a staff member attends professional development activities offered off contract time and the staff member is agreeable to attending, the district shall compensate the attendee at the established professional development rate of pay. The district shall not ordinarily compensate staff members for professional development activities that are off contract time and are either not requested by the district or are required as a part of a teacher's instructional improvement plan; however, the district may pay conference fees at the discretion of the respective central office administrator. If hotel accommodations are necessary for attending an approved request, the district may require the attending staff members to share rooms based on budget, number of attendees, or other relevant factors.

One day of professional leave will be granted for staff to attend their own graduation ceremony or to complete course requirements in fulfillment of degree program.

4. Substitute Folders

Each teacher must prepare an up-to-date substitute folder and keep the completed folder in his/her desk. The folder must contain:

- a) the current seating chart for each class;
- b) the daily routine followed by each class;
- c) all schedules (fire drill procedures, lunch schedule, etc.);
- d) a copy of this handbook; and
- e) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plans.)

Certified staff members may not make arrangements for their own substitute unless authorized by the principal. The district utilizes an automated calling program for securing substitute teachers.

Assemblies and School Functions

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the business office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the central office of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Classroom Management and Student Discipline (Policy 5035)

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent employee.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and middle/high school students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Communicable Diseases (Policy 3048)

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's

parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the activities director or designee. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Lexington Public Schools, unless otherwise instructed. Certified staff must submit a monetary records form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Use (Policies 4012, 5037)

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use district computers during lunch and after school.

Corporal Punishment (Policy 4018)

The use of corporal punishment is unlawful and is prohibited by the school district. The Nebraska Supreme Court has defined corporal punishment as the infliction of physical pain for the purpose of punishing misconduct. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Curriculum and Instruction (Policy 6004)

All professional staff members are responsible for implementing the district's curriculum and instructional models.

Display of Classroom Work in the School and the Community (Policy 5017)

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a. Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b. Attending such education conferences as are required by law or administrative directives.
- c. Attending school assemblies unless excused by the principal.
- d. Instructing pupils in the proper use of equipment and instructional supplies.
- e. Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f. Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g. Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff work room.
- h. Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i. Refraining from joining clubs, memberships, mailing lists or other private affiliations using the school name.
- j. Turning in all monies collected to the main office by the end of the school day.
- k. Clearing all class meetings or trips through the principal's office.
- l. Participating in Student Assistance/Response to Intervention (RTI) Teams pursuant to board policy.
- m. Assisting with the administration of standardized testing as assigned by the administration.
- n. Provide homebound instruction as assigned by the administration.
- o. Performing additional duties as assigned by the administration.

Eligibility for Extra-curricular Activities in Grades 6-12

Teachers are expected to contact parents of students who have failing grades on a bi-weekly basis until the grade is passing. Parents are welcome to ask for weekly communication if needed.

Teachers should apprise themselves and be sure to follow extra-curricular eligibility rules. See student/parent/activity handbook for further information.

Teachers should inform parents any time they feel a student is not working up to his/her ability. Teachers should always document this contact.

Extracurricular Activities (Policies 3015, 6026, 6028)

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Staff should finish practices, rehearsals, etc. by 6:30 PM on Wednesday evenings in order to give students sufficient time away from school for family-related activities. Inter-scholastic activities and performances shall not be scheduled on Wednesdays or Sundays unless approved by the Superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored

activity involving students must have approval of the principal prior to the activity. Fund raising activities must be approved by the superintendent.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities and for interpreting and enforcing activity-related policies. Further information may be found in the district's student/parent/activities handbook.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Evacuation protocols can be found in the District's crisis team manual and building safety and security plans.

Evaluations (Policies 4030, 4031)

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Examinations

Semester examinations will be given in all classes except physical education, journalism, yearbook, and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to create tests or grade any major tests.

Faculty Meetings

Administrators and directors will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administrator or director.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the principal at least ten calendar days prior to the date of the requested activity.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address students. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy (Policy 6017)

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.

Lesson plans for the upcoming week must be submitted by 8:00 a.m. on Monday.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating

grades and recording grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication (Policy 5019)

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by mail, electronic communication, telephone calls, personal contact or other appropriate methods. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Each building shall designate parking for staff, students, and visitors.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time is not ordinarily to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. Use of planning time for a personal reason needs to be approved by the principal.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact Bev Lauby.

Private Tutoring for Pay (Policy 4008)

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

- a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
- b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- c) Each classroom teacher is responsible for distribution of report cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies or applicable statutes.

School Day

All certified K-12 staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent or his/her designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the Student Handbook. Purchasing of supplies must be approved by the activities director or finance director.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are never to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show the classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student/Parent/Activities

Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness (Policy 5023)

In the event of student illness or injury at school, classroom teachers should notify the building principal. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication (Policy 5024)

Student medications should not be dispensed by staff members unless they follow the following procedures.

No untrained staff members may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications.

Trained staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period, and will be compensated per the terms of the negotiated agreement.

Teaching Controversial Issues (Policy 6013)

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.

- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment (Policies 4038, 4039)

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Hours

Work hours vary with the classified staff member’s department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district’s employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime (Policy 4050)

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week or per the terms of their employment contract without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime, pursuant to board policy.

Hourly employees who accept extra-duty assignments in addition to their primary position shall be required to clock out before the extra-duty assignment begins each day, since the employee is compensated through the extra-duty schedule.

Paid Leaves, Holidays, and Other Benefits (Policy 4040)

The amount and types of paid leave, paid holidays, and other benefits are specified in board policy and/or the employee employment agreement. In the event an employee has exhausted available and applicable paid leaves as described in Policy 4040, s/he may request unpaid leave for special circumstances that require the absence of the employee. Unpaid leave requests must be submitted to and approved by the employee’s immediate supervisor and will be considered on a case-by-case basis.

Reporting When School is Closed (Policy 4010)

Unless otherwise requested by the superintendent or you are a member of the maintenance department needed for snow removal, staff will not be required to attend work on days school has been cancelled for weather-related reason.

Sick Leave (Policy 4040)

Classified employees will receive sick leave as specified in board policy or their employment agreement. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

STANDARD RESPONSE PROTOCOL



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | <http://iloveguys.org>

PARENT REUNIFICATION



STANDARD™ REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information <small>(PLEASE PRINT CLEARLY)</small>	
Have photo identification out and ready to show school district personnel.	
Student Name _____	Student Cell Phone Number _____
Name of person picking up student _____	
Signature _____	
Phone number of person picking up student _____	
Relationship to student being picked up _____	
Photo identification matches name of person picking up student? Y or N _____	
Parent completes:	
Print Student Name Again _____	School personnel completes upon release of student
Student Grade _____	TIME _____ RETAILS _____ OTHER _____
Student Birthday _____	

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



TEACHER EVALUATION SCHEDULE

TENURED TEACHERS

YEARS ONE and TWO will include a minimum of:

- 1) One Formal Observation Per Year (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation
- 4) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 5) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

YEAR THREE will include a minimum of:

- 1) One Formal Observation (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Formal Observation
- 4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)
- 5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 6) One Written Summative Evaluation (address strengths, weaknesses, goals, etc.) *

NON-TENURED TEACHERS

YEARS ONE, TWO and THREE will include a minimum of:

- 1) One Formal Observation Per Semester (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation
- 4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)
- 5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 6) One Written Summative Evaluation Per Semester (address strengths, weaknesses, goals, etc.) *

** Administrators may conduct additional formal and informal walk-throughs, observations, and/or evaluations as they determine appropriate*

TEACHER SUMMATIVE PERFORMANCE EVALUATION

LPS Teacher Performance Evaluation

Teacher: _____ Date : _____

Subject: _____ Administrator (Observer): _____

Probationary Teacher (Non-Tenured)

Permanent Teacher (Tenured)

LPS TEACHER EVALUATION ASSESSMENT: **Acceptable** **Needs Improvement**

*This evaluation document will address the following standards:
(1) Instructional Performance, (2) Classroom Organization & Management, (3) Personal & Professional Conduct, and (4) Other.*

Evaluation Codes: **A** – Acceptable **N** – Needs Improvement

A - INSTRUCTIONAL PERFORMANCE

- A** **N** 1. Communicates clearly and accurately with students.
- A** **N** 2. Utilizes a variety of effective instructional techniques.
- A** **N** 3. Effectively uses a variety of questioning skills.
- A** **N** 4. Differentiates instruction.
- A** **N** 5. Sets high expectations for student achievement.
- A** **N** 6. Evaluates and provides timely feedback on student performance.
- A** **N** 7. Encourages student interest and displays enthusiasm.
- A** **N** 8. Uses appropriate curricula (including state and national standards) to develop lesson plans.

B - CLASSROOM ORGANIZATION AND MANAGEMENT

- A** **N** 1. Creates a positive learning environment through classroom expectations.
- A** **N** 2. Demonstrates evidence of planning and organization.
- A** **N** 3. Manages student behavior in whole group, small group, and individual settings.
- A** **N** 4. Maximizes student time on task.
- A** **N** 5. The appearance of the classroom is conducive to student learning.

Comments:

C – PERSONAL AND PROFESSIONAL CONDUCT	
A <input type="checkbox"/> N <input type="checkbox"/> 1. Interacts in a professional manner with staff, parents, and students.	
A <input type="checkbox"/> N <input type="checkbox"/> 2. Seeks out and participates in relevant professional growth opportunities.	
A <input type="checkbox"/> N <input type="checkbox"/> 3. Follows district policies and procedures.	
A <input type="checkbox"/> N <input type="checkbox"/> 4. Is supportive of the total school program.	
D – OTHER	

Signature of Staff Member

Date

Signature of Evaluating Administrator

Date

Note: The signature of the staff member indicates that he/she has seen the evaluation report and has been given a copy. It does not necessarily imply agreement with the contents thereof. The staff member may, if so desired, submit a rebuttal or written comments to this evaluation to be filed along with the evaluation in the employee's personnel file.

TEACHER PRE-OBSERVATION FORM

LEXINGTON PUBLIC SCHOOLS PRE-OBSERVATION FORM

Teacher: **TYPE NAME HERE** Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)** Today's Date: **Type Date**

DIRECTIONS TO THE TEACHER: Please answer these questions concerning the lesson to be observed. Return this form to your principal prior to the observation. *A pre-observation conference can be requested by either party.*

1. What specific Standard/Benchmark will be focused on in today's lesson?

Highlight this gray area and begin typing....

2. What is the objective of the lesson?

Highlight this gray area and begin typing....

3. Is this a new, review, or extension lesson?

Highlight this gray area and begin typing....

4. How will you determine if the objective was achieved?

Highlight this gray area and begin typing....

5. What methods/activities will you use to achieve the objective?

Highlight this gray area and begin typing....

6. What assessment will be used to demonstrate objective achievement?

Highlight this gray area and begin typing....

7. Are there special circumstances I should be aware of? Are there specific teaching behaviors you would like me to observe?

Highlight this gray area and begin typing....

8. Are there modifications/accommodations for special learning styles/needs that will be made for the lesson?

Highlight this gray area and begin typing....

9. Is there anything I can do during this observation to make you feel as comfortable as possible?

Highlight this gray area and begin typing....

10. Other comments?

Highlight this gray area and begin typing....

TEACHER POST-OBSERVATION FORM

LEXINGTON PUBLIC SCHOOLS POST-OBSERVATION FORM

Teacher: **TYPE NAME HERE** Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)** Today's Date: **Type Date**

DIRECTIONS TO THE TEACHER: Please set up a time to meet with your administrative observer within one week of the formal observation. Prior to the meeting with your administrator, make sure to answer the following questions concerning the lesson that was observed. Plan to include any/all relevant artifacts (i.e., any handouts, assignments, or assessments related to the lesson).

- 1. In general, how successful was the lesson? Did the students appear to learn what you intended them to learn?
Highlight this gray area and begin typing....
- 2. To what extent were your goals and objectives appropriate for your students?
Highlight this gray area and begin typing....
- 3. To what extent were your assessment strategies effective? Would you make any changes in your approach to assessment? If so, what changes would you make and why?
Highlight this gray area and begin typing....
- 4. Please comment on your classroom procedures, your use of physical space, and the students' conduct. To what extent did the classroom environment contribute to student learning?
Highlight this gray area and begin typing....
- 5. Were modifications made to the plan during the lesson? If so, what were they? What motivated the changes?
Highlight this gray area and begin typing....
- 6. How did you provide appropriate feedback for your students?
Highlight this gray area and begin typing....
- 7. Please describe an instance in which your feedback positively impacted a student's learning.
Highlight this gray area and begin typing....

Signatures:

Teacher: _____

Principal: _____

Date: _____

Copies to: *Teacher and Principal*

TEACHER GOAL SETTING FORM

LEXINGTON PUBLIC SCHOOLS TEACHER GOAL-SETTING FORM

Teacher: **TYPE NAME HERE** Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)**

Mentor (if you are a first year teacher): **Type Mentor's Name** Today's Date: **Type Date**

This form is intended to be developed by the teacher and should be shared with the principal. Teachers are expected to set goals; the number of goals is determined by the teacher with principal input. One goal per teacher is suggested unless directed by administration.

3-YEAR GROWTH GOAL

Highlight this gray area and begin typing....

This goal address components in:

<input type="checkbox"/> Standard 1: instructional Performance	<input type="checkbox"/> Standard 3: Personal & Professional Conduct
<input type="checkbox"/> Standard 2: Classroom Organization & Management	

To be completed by the Teacher and Agreed to (signed) by the Principal:

1. Activities and/or Steps to be Taken: Highlight this gray area and begin typing....
2. Resources Needed: Highlight this gray area and begin typing....
3. Artifacts/Documentation to Demonstrate Goal Achievement: Highlight this gray area and begin typing....
4. Time/Deadline: Highlight this gray area and begin typing....

DETAILED EXPLANATION OF YOUR GROWTH PLAN

Highlight this gray area and begin typing....

Date: _____
Teacher Principal

Grades PreK-5 WALK-THROUGH EVALUATION FORM
(As applicable based on training and experience with EI Model)

Explicit Instruction Targeted Fidelity Form

Teacher: _____

Observer: _____

Date: _____

Items		Rating			
		Comments and Tallies	0 = Never 1 = Inconsistent 2 = Consistent NO = No opportunity to observe		
District adopted materials are used for core					
Classroom is organized for instruction					
Lesson progress (5 lessons in 6 days core)					
Following schedule					
Item: Unison Response					
Teacher states the task and provides think time appropriate for the group or individual (2-5 seconds)					
Teacher provides a clear signal (such as a hand drop, tap, snap, touching under the sound or word students are expected to read)					
* Teacher monitors responses and catches all errors related to responding on signal (includes delayed response, jumping the signal).					
* Teacher responds to non-responder "response errors" by saying: "I didn't have everyone responding/following the text. I need everyone" and presenting task again (continue to do that 5 times before moving on) Includes not tracking, reading the text, looking at chart, or responding.					
Item: Error Correction Procedures					
Teacher provides immediate error correction procedure for all errors with Model, Lead, Practice, Test- "My turn, Your turn" corrections with signaling for group or individual responses					
Teacher remembers to back up (beginning of row of skills, back two skills, sentence, or text) and continues instruction repeating the item missed					
Teacher uses group error correction procedure during whole group or individual turns					
Item: High quality partner responses					
Teachers has students work with partners systematically (i.e., 2s share with 1s...– NOT share with your partner; provide opportunities for each partner to share and listen)					
Teacher uses partner responses for appropriate type of task (e.g., when responses are long and different; students are close to mastery; personal experience; brainstorming)					
Teacher monitors partner responses (i.e., walks around listening, responding, & providing feedback, clarification, and/or scaffolding)					
Teacher identifies 2-4 good examples of partner responses to share with whole group (teacher may share some responses heard or have selected partners/individuals share their response)					
Item: High quality individual responses					
Teacher gives appropriate number of individual turns after every group activity (e.g., 3-4 students; not too many or too few)					
Teacher presents the question/task/item BEFORE calling on a student					
Teacher calls on students randomly (the tasks may be presented in random order as well)					
Teacher gives an individual turn on any question/task/item that was difficult for the students					
Group/partner	Individual				
		:30	1:00	1:30	2:00
		2:30	3:00	3:30	4:00

LHS AND LMS WALKTHROUGH EVALUATION FORM

* Required Answers

Teacher: * _____ Administrator: * _____

Period: * 1 2 3 4 5 6 7 8

Observation Time Frame: * First 10 Minutes Middle of Period Last 10 Minutes

Subject: *

- | | | |
|--|---|---|
| <input type="checkbox"/> LA | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Foreign Language |
| <input type="checkbox"/> Math | <input type="checkbox"/> Music | <input type="checkbox"/> SpEd |
| <input type="checkbox"/> Social Sciences | <input type="checkbox"/> Art | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Science | <input type="checkbox"/> Health | |

Class Objective: * Observed Not Observed
Observed

Class Agenda: * Observed Not Observed

The Teacher-Parent Communication Log: ** Observed Not Observed

"10 & 10" (Teaching Bell to Bell):

- Students WERE ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
- Students WERE NOT ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
- Students WERE ACTIVELY ENGAGED in an activity the until the bell rang (the last ten minutes) to begin the period
- Students WERE NOT ACTIVELY ENGAGED in an activity the until the bell rang (the last ten minutes) to begin the period
- NO "10 & 10" Observed
- Other: _____

Sponge Activity

- Observed (Students were engaged and on task)
- Observed (Students were NOT engaged in activity)
- No Sponge Activity Observed
- Other: _____

Teacher Was: *

- | | |
|---|--|
| <input type="checkbox"/> Lecturing Only - No Student Interaction | <input type="checkbox"/> Facilitating Group(s): Small and/or Large |
| <input type="checkbox"/> Lecturing - Minimal Student Interaction | <input type="checkbox"/> Questioning: Knowledge or Higher Level |
| <input type="checkbox"/> Lecturing - High Degree of Student Interaction | <input type="checkbox"/> Demonstrating Cultural Sensitivity |
| <input type="checkbox"/> Sitting Behind the Desk | <input type="checkbox"/> Providing Motivation/Praise |
| <input type="checkbox"/> Reading to Students | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Helping Individual Students | |

Teacher Methodology: *

- | | |
|---|---|
| <input type="checkbox"/> Well-Designed Materials/Lesson | <input type="checkbox"/> Used Higher Order Questioning |
| <input type="checkbox"/> Non-Lecture Learning Activities (small group, student-led) | <input type="checkbox"/> Utilized Direct Instruction |
| <input type="checkbox"/> Invited Class Discussion | <input type="checkbox"/> Utilized Technological Instruction |
| <input type="checkbox"/> Independent Study | <input type="checkbox"/> Modeled Tasks/Behaviors for Students |
| <input type="checkbox"/> Teacher-Led Activity | <input type="checkbox"/> Student to Student Learning Activity |
| <input type="checkbox"/> Study Period - No Apparent Methodology | <input type="checkbox"/> Other: _____ |

Type of Student Activity: *

- | | | |
|---|--|--|
| <input type="checkbox"/> Note Taking | <input type="checkbox"/> Presentation | <input type="checkbox"/> Prompt Writing |
| <input type="checkbox"/> Worksheet | <input type="checkbox"/> Silent Reading | <input type="checkbox"/> Working at Computer - Assignment Driven |
| <input type="checkbox"/> Project | <input type="checkbox"/> Reading Aloud | <input type="checkbox"/> Working at Computer - Free Time |
| <input type="checkbox"/> Daily Assignment/In-Class Assignment | <input type="checkbox"/> Listening (Teacher-Led Reading) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Paper | <input type="checkbox"/> Guided Writing | |

Teacher-Student Interaction: *

- | | |
|---|--|
| <input type="checkbox"/> Minimal Degree of Student Input | <input type="checkbox"/> High Degree of Awareness of Individual Student Learning Needs |
| <input type="checkbox"/> High Degree of Student Input | <input type="checkbox"/> Minimal Obvious Expectations of Students |
| <input type="checkbox"/> Minimal Degree of Student Involvement | <input type="checkbox"/> High Expectations of Students |
| <input type="checkbox"/> High Degree of Student Involvement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Minimal Awareness of Individual Student Learning Needs | |

Technology Utilized: *

- | | |
|--|--|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Online Learning |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> SmartBoard | <input type="checkbox"/> Technology Use Not Observed |
| <input type="checkbox"/> Computer (Teacher Use Only) | <input type="checkbox"/> Other: _____ |

Reading Commitment: Observed Not Observed
Observed

Structured Writing: Observed Not Observed

Students Speaking and Writing in Complete Sentences: * Observed Not Observed

Comments: *

Reflective Questions:

Follow-Up:

- No follow-up required.
- Please respond to my questions.
- Please schedule a post-conference with me.
- I really enjoyed your class today!

Email Sent To Teacher

PERFORMANCE EVALUATION FOR CLASSIFIED STAFF
Lexington Public Schools

_____|_____|_____
Employee - Position Date of Last Evaluation Date of Evaluation

E: EXCELLENT – Exceeds expectations

G: GOOD – Meets expectations

NI: NEEDS IMPROVEMENT – Does not meet expectations; improvement is necessary to meet expectations

U: UNSATISFACTORY – Considerably below expectations; requires immediate attention

I. JOB PERFORMANCE

Quality of Work

Follows through on details and exhibits general ability to handle assigned tasks E G
NI U

Comments:

Quantity of Work

Consistently performs assigned work in time allotted E G NI U

Comments:

Knowledge of Job

Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements E G NI U

Comments:

Job Skills

Possesses skills required to complete tasks E G NI U

Comments:

Work Habits

Organizes work E G NI U

Takes good care of equipment E G NI U

Promotes economy with district funds and other resources E G NI U

Follows safety regulations/rules E G NI U

Comments:

Dependability

Follows established work methods E G NI U

Exhibits ability to do job without close supervision E G NI U

Comments:

II. PERSONAL

Cooperation

Exhibits willingness to adjust to schedule changes E G NI U

Helps others E G NI U

Comments:

Attitude

Exhibits enthusiasm for work E G NI U

Is willing to meet job requirements E G NI U

Readily accepts suggestions E G NI U

Supports goals and objectives of the district E G NI U

Comments:

Relationships

Exhibits positive relations with co-workers and supervisors E G NI U

Is a good team worker E G NI U

Interacts with students in an appropriate manner E G NI U

Interacts with the public/parents in a professional manner E G NI U

Uses non-sexist and culturally appropriate language E G NI U

Comments:

Personal Fitness

Exhibits emotional stability required for the position E G NI U

Possesses physical abilities necessary to complete essential job requirements E G NI U

Dresses, grooms and maintains appearance appropriate for the position and assigned tasks E G NI U

Comments:

Punctuality and Attendance

Comes to work on time E G NI U

Uses leave appropriately E G NI U

Works through the assigned hours E G NI U

Follows proper reporting procedures E G NI U

Comments:

Initiative

Makes good use of time E G NI U

Conforms to rules and regulations E G NI U

Notices things to do and does them E G NI U

Comments:

Innovation

Employee shows unusual initiative in suggesting improvement in practices, procedures or

facility changes within the department. (Optional) E G NI U

Comments:

Supervisor Comments:

Employee Comments:

Supervisor	Date
-------------------	-------------

Administrator (if applicable)	Date
--------------------------------------	-------------

*

Employee	Date
-----------------	-------------

*Indicates employee has conferenced with supervisor but does not necessarily mean agreement with the evaluation.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have either received a paper copy of or have website access to the Lexington School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Employee Signature

Date



LEXINGTON PUBLIC SCHOOLS
STUDENT/PARENT/ACTIVITIES HANDBOOK

2020-2021

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign (if applicable) and return no later than September 1 or one week after receiving the handbook if you enrolled after the start of school.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,



John Hakonson
Superintendent

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

NOTICE OF NON-DISCRIMINATION (Policy 3053)

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Angie Kovarik
Title: Student Services Director
Address: 300 South Washington St., Lexington, NE 68850
Telephone: 308.324.1209
E-mail: angie.kovarik@lexschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053-Nondiscrimination.

Also see the “Discrimination and Harassment” section below.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this handbook.

Discontinuing Enrollment - 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment - 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of

the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Absences*

1. Students are expected to attend every class, every day.

2. High School: Students must not acquire more than 10 absences from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. Students who face a loss of credit in any given course due to absences may appeal the loss to his/her building principal. The principal shall have discretion in determining the educational placement of a student who has lost credit in a class including, but not limited to, assignment to the class on a non-credit basis or removal from the class with reassignment to a credit recovery program.

3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4. Students in grades K-12 who are absent for 10 or more consecutive days will be dropped from the district's enrollment. If they should subsequently return, they will be required to re-enroll. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1st-4th absences: The parent/guardian will be contacted.
- 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. *Absences caused by the following circumstances shall not be counted against a student:

- a) when a licensed health care provider (including a school nurse) has confirmed on the district's illness-related absence form, in his/her professional medical opinion and within his/her scope of

practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible

- b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
- c) student attendance at a school-sponsored activity;
- d) student has been suspended or expelled from school by the school district; and
- e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please see student/parent handbooks for additional information on making up assignments.

Band (Policy 5045)

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy (5045) or other applicable policy.

Bills (Policy 3025)

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Lexington Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$10 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Birth Certificates

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lexington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards (Policy 5042)

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying (Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous online “Submit a Tip” platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Closed Campus (Policy 5032)

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if parents pick up their children and provide written permission submitted to the office.

Communicable Diseases (Policy 3048)

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

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

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

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

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Nebraska Health and Human Services recommends the following:

Bedbugs. See **Policy 5065**.

Chicken Pox. May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.

Diphtheria. Must have doctor's written permit to return to school.

Fifth Disease. Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.

German Measles (Rubella). May return to school in a minimum of 4 days after appearance of rash.

*Head lice. **See Policy 5062.** The school will contact the parents of students discovered to have live head lice, and ask them to remove the student from school. Students will not be allowed to return to school until they are free of live lice. When lice are detected on one family member, parents should check all other family members for the presence of lice and treat them if necessary. All infested clothing, bed linen, and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry-cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes.

Hepatitis A. Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.

*Impetigo. To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.

Influenza. Exclude for duration of illness.

Measles (Rubeola). May return to school in a minimum of 4 days after appearance of rash.

Meningitis (Bacterial & Viral). Exclude for duration of illness. Return with documented physician approval.

Mumps. May return to school after swelling has subsided.

Pertussis (Whooping Cough). Exclude, may return with documented physician's approval.

*Pink eye. Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Pin worm. Exclude until treated, as documented by a physician.

Pulmonary Tuberculosis. Exclude, physician treatment essential. My return with documented physician approval.

*Ringworm. Upon suspicion of ringworm a student will be referred to the nurse and the site will be covered. A physician referral will be made.

*Scabies. To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

Scarlet Fever, Streptococcal Infection, Scarletina, Strep Throat. Exclude until no fever and under treatment for 24 hours.

** If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.*

Communicating with Parents (Policy 5019)

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Complaint Procedure (Policy 2006)

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

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

Complaint and Appeal Process:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.

- b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and

educational placement must be submitted to the school district's Student Services Director. The Director will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's Student Services Director. The Director will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Student Services Director. The Director will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences two times per year.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Copyright Compliance (Policy 3020)

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can

find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence (Policy 5030)

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Dress Code (Policy 5031)

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school
4. Bare feet and footwear determined to be inappropriate by the building principal
5. Short-shorts and biker shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from the principal
16. Clothing with tears or holes that expose flesh above the thighs or underclothes

17. **Face coverings.** District administrators may require the wearing of face coverings to limit the spread of COVID-19. See your school's supplemental handbook for more specific information.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol, tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances, tobacco, and e-cigarette at all times.

Any student who violates any school policy regarding drug, alcohol, tobacco, and e-cigarette use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Early Dismissal

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Evacuations, Lockdowns, and Reunifications

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Additionally, the district uses a Standard Response Protocol (SRP) for handling school emergencies including the need for student evacuation of the building and reunification with parents. An overview of these procedures can be found in Section 7 at the back of this handbook.

Field Trips (Policy 6027)

Classes occasionally take field trips off school property for educational enrichment. A student's parent or caregiver, as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. Parents/guardians may be asked to assist with these field trips,

provided they pass a background check through the central office. Parents will receive prior notification for all field trips.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance Services

The Lexington Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send an excuse from a health care provider to the building office. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, etc.

Health Screening

Students in the Lexington Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

Health Services

A school nurse is employed by the Lexington Public Schools and is available to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

Homeless Children and Youth (Policy 5014)

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the

district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Angie Kovarik, who may be contacted at (308) 324-1209.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0 will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence.

Immunizations (Policy 5010)

1. General Rule

- a. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.

2. Exceptions

- a. Provisional Enrollment

Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.

- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

- i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing (Policy 5028)

The school does not sponsor or condone initiation or hazing of any sort. See Section Three: Student Discipline for disciplinary consequences.

Instruction Provided Outside School (Policy 6016)

The school district may provide a student with instruction in his or her home and under parental supervision, or in another non-school location and under district supervision, if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Instruction outside school shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. The superintendent or his/her designee will determine when homebound instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services (Policy 5022)

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall allow law enforcement officers access to students to conduct an investigation during school hours unless the investigation substantially disrupts the orderly operation of the school.

Leaving the District

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunizations.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

Lockers and Other School Property (Policy 5036)

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

Lost and Found

All lost and found articles are to be taken to office and then placed on the lost and found table. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Further information can be found in the district's Handbook Supplements.

Media Program and Centers

Mission: To provide an optimal learning environment that promotes reading for enjoyment and supports the development of information literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

The Lexington Public Schools (LPS) Library program aims to provide quality learning experiences designed to equip students with the skills to adapt and thrive in a changing global environment in accordance with the strategic planning goals and curricular needs of the district.

The school library is to be the informational center for students and staff members, providing collections that include materials in a variety of formats to meet the curricular, personal, and professional needs for the educational process. The school library will extend and enhance the classroom experience: a place where students, teachers, and librarians can explore, learn, create, and collaborate. Librarians will foster a love of reading and learning in addition to modeling and utilizing current technologies to assist students in becoming proficient and responsible users of information.

The school library will allow free access to all materials for staff and students by providing information, access to technology for information retrieval, and facilities for meetings.

In general, the LPS library program will endeavor to uphold the ideals and policies set forth in the American Library Association's (ALA) "Library Bill of Rights" (Appendix A) in order to best meet the needs of all of its stakeholders.

The District provides a media center at Lexington High School, Lexington Middle School, and each elementary school available for use by staff and students throughout the school day. All library media resources are properly cataloged, marked, and shelved according to a standard classification system. Each school has at least one set of encyclopedia available in either print or electronic format with copyright dates in the past five years. Each elementary school acquires a minimum of 25 new library media resources in print format, exclusive of textbooks and encyclopedia, of different titles, per teacher

per year, up to 150 titles during one year. The minimum number of new titles in print format is 75 if library media resources are also available through electronic format. Lexington Middle and High Schools acquire a minimum of 150 titles each year in either print or in full text electronic format. Additionally, Lexington Middle School students have access to at least ten, and Lexington High School to 25, periodicals either in print or in full-text electronic format. Elementary students have media center visits scheduled each week as a part of their arts block rotation. Secondary students may access their media centers as directed by teachers for instruction, research or other class projects.

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Medication of Students (Policy 5024)

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication

- a) Parents/guardians must provide written permission for the administration of prescription medication.
- b) Medication must be brought to school in the prescription container and must be properly labeled with the student's name, the medical professional's name, and directions for administering the medication.

2. Non-prescription medication

- a) Parents/guardians must provide written permission for the administration of the medication.
- b) The medication must be brought to the school in the manufacturer's container.
- c) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization

to consult with the student's medical professional regarding any medication prescribed by such medical professional.

Memorials (Policy 3038)

Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval. The District encourages family and friends to sponsor scholarships through the Lexington Community Foundation to honor the memories of their loved ones. Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

Opting Out of Assessments (Policy 5018)

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308.324.1201.

Parties

Classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Pets

Pupils have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher and/or administrator.

Phone Notification System

Lexington Public Schools may contact parent(s), guardian(s), and students periodically by phone to deliver important recorded messages including school closings, emergency information, or important building information.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students may be required to wear PE uniforms, and are encouraged to wear tennis shoes for P.E.

Physical and Vision Examination of Students (Policy 5011)

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

I. Visual Evaluation for Students

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

II. Objection to Examination

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Supervision

The school's playgrounds, equipment and surrounding areas are generally not supervised when school is not in session. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Pregnant or Parenting Students (Policy 5008)

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

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

Protection of Student Rights (Policy 5015)

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam. Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reporting Child Abuse and Neglect (Policy 4064)

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Rights of Custodial and Non-Custodial Parents (Policy 5020)

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Meal Program and Meal Charges (Policy 3012)

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Prices for meals can be viewed on the district website.

Breakfast

The school will serve breakfast daily from 7:15 a.m. until 7:45 a.m., or as otherwise authorized by the building principal. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

The district prohibits student lunch accounts from carrying negative balances, and it is the responsibility of parents/guardians to ensure sufficient funds are deposited in their children's accounts. When balances are drawn down to \$5.00, the district will send a low-balance notification to the parent/guardian. Students are encouraged to pay for meals several weeks in advance. Payment should be made to the lunch bookkeeper in the building.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Secret Organizations (Policy 5046)

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

Self Management of Diabetes or Asthma/Anaphylaxis (Policy 5053)

Subject to school policy, the school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

Sex Discrimination and Harassment (Policies 4001, 5026)

I. Sex Discrimination

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

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

II. Sexual Harassment

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

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

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

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

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

III. Disciplinary Decisions

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

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

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

Smoking, Tobacco, and "E-cigarettes" (Policy 3016)

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dog

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.

3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Solicitation

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Board, shall be permitted.

Standardized Testing

The Measure of Academic Progress (MAP) is administered annually in grades 2-10 to determine the students' achievement probability for individual success. Results are sent home.

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees (Policy 5045)

The Board of Education of Lexington Public Schools adopts the Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska. Please visit <https://www.lexschools.org/wp-content/uploads/2019/12/5045-STUDENT-FEES.pdf> to review the full policy.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Insurance (Policy 5025)

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Student Internet and Computer Access (Policy 5037)

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

I. Student Expectations in the Use of the Internet

Acceptable Use

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

6. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
7. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
8. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
9. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
10. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
11. Students shall not forge electronic mail messages or web pages.

II. Enforcement

Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

III. Consequences for Violation of this Policy

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

1. Loss of computer privileges;
2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.
5. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Children's Online Privacy Protection Act (COPPA)

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Student Records (Policy 5016)

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information (Policy 5017)

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- E-mail address
- Date of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Name of parent and/or guardian
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Certain class work which may be published onto the Internet

- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user. Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who object to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than one week after receiving the handbook.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. The student and parents may be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

Threat Assessment and Response (Policy 3037)

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, the building principal, guidance counselor, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate

school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Title I Parent and Family Engagement (Policy 5057)

Lexington Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

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

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

Title I School Compact

The Lexington Public School District and the parents of students participating in activities, services, and programs funded by Title I have jointly developed this Compact which outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

School Responsibilities:

The faculty and staff of the District, will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students’ learning.

Parent Responsibilities:

The parent(s) will support their child’s learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child’s learning.
- Value and support my child’s attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child’s extracurricular time.
- Participate in parent groups that support the district’s students.
- Endeavor to stay informed about my student’s progress and request updates as needed.
- Under the *Every Student Succeeds Act*, parents of students attending a Title 1 school may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student’s teachers and paraprofessionals.

Student Responsibilities:

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.

- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

Tornado Warning

It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Lexington is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent or designee will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.

11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Student must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities (Policy 6029)

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent. In the event a student misses the bus, alternative transportation arrangements must be approved by the building principal.

Video Surveillance and Photographs (Policy 5063)

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

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a

school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Weather-Related School Closing (Policy 3013)

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be ordinarily announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website and Twitter/Facebook accounts, and through automated phone calls. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled, unless authorized by the administration and activity participation is voluntary.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Please see handbook supplement for further academic information specific to your school.

Parent Access to Student Information System

Parents and students may log on to the Student Information System (SIS) to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, "PowerSchool", parents will be issued a user identification and password to access their child's current information.

Parents may use computers at the school to access their child's information. Parents may call by phone to receive current homework information in either English or Spanish.

Promotion and Retention

Judgments about promotion from grade level to grade level, completion of a class or course of study, accelerated placement, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. The parents or guardians of pupils who are to be retained shall be notified, and if requested by the parents or guardians, conferences will be held with the parents or guardians indicating the reasons for retention.

Decisions about promotion or retention of students shall be based on consideration of the academic achievement and/or attendance of the student and be directed toward the welfare and development of the student. Pupil progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Retention of pupils for more than one additional year for a given grade is not recommended.

Any student or the parent or guardian of any student shall have the right to review any decisions made about promotion or retention; rights of review are governed by policies of the Board relative to complaints.

Report Cards

Report cards are sent home no later than the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE: STUDENT DISCIPLINE (Policy 5035)

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Rules and regulations relating to extracurricular activities including athletics, cheerleading, band, chorus, and club activities can be found in Sections Four and Five of this Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences addressed in this section.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

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

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

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

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

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork.

Emergency Exclusion

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

Weapons and/or Firearms

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

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Reporting Requirement to Law Enforcement

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Reporting Requirement to Law Enforcement

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

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

SECTION FOUR: ACTIVITY PROGRAMS AND EVENTS

Students in “good standing” at Lexington Public Schools are invited to participate in activities. Whether students are active in leadership, clubs, arts activities, athletics, or academic endeavors, they are playing an important role in building school spirit and representing our school and state in a positive manner. LPS activities and events include, but are not limited to attendance and participation in [1] athletic events, [2] cheerleading and dance team, [3] band, chorus, speech, and drama performances, [4] all clubs and organizations, [5] dances, [6] homecoming festivities, [7] and prom. A complete list of LPS clubs, organizations, and activities can be found on the district website.

The Senior Trip to Washington D.C. is considered a non-school activity with its own rules and requirements.

Absence from School (Policy 6014)

All students are expected to be in regular attendance throughout the school year. When school is in session, the student must be in attendance at least ½ of the school day (four class periods on a regular school day or adjusted for abbreviated schedules) in order to be eligible to practice, rehearse, or perform on that same day. Any student who participates in an activity when not in attendance at for at least ½ the school day will not be allowed to participate in the next school activity that is of a similar nature. (Note: If the aforementioned violation involves a practice, the student cannot take part in the next practice. If the violation involves a contest, the athlete will not be allowed to participate in the next contest). The activities director or principal may waive this requirement for funerals, medical appointments, and other extenuating circumstances.

Accountability Lists

See LMS and LHS Handbook Supplements.

Activities on Wednesday Nights and Sundays (Policy 3015)

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent. Practices on Wednesdays shall not go later than 6:30 PM.

Adding or Dropping Organizations

New organizations may be formed during the school year providing: (1) there is sufficient interest among the students; (2) a certificated staff member is available to sponsor the organization; (3) the purpose and objectives of the organization are part of the overall philosophy of the school. Organizations may also be deleted from the co-curriculum based upon the preceding three requirements. All additions/deletions for the co-curriculum activity must be approved by the school administration. New activities requiring the expenditure of district funds must also be approved by the Board of Education.

Appearance

Participants in the activities program will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Attendance at Activities

Students attending a school activity may not leave and reenter the activity. This includes school dances and all athletic events except when athletic contests are being held in multiple sites on the same date.

Concussion Information and Medical Release

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of

catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 1. The signs and symptoms of a concussion;
 2. The risks posed by sustaining a concussion; and
 3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual’s qualifications.

Please see Parent/Athlete Concussion Information form below concerning concussions:

PARENT/ATHLETE CONCUSSION INFORMATION FORM

What is a Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It causes a disruption of normal brain function due to either a direct or indirect blow to the head, face, neck or other body part that causes the brain to move back and forth rapidly. This rapid movement causes damage to the brain at a microscopic level.

Concussion Signs & Symptoms

SIGNS OBSERVED BY PARENTS OR COACHES	SYMPTOMS REPORTED BY ATHLETES
Appears Dazed or Stunned	Headache
Confused about what to do or forgets instructions/plays	Nausea or vomiting
Is unsure of game, score, or opponent	Dizziness/Balance Problems
Answers questions slowly	Blurred/Double Vision
Shows mood, behavior or personality changes	Difficulty Concentrating/Memory Problems
Can't recall events prior to or after the hit	Sensitivity to Light &/or Noise

Concussion Danger Signs

Be alert for symptoms that worsen over time. This can be in a matter of hours or in a matter days. Your athlete should receive immediate medical attention if he or she has:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse or does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Increasing confusion, restlessness or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Why Should An Athlete Report Their Symptoms?

An athlete's brain needs time to heal following a concussion. While the athlete's brain is still healing, the athlete is much more likely to have another concussion. Repeat concussions can increase the amount of time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling known as "Second Impact Syndrome" which can even be fatal or cause permanent damage to the brain.

What Should You Do If You Think Your Athlete Has a Concussion?

If you suspect your athlete has a concussion, he or she should be removed immediately from play. The athlete should report any symptoms to their coaches and/or athletic trainer immediately. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. The athlete should not be allowed to return to activity until a health care professional, experienced in evaluating for concussions has evaluated the athlete for a concussion.



What Can YOU Do to Help Recover from a Concussion?

Rest is key to helping an athlete recover from a concussion. There are no medications that can speed up the recovery from a concussion. Exercise and activities that require a lot of concentration appear to cause concussion symptoms to worsen and/or last longer. Examples of activities to refrain from while recovering from a concussion include: exposure to loud noises, bright lights, computers, playing video games, television & phones (including text messaging). Resting as much as possible in the days following a concussion is the best treatment. Returning to sports following a concussion must be carefully managed by a health care professional.

Interesting Facts About Concussions

- An athlete does not have to lose consciousness to suffer a concussion
- Concussion symptoms may last a few days to several months
- Concussion symptoms can interfere with school, work & social life
- Athletes who have had a previous concussion are at increased risk for another concussion
- Teens are more likely to get a concussion and take longer to recover than adults

Cutting Athletic Squads

We try to carry as large as possible athletic squads in order to give everyone a chance to play. Times a squad might be cut are: NSAA regulations, insufficient facility space and equipment, insufficient transportation, insufficient number of coaches or sponsors, misconduct by a player, and the unlikelihood of playing time.

Dances (LHS)

1. Generally, there will be a limit of 1 dance per semester.
2. Music shall be in good taste, with school-appropriate lyrics.
3. Attire is less restrictive than for the academic climate, but must be in good taste. Attire that is see-through or too revealing isn't permitted.
4. Breathalyzers may be administered to attendees.
5. No one below 9th grade and no one over age 20 is permitted to attend LHS dances.
6. All non-LHS guests must be registered in the office by 3:30 p.m. on the date of the dance.
7. All non-LHS guests must arrive and leave with their LHS date.
8. Student must register in advance their outside dates and have them approved by the principal.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Eligibility--NSAA Rules

Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>.

Eligibility for College

The following link provides information about NCAA college eligibility rules:
<http://www.ncaa.org/student-athletes/future/eligibility-center>.

Equipment

The school tries to furnish the student with as much of the equipment needed for activities as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The student will be responsible for this equipment and shall be responsible for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What item costs when purchased for replacement may be double the original cost in many cases because of ordering a single item.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should he/she quit a sport. If a student fails to check in his/her equipment at the designated time should he/she quit an activity, he/she will be expected to pay for the cost of replacement.

Intramural Activities

Intramural activities will be organized providing, (1) there is an acceptable sponsor available; (2) there is sufficient student interest; and (3) facilities are available. A student may not participate in the intramural program if he/she is participating in NSAA interscholastic athletics in the same season.

Lettering Guidelines

Students of Lexington High School may earn the right to be letter winners in certain extra-curricular activities. The activities that offer lettering and their specific lettering requirements may be found on the

district website: <https://www.lexschools.org/activities/lettering-requirements/>

General lettering requirements include the following:

1. LHS student managers/assistants are eligible to be awarded letters.
2. All students must finish the season in good standing in order to receive a letter.
3. Letters will be awarded by the school, not an outside organization.
4. Each time an individual letters, he or she will be awarded a letter certificate by the coach/sponsor of that activity. The first time, and only the first time, that an individual letters in any activity, he/she will be awarded the standard chenille letter by the coach/sponsor representative of that activity.

Level of Competition for Team Sports (Football, Volleyball, and Basketball)

The decision as to whether a freshman will be "moved up" to sophomore, reserve and/or varsity competition will be made by the respective coaching staff with the consent of the parents/guardians. All moves may be subject to change during the season. Athletes will be placed according to their athletic abilities/attitude at that given time.

Locker Rooms

All students will be under the direct supervision of the coach/sponsor in charge while dressing. A student must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge. Students are to always respect all equipment and supplies in the locker room. Coach's/sponsor's offices and equipment rooms are off-limits to all students unless expressly permitted by the coach or sponsor (e.g. for a conference).

Meals

If requested by the activity coach/sponsor, the district shall provide a student meal allowance for events when the travel time from Lexington exceeds 8 hours.

Medical Treatment

Plum Creek Medical Group and Lexington Regional Health Center will provide a volunteer health care provider to come and assess athletes that have been injured at the request of Lexington Public School Athletic Trainers. The health care provider will come on Wednesdays between 4:00 to 5:00 P.M.

The treatment will include history of the injury, focused exam of the injured athlete, discussion for the need for further assessment and plan of care. No monetary charge for this visit at Lexington High School. If there is further need for more testing (example: x-rays, MRI, CT scans or orthopedic consults) the provider will recommend this. The athlete will be given the option to see whomever they wish for their healthcare at this point. If further workup is needed and are seen at another facility the athlete's parents will be billed at that time.

All billing will initially go through their private insurance. Parents will be notified prior to the assessment so that they may have the opportunity to come to the healthcare provider's exam. If the parent(s) cannot be present the health care provider will send the notes from visit home with athlete.

Parents have the choice to take their athlete to their primary care provider for further evaluation if they so choose.

By signing this handbook, the parent gives permission for their son/daughter to be examined at Lexington High School by a voluntary health care provider for the current school year.

Open Gym and Other Off-Season Conditioning Programs

Open Gyms and other like conditioning programs for athletes that are not involved in in-season athletic programs are encouraged for all student-athletes, grades 9-12.

Overnight Stays

If the distance to an event requires a departure time earlier than 6 a.m., student groups shall be allowed to stay overnight at the event location. Exceptions to this rule may be made for state competitions or weather-related contingencies.

Parent Communication With Coaches/Activity Sponsors

Note: This is the model that parents are instructed to follow. This is a binding agreement between the school (and its coaches/sponsors) and parent(s).

When there is a need to contact a coach/sponsor of a sport/activity during the school year, LPS has established the following protocol:

Level 1. Each Head Coach/Sponsor will have a parent meeting during the preseason to establish guidelines and expectations for their student-athletes. Parents are invited to ask questions at this time.

Level 2. During the season, please contact your son/daughter's head coach/sponsor if you have questions or concerns. Please wait 24 hours AFTER a contest to contact your son/daughter's coach/sponsor. Teachable Moment: Have your son/daughter have an initial visit with their head coach. We are preparing student-athletes for adulthood and learning to advocate for themselves is a part of their education.

If the issue is still not resolved to your satisfaction, the decision may be appealed to the Activities Director and up the chain-of-command as described in the district's Complaint Procedure.

Participation Conflicts

In the event a student participates in more than one activity and there is a scheduling conflict between programs, students are encouraged to follow these priorities: 1. State events; 2. District events; 3. Conference events; 4. Regular Season events. When there is a conflict between two activity events having the same priority status, the student shall be allowed to choose which one to attend.

Pep Rallies

In order to support participants in school activities, as well as promote school spirit, pep rallies are occasionally held. Pep rallies must be scheduled through and approved by the building principal.

Practice Regulations

Please visit the NSAA website for the most up-to-date practice/conditioning guidelines.

Pre-Practice/Meeting Requirements

All students who participate in an activity must return the following to the Activities Office before they start practice:

1. Completed and signed physical card
2. Parental/Guardian permission – signature of approvals and agreements
3. Student signature of approvals and agreements

When completed, these are to be turned in to the Activities Office. Only one form per year per participant needs to be completed. This form must be on file in the Activities Office for student participation in all

school activities. Upon completion of the before mentioned pre-practice requirements, the office will issue clearance of the student to the coach/sponsor in charge.

Senior “Giant” Photo Requirements

Requirements of inclusion in the “Giant Senior Letterwinner” photo - In order to be included in “Giant” senior photo, athletes must:

- a) Be able to fulfill all requirements for graduation upon completion of the present school year and be a letterwinner.
- b) Have been active in a sport during their junior year (unless prohibited by serious injury documented by a medical doctor)

Sportsmanship

LPS abides by the sportsmanship guidelines of the NSAA which can be found at

<http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

Training Room Rules and Procedures

For training room rules and procedures, see guidelines at <http://lexstrength.weebly.com/>.

Traveling to Practice Field, Courts or Buildings

In some school activities including, but not limited to, soccer, softball, and golf, parents may be asked to arrange for transportation of their child to the practice/game location.

Travel To and From Activity Events (Policies 5044, 6029)

To promote team unity, LPS staff members and activity groups shall normally travel together to and from all contests/events by school bus or school vehicle. Travel by private vehicle is discouraged, but when necessary, must comply with Board Policy 6029 concerning activity travel. All members of an activity group will ordinarily return from a contest/event by the same means of transportation provided in taking them to the contest/event. The following exceptions may be granted:

1. A participant may continue on a trip with his/her parents or remain at the site when their parents are visiting friends, relatives, etc.
2. If returning to Lexington causes a hardship upon the family, such as if the participant lives between the site and Lexington.
3. If a participant must return home early because of another obligation or emergency situation.

Students shall follow all transportation rules described in Board Policy 5044 and this Handbook.

The policy of the school district is for activity buses to return from any regular season, conference, or district contest on the same day of the contest, or the last day the LHS team or other activity group competes if the contest spans more than one day, e.g. a tournament. (Length of stay for state competitions will be made on a case-by-case basis.) The activities director may make exceptions to this rule given extraordinary circumstances that threaten the safety of the driver or passengers including, but not limited to, treacherous road conditions, poor visibility, and bus breakdowns. Parents and students are advised that in some cases, buses will arrive home late at night. Students are expected to be on time to school the day following activities regardless of bus arrival times. (Parents have the prerogative to keep students home, but missed school time will still count toward total absences.)

Use of Facilities including Weight Room

No student will work out or use school facilities unless he or she is under the supervision of a coach or sponsor. For further information, visit <http://lexstrength.weebly.com/>.

SECTION FIVE: ACTIVITIES CODE OF CONDUCT

Purpose

School activities are considered an extension of, but separate from, the regular curricular program. Participating in the extracurricular programs is a privilege, not a right, and carries certain expectations beyond those of the regular curricular program. Goals of the LPS Activities Program are to give students: [1] direction in developing healthful living habits, [2] discipline, [3] leadership, [4] teamwork, [5] respect for rules and regulations, [6] personal responsibility, and [7] provide positive opportunities for students as an incentive and alternative to destructive activities or action.

Lexington Middle and High School students involved in extra-curricular activities shall abide by the rules and expectations of the Activities Code of Conduct.

Period of Enforcement

These rules and regulations shall be enforced from August 1 through June 1 of each school year. Additionally, rules shall be enforced any time school-sponsored activity events (e.g. practices, camps, clinics, performances) are conducted including during summer break.

Prohibited Conduct

- Receipt of a criminal citation by law enforcement for any reason.
- Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
- Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
- Any conduct that substantially interferes with the educational process or disrupts the activity or event.
- Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc.

*Presence at wedding receptions, graduation parties, quinceañeras, family reunions, and other gatherings or events potentially having these substances are not included as long as the purpose of the gathering is not to consume alcohol or use tobacco, illicit drugs, or controlled substances.

**The term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes. This includes the use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product.

- Engaging in hazing as defined by state law and district policy. See Section III of this handbook.
- Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging

up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

- Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
- Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
- Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
- Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
- Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.
- Submission of a false statement or accusation by any student that results in an activities code investigation may result in disciplinary action if such reports are determined to be malicious in intent.

Discipline Procedures

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The activities director shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and activities director regarding the incident and any resulting disciplinary action.
3. The activities director shall make a decision regarding disciplinary action after steps 1 and 2 have been followed.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activities director.

Consequences for Violations

Consequences are subject to the discretion of the activities director in consultation with coaches/sponsors. When determining appropriate discipline, the activities director may consider such factors as any prior or additional misconduct; whether the student self-reported the offense; the nature and seriousness of the offense; the motivation for the offense; the amount of violence involved, if applicable; the student's demeanor and attitude regarding the violation; the actual, threatened, or potential risk to the student and others due to the student's behavior; whether the student has compensated or will compensate the victim in the event of property damage or personal injury; whether the circumstances of the violation are likely to recur; the student's willingness to participate in evaluations, counseling, or other programs; any mitigating factors; and any other relevant factors. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school

sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-294, Board Policy, or the Student Handbook.

Consequences for substance violations (possession, use, distribution, proximity):

First Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 20%* of competition days

Tobacco/e-cigarettes/electronic nicotine delivery system/tobacco imitation substance or packaging:
Suspension from 10%* of competition days

Second Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 40%* of competition days and required drug/alcohol counseling as assigned by the Activities Director

Tobacco/e-cigarettes/ electronic nicotine delivery system/tobacco imitation substance or packaging:
Suspension from 20%* of competition days (includes succeeding violations)

Third and Succeeding Violations:

Alcohol/controlled substances/illicit drugs: Suspension from all competition days for one calendar year and required drug/alcohol counseling as assigned by the Activities Director

*Students who self-report in a timely manner may have suspension reduced by half.

- A “competition day” is defined as a day when the student is scheduled to participate in a game, contest, or other performance. Tournaments with more than one game held on the same day are counted as one competition day. Students participating concurrently in more than one school activity (e.g. a sport and one-acts) shall face suspension in both activities.
- The student will be suspended from all activities currently in season, or the next extra-curricular activity if the student is not involved in an activity when the violation occurs. Any suspension can carry over to the following school year in the event a student does not participate in any other extra-curricular activity in the year the suspension was assigned.
- When/if the student goes out for a sport/activity, the suspension will begin at the start of that season. However, if a student quits, is suspended, or is “cut” from participation for any reason during the aforementioned season, s/he will be required to face the same suspension in the next sport/activity in which s/he chooses to participate.
- If a student quits or is suspended from one sport/activity, s/he will not be allowed to participate in another activity during the same season.
- For middle school students, violations are cumulative over the course of a student’s middle school career; for high school students, over his/her high school career.
- If suspended, the student must continue to participate in practices, rehearsals and/or conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice/rehearsal/conditioning requirement will make the student ineligible for reinstatement to the activity.
- Non-activity related school consequences supercede the Activities Code of Conduct when the violation carries a stiffer penalty. Students assigned out-of-school suspensions are prohibited from participating in or attending school activities including rehearsals/practices until the school suspension has been served.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

NSAA requirements and by-laws are subject to change.

Please visit www.nsaahome.org for the most current information, or visit your Activities Director if you have questions.

SECTION SIX: DISTRICT CALENDAR

2020-2021 School Year Calendar



...to develop capable and responsible lifelong learners

Single under line-Professional Development/Work Day Double under line-1st/last day, semester/quarter Shaded square - Parent/Teacher conference * - Early Release, 1:30pm H - Holiday/No School School Hours - Grades K-12, 8:00am - 3:25pm ELA - 7:40am-11:10am & 12:00pm - 3:30pm	Quarter 1-40 student days/47 staff Quarter 2- 43 student days/43 staff Quarter 3-46 student days/48 staff Quarter 4- 48 student days/49 staff 177 Student days/187 Staff days Calendar Approved -	Lexington Public Schools 300 S Washington St. PO Box 890 Lexington, NE 68850 (308) 324-4681 http://www.lexschools.org	Early Learning Academy 324-1841 Bryan Elementary 324-3762 Morton Elementary 324-3764 Pershing Elementary 324-6765 Sandoz Elementary 324-5540 Lexington Middle School 324-2349 Lexington High School 324-4691
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AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-14 - PD/Work days
17 - First day of school

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 ^H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day, No School
8 - No School, Professional Development day

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 ^H	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 - End of first quarter
15 - No School, Parent/Teacher conference
16 - No School, Fall break

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25*	26 ^H	27 ^H	28
29	30					

25 - Early Release, 1:30pm
26-27 - No School, Thanksgiving Holiday

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21 ^H	22 ^H	23 ^H	24 ^H	25 ^H	26
27	28 ^H	29 ^H	30 ^H	31 ^H		

18 - End of 2nd quarter
18 - Early release, 1:30pm
21-31 - No School, Christmas break

JANUARY

S	M	T	W	T	F	S
					1 ^H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - No School, Christmas break
18 - No School, Professional Development day

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19 ^H
20	21	22	23	24	25	26
27	28					

18 - No School, Parent/Teacher conferences
19 - No School, Winter break

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12 ^H
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 - End of 3rd quarter
12 - No School, Spring break

APRIL

S	M	T	W	T	F	S
				1	2 ^H	3
4	5 ^H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2,5 - No School, Easter break

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 ^H	22
23	24	25	26	27	28	29
30	31 ^H					

9 - Graduation
21 - Last Day of school, 1:30pm dismissal
21 - End of 4th quarter
24 - Last day for staff
31 - Memorial Day

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 - No School, Father's Day
18 - No School, Summer break

JULY

S	M	T	W	T	F	S
					1	2
3	4 ^H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - Independence Day

*187 staff days and 177 student days shown. The calendar will be shortened by two days if there are no snow days, and by one day if there is one snow day.

For the most up to date information on LHS & LMS ACTIVITIES, scan the QR code

SECTION SEVEN: STANDARD RESPONSE PROTOCOL FOR EMERGENCIES



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students





STANDARD™ REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name _____

Student Grade _____ Student Cell Phone Number _____

Name of person picking up student _____

Signature _____

Phone number of person picking up student _____

Relationship to student being picked up _____

Photo identification matches name of person picking up student? Y or N _____

Parent completes:

Print Student Name Again _____ Student Grade _____ Student Birthday _____

School personnel completes upon release of student

TIME _____ INITIALS _____ OTHER _____

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



SECTION EIGHT: DISENROLLMENT AND ATTENDANCE FORMS

This section contains forms referenced under the Attendance section of this Handbook.

Collaborative Plan. This document used to address barriers to attendance in a student attendance hearing.

Disenrollment forms. These documents are used to disenroll a student from school based on age and other criteria. Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

Collaborative Plan Addressing Barriers to Attendance

Student Name: [Click here to enter text.](#) Student Grade: [Click here to enter text.](#)

Building: [Click here to enter text.](#) Classroom/Homeroom Teacher: [Click here to enter text.](#)

Date of Meeting: [Click here to enter a date.](#) Number of absences at time of meeting: [Click here to enter text.](#)

What are the primary reasons the student has been absent: [Click here to enter text.](#)

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: [Click here to enter text.](#)

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: [Click here to enter text.](#)

Steps to be taken by student: [Click here to enter text.](#)

Steps to be taken by parent/guardian: [Click here to enter text.](#)

Steps to be taken by third parties: [Click here to enter text.](#)

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Counselor or School Administrator: _____

Other (indicate title): _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. *Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).*

I have received a copy of this Plan, including the above notice:

Parent/Guardian: _____

Student: _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

**Disenrollment of Five-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student**

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is five years old, and will not reach the age of six years old prior to January 1 of the ___-___ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 201__.

Notary Public

**Alternative Educational Arrangements for Six-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student**

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is six years old, and will not reach the age of seven years old prior to January 1 of the ___-___ school year. I am not enrolling my child this school year because:

Please check one of the following:

___ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

___ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 201__.

Notary Public

**Disenrollment of Child Between 16 and 18 Years of Age
Attendance Affidavit of Parent/Guardian and Student**

I, _____ am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes because illness makes attendance impossible or impracticable, or because financial hardships make it necessary for the child to be employed to support the child's family.

I certify that the child was born on (date) _____, and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 201__.

Notary Public

Superintendent Verification of Exit Interview

I _____, am Superintendent of _____ Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20__. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

_____, Superintendent

SECTION NINE: REQUIRED DISTRICT FORMS

This section contains forms which students and their parents must complete and return to the school office no later than September 1 or one week from the time you received the handbook.

Emergency Information Form

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

Parental Authorization and Release Form

Administration of Non-Prescription Drugs to Students

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

Parental Authorization and Release Form

Administration of Prescription Drugs to Students

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____,
a physician-prescribed drug, during school intervals beginning on (date) _____
and continuing through _____.
(date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this ____ day of _____, 20__.

Parent/Guardian

Physician's Request for Administration of Prescription Medications by School Personnel

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored) _____

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

Record of Self-Administered Medicine

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20__.

Students who are able to self administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Medical Provider's Signature

Permission for Participation in Field Trips/Health Form

Student Name: _____ **DOB:** _____
Class: _____

PLEASE COMPLETE ALL THE FOLLOWING HEALTH RELATED INFORMATION:

Name of Parents/Guardians: _____

Home Address: _____

Home Phone: _____ Father's cellphone#: _____

Mother's cellphone#: _____

Father's Business Name & Telephone: _____

Mother's Business Name & Telephone: _____

In the event of an emergency injury or illness, I wish the following persons to be notified in case the parent cannot be contacted:

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Family Physician Name: _____ Phone#: _____

Health Ins. Co. _____ Policy # _____

My child has the following medical/health concerns: _____

Is this student allergic to any drugs? Yes___ No___

Please list if Yes: _____

Does this student have a history of diabetes or epilepsy? Yes___ No___

Please list if Yes _____

Does this student wear contact lens? Yes___ No___

List any medications and dosage that the student needs to take and time of dosage.

ILLNESSES

___ I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel who serve the student (for example: doctors, nurses, teachers, coaches, or, staff member administering medication.)

Transportation for activities may be provided by: district vehicle, walking, **private vehicle/staff or volunteers, or other means.

**** I understand that if my child is being transported via private vehicle that the vehicle's owner's insurance is primary and that the district's liability, if any, would only be in excess of the limits carried by the owner of the vehicle.**

** By my signature below, as parent or legal guardian, I authorize the school to obtain a qualified physician to examine the above named student in the event of injury, and to administer emergency care and to arrange for consultation by a specialist, if deemed necessary, to insure proper care of any injury, in the course of such activities or such travel or during the normal school day. Every effort will be made to contact the parent or guardian to explain the nature of the problem prior to any such treatment.

++ I understand that if my child is to be taking medications, that additional forms need to be filled out prior to a school activity, trip, or for any medication to be administered by the school. I understand that I must provide a correctly labeled pharmaceutical container for any medication.

++ I understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of risks inherent in participation in the type of proposed activities, including physical injury, or other consequences which might arise. If I have questions, I understand that I can call the school.

++Having read all of the above, I hereby give permission for the above named student to participate in "Field Trips" that are approved field trips of the school throughout the school year. I understand that any "over-night or out-of-state field trips" the school will provide a separate form for my permission for this student to participate.

Parent(s) Signature _____

Date _____

LHS STUDENT HANDBOOK

One of America's greatest strengths is its diversity. People come here from all over the world, bringing new energy and new dreams. Each person has a story to tell, and every story enriches and invigorates us.

– Mission of Lexington Public Schools –

At LPS, our mission is to develop capable and responsible lifelong learners...with the cooperation of family, school, and community, students will be prepared for the global challenges of the future. In order to develop capable, responsible, lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community — law enforcement, social services, medical services and private business — need to cooperate fully.

Academics (Evaluating and Communicating Student Progress)

Students will be evaluated weekly in all classes and their progress recorded. Parents are welcome to meet with teachers to review student progress at any time. This includes students who may be having difficulty with their schoolwork, as well as those who have shown to be doing excellent work in relationship to their ability. Parents of students who are in need of extra help should make appointments to meet with their child's teachers. Parent/Teacher Conferences will be held at least twice per school year. At this time, parents will be given a chance to visit with their son or daughter's teachers to discuss their academic progress. However, parents are urged to meet with their child's teachers anytime the need arises. Teachers are expected to contact parents of students who have failing grades on a bi-weekly basis until the grade is passing. Parents are welcome to ask for weekly communication if needed.

Academic Distinction

Recognition for academic distinction requires a student to successfully complete all requirements for graduation, attain a minimum 3.70 grade point average at the end of seven (7) semesters of coursework, and earn the following credits. Students who receive an "F" in any class are ineligible for academic distinction.

- **English:** 40 (must include intensive reading and writing experiences)
- **Mathematics:** 40 (must include Algebra I and II, Geometry and an Algebra-based course)
- **Science:** 40 (must include 20 credits selected from Biology, Chemistry, Physics and Physical Sciences)
- **Social Studies:** 30 (must include 5 hours of Am. Gov't)
- **Foreign Language:** 20 (in one language)

Accountability List

1. An "Accountability List" will be published every Friday, before 1:30 p.m. Teachers are required to update all grades before 8:00 a.m. Friday.
2. "Failing" are those whose present SEMESTER grade average is below 70%.
3. A student failing two or more subjects for two or more consecutive weeks is considered ineligible.
4. Starting Monday after the list is published, a student is ineligible until failing less than two classes.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra curricular activities under the jurisdiction of Lexington High School.
8. Failure to make up assignments because of a school event shall result in the teacher calling the parent to inform them that their student shall be in after school to make up the work. Make-up time can be served the next day. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.
9. As soon as the student is no longer failing two classes, he/she will immediately become eligible.
10. Students who are reassigned to a credit recovery class due to disciplinary reasons or excessive absences will receive a "failing" grade for the class the remainder of the semester and will be placed on the student's permanent record, regardless of current academic status in the class. This will be counted as an "F" regarding eligibility - barring special circumstance(s) - pursuant to the LHS principal's discretion.
11. Teachers should inform parents when they feel a student is either not working up to his/her ability, as well as when the student is exhibiting academic, activity, social, and behavioral progress. This action should always be documented in the teacher's Parent-Teacher Communication Log.

Attendance Policy (Policy 5001 – Compulsory Attendance and Excessive Absenteeism)

Required Attendance - Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Discontinuing Enrollment – 18-Year-Old Students - Only children who are at least 18 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer - Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student attends school. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Absences*

1. Students are expected to attend every class, every day.
2. **High School:** Students must not acquire more than 10 absences from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. Students who face a loss of credit in any given course due to absences may appeal the loss to his/her building principal. The principal shall have discretion in determining the educational placement of a student who has lost credit in a class including, but not limited to, assignment to the class on a non-credit basis or removal from the class with reassignment to a credit recovery program.
3. **Elementary and Middle School:** Students must not acquire more than the equivalent of 20 school day absences in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.
4. Students in grades preK-12 who are absent for 10 or more consecutive days will be dropped from the district's enrollment. If they should subsequently return, they will be required to re-enroll. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.
5. **Interventions to Reduce Absenteeism**
 - 1st-4th absences: The parent/guardian will be contacted.
 - 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
 - An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
 - The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.
6. *Absences caused by the following circumstances shall not be counted against a student:
 - a) when a licensed health care provider (including a school nurse) has confirmed on the district's illness-related absence form, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible
 - b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
 - c) student attendance at a school-sponsored activity;
 - d) student has been suspended or expelled from school by the school district; and
 - e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
 - f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.
7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please see student/parent handbooks for additional information on making up assignments.

Bell Schedule

Period 0	7:10 - 7:56am
Period 1	8:00 - 8:48am
Period 2 (FOL/FOCUS)	8:52 - 9:40am (Grab & Go Breakfast — 8:48 - 8:55am)
Period 3	9:44 - 10:32am
Period 4	10:36 - 11:24am
Period 5 (Lunch A Group)	11:28 - 11:58am (Lunch) / 12:01 - 12:49pm (Class)
Period 5 (Lunch B Group)	11:28am - 12:16pm (Class) / 12:19 - 12:49pm (Lunch)
Period 6	12:53 - 1:41pm
Period 7	1:45 - 2:33pm
Period 8	2:37 - 3:25pm
COURSE CREDITS –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.	
STAFF DUTY DAILY EXPECTATIONS – “Regular Schedule” Teachers are on duty from 7:45am - 3:45pm (no change from last year). CTE "0 Period BLOCK" Teachers (Skills Armory) will be on duty from 7:00am - 3:45pm (this includes duty-free 2 nd Period - Focus Period). All other "0 PERIOD" Teachers in the high school building will be on duty from 7:00am - 3:00pm.	

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners.
4. There will be no throwing of food or other items.
5. Students should treat lunch personnel with respect.
6. No electronic devices (iPads, laptops, gaming devices, etc.) should be used at tables while eating/drinking during lunch.
7. Students who violate the above rules will be disciplined.

Payment for Meals - Students are encouraged to pay for meals several weeks in advance.

Campus School Building Climate

The Lexington High School community includes students, staff, parents, and the greater community outside our building. It is an inviting place, founded on the following building blocks:

Security: Everyone feels safe.

Respect: People value themselves and each other.

Belonging: Everyone is accepted and feels connected to the school and its mission.

Mission: Everyone has goals and believes they are achievable.

Success: Everyone is successful every day.

Responsibility: Everyone is expected to learn and to support others in learning.

Note: Students, staff, parents, and citizens will develop the climate of our school community. As part of this climate, community members and parents are encouraged to observe and to participate in our school programs. The following tools are important to creating a school climate that is open and inviting:

1. Open Communication is encouraged between staff and parents in a spirit of cooperation and partnership. This includes home visits, letters, telephone calls and/or other forms of contact with the parents and/or guardians by the Focus Period and Foundations of Leadership (FOL) teachers. This communication will also include home/school dialogue about attendance, academic performance and school planning.
2. Focus and FOL classes are guided by teachers who advocate for and assist students in assuming responsibility for their educational goals, including transcripts, college applications and career interests.

Cell Phone and Other Electronic Device Policy (Policy 6025)

No electronic devices, text watches (any device capable of texting), earbuds, headphones, cell phones, MP3/CD players, laser lights, personal computers, etc. are allowed for student use during the school day. Such devices may be used if they are necessary for a class assignment and should only be used in the classroom in these rare, special cases. LHS is not responsible for lost/stolen personal electronic devices brought onto school property. Students are prohibited from using cellular phones or other electronic devices while at school, except as defined in this policy. An “electronic device” includes cell phones, smart watches, earbuds, headphones, MP3/CD players, laser lights, personal computers, beepers, pagers, iPods, and any other device capable of texting and/or storing and communicating data by electronic means. Students may use cell phones and/or other electronic devices on the school sidewalks and in the school common areas before and after school as long they do not create a distraction or a disruption. By bringing cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when determined that such a search is reasonable or necessary. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. Students may use specific electronic devices in classrooms with the express permission of a school administrator. Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages,

e-mails or other material of a sexual nature or anything else that is prohibited by the student handbook in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as noted in the student handbook. Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle. Students may listen to iPods and other mp-3 players with the permission of the driver or other adult sponsor. Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. Students who violate this policy will have their cells or electronic devices confiscated immediately. The administration will return confiscated devices to the parent/guardian of the offending student after meeting with the parent/guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. Students will turn off their cell phones before 8:00 a.m. and adhere to the "no use" policy until the end of the school day. Students whose cell phones are seen or heard by teachers, support staff, or principals during school time (8:00am–3:25pm) will be in violation of the LHS Cell Phone Policy. Students whose cell phones are confiscated may lose their right to privacy. When a cell phone infraction has occurred, the teacher will complete an online LHS Cell Phone Violation Form and forward to Administration after the 3rd offense. Phones will also be forwarded to Administration after the 3rd Offense. Cell Phone Accountability:

- ✓ 1st - 3rd Offenses – Detention with Teacher (Teacher confiscates phone – phone returned after detention has been served). Teachers should also log each offense on the "Cell Phone Violation" GoogleDoc
- ✓ 4th and Succeeding Offenses - Detention in the Administration Office (Phone will be turned over to the PARENT after the detention has been served)
- ✓ Additional information about cell phones is provided in board policy.

Change of Status (Residence, Telephone Number, Withdrawal, or Drop Out)

Students who change their address or telephone number should report this fact to the office immediately. Those who choose to move to another city or transfer to another school must obtain a withdrawal form from the office. The form must be signed by each of the student's teachers, counselor, librarian and an office designee. All textbooks, computer and other materials belonging to the school must be checked in before a student will be given a transfer slip for admission to the new school. Student records will be sent to the student's new school upon request of the principal at the school the student will be attending. If a student leaves the school without officially dropping, it will be more difficult to reenter either Lexington High School or another school, as requests for transcripts from other schools may be denied until the student has officially dropped.

Class Rank

Class rank will be determined by the order of academic grade point averages for students in each class. The "percentage grades" received in courses will be averaged by points each semester to determine the cumulative grade point average of each student. The cumulative grade point averages in each class will be ranked, and the student with the highest grade point average will be ranked number one. Grade Point Average (GPA) is determined by four years of high school academic work. All courses will be included in the grade point average. Students who transfer into the school district will have their grades evaluated on the district's grading system.

Closed Campus (Policy 5032)

Once students have entered school grounds they must remain on school grounds. Our lunch break is closed. Students are not allowed to leave the school building during the school day unless permission is granted through the office. Exceptions to the rule: special classroom assignments and use of the front (west) patio and yard (grass area) immediately west of the front entry to the building for recreation and leisure during lunch period. The patio area is defined as the concrete area directly in front of, and north, of the west doors). Students may not go around the corner out of view of the high school office – this includes the parking lot. If a student wishes to leave campus for lunch, he/she must be personally checked out of school by a parent/guardian at the main office. The parking lot (including any/all cars parked therein, as well as all cars parked in the off-street parking areas are off limits to all students. The "permit to leave the building or the aforementioned campus" can be obtained at the main office.

College Credit

LHS offers several classes that afford the opportunity for students to earn college credit. The district shall pay for the cost of textbooks and class materials but students are responsible for tuition and all other course fees.

College Visits

The counseling office will schedule formal group college visitations for various grade levels and classes. Individual visitations by students and their parents are the responsibility of the student and his/her parent(s). Students are also encouraged to take advantage of college visitations during the summer.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum.

To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s). The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Counseling and Guidance

The school employs personnel who have been specially trained to work with students as they make academic and personal decisions. Counselors will devote time to students who ask for help. Space is provided for private and confidential discussion about any subject the student wishes to address. Before making an appointment with a counselor during class time, it is the responsibility of the student to receive permission (in writing) from both the counselor and the classroom teacher at least 24 hours prior to the appointment in order to make a plan for making up missed assignments. It is recommended that Focus Period be used whenever possible in these cases. Emergencies will take precedence over other regulations.

Credit for Non-Academic Work

Though credit is not given for participation in extracurricular activities (i.e. sports, speech, drama, etc.), all activity participation is noted on the student's permanent record, including awards and honors recognition.

Curricular and Co-Curricular Activities

The teacher, coach, or advisor will publish a list of students who will miss school for school-sponsored activities. The list will be distributed to teachers, administrators and the school secretary at least three school days in advance of the activity. The administration office will communicate with activities' coaches and sponsors by posting daily absences in the teachers' e-mail or PowerSchool program. Coaches will be expected to enforce the policy regarding practice and performance. If a teacher requests, students will be responsible for securing the teacher's approval for the absence. A student not following this procedure will be regarded as truant.

Detentions

Teachers are required by law to maintain a suitable learning environment and students are responsible to respect the rights of their fellow classmates. Positive discipline will be used to correct inappropriate behavior in school and during school activities. Violation of school rules (i.e. disruptive behavior, failure to cooperate with school personnel, etc.) could result in detention time — either before (7:15-7:45am) or after school (3:30-4:00pm). Detentions issued by classroom teachers should not exceed 30 minutes; however, 30 minutes will be added each time a student goes 24 hours without serving the assigned detention. Faculty members who assign a student detention are responsible for supervising the detention. If the student misses four consecutive assigned detentions and accumulates two hours of detention time, the student will be referred to the office. In-school suspension (ISS), out-of-school suspension (OSS), and expulsion are also options for repeated rule violations.

Dress and Grooming

All students are expected to take pride in their personal appearance. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean, neat, and appropriately dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Clothing that refers to drugs, alcohol, tobacco, sexual activities or that is disrespectful to a person or group of people is intolerable. Clothing must be opaque and modest. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs (top and bottom garments will touch when student's arms are at his/her side), and skirts or shorts shorter than mid-thigh are prohibited. Saggy and baggy pants must not touch the floor because of safety issues. Outerwear is prohibited except when entering the building. No dark glasses, hats, or headgear (such as hair nets or bandannas) except as prescribed in specific classes for safety will be worn in the building. Students will be sent to the principal to change into appropriate clothing and additional discipline will be assigned. Appropriate clothing will be provided for the student on a loan basis and a student's inappropriate clothes will be kept until the student returns the school-issued replacement clothing, properly laundered. It is at this time that the student's inappropriate clothing will be returned to the student's parent.

Driving and Parking Personal Vehicles (Policy 5033)

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Fire Drills

Throughout the school year we will have several fire drills. Students will receive instructions from their respective teachers as to where he/she should proceed in the event of a fire drill. After alarm has sounded, the following general regulations apply:

1. Windows should be secured before leaving room.
2. Teacher should turn off lights/close door.
3. Everyone should move toward the nearest exit in silence and continue moving to designated areas outside the building.

Flagrant Violation of Respect and Responsibility

Limits shall be set on activities that are flagrant violations of respect and responsibility toward people and property that we expect of the members in our school community. The flagrant violations outlined below, as well as any other acts that jeopardize the health, safety, and educational progress of any/all Lexington High School students and/or staff while:

- (1) on school property, (2) being transported in vehicles dispatched by the school district, or (3) while attending any school-sponsored or school-related activities (on or off school property), will be cause for the consequences outlined below. In such cases, a student may be removed from class, expelled, moved to our Alternative Education Program (AE), etc.
- (1) Students selling, giving, or exchanging alcohol, tobacco, controlled substances, or "look-alikes."
- (2) Possession or use of a weapon or possession of fireworks: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (3) Physical Violence and Intimidation: Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. Causing or attempting to cause physical injury to a school employee or to any student. (Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision). Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student. Sexual assault as defined in section 79-4, 180. In accordance with Nebraska School Law 79-4, 204, Section 42, all fights and physical assaults that occur at LHS will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights.
- (4) Damaging or Stealing Property: Willfully causing or attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value. Students should be responsible for their actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District. Tampering with report cards, passes, or any other school records is considered a severe offense.
- (5) Harassment based on gender, ethnicity, group membership, race, religion, or ability will not be tolerated.
- (6) Public Indecency: As defined in section 28-806, except that this sub-division shall apply only to students at least twelve years of age but less than nineteen years of age.
- (7) Engagements in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; a repeated violation of any rules and standards validly established pursuant to section 79-4.176 if such violations constitute a substantial interference with school purposes. (Laws 1976; 1983; 1988.)

Focus Period (Destination: Graduation Homeroom)

Each day, students will have a homeroom with a diverse group of students and a teacher-advisor. Under most circumstances, students will keep the same homeroom during their years at Lexington High School. This structure is provided to promote personal support, guidance and communication with individual students and their families. Discussions and activities in homeroom will focus on the building blocks of the invitational foundation of our school.

Fundraising Activities

Students will be permitted to solicit funds for and to contribute to school-approved projects that are consistent with educational programs offered by the school or within the community. The Activities Director has the authority to approve any/all drives or campaigns for funds. There shall be no solicitation of funds from students on school premises except when the solicitation is an approved activity. There shall be no solicitation of students on school premises by sales persons or agents while school is in session.

Gang Wear

Display of anything that suggests, implies, or is associated with gangs will not be tolerated. This includes hand signs, words, graphics, headgear, tattoos, clothing, graffiti notebooks, lockers, books, or any other item suggestive of gangs, including the "gang," and names/symbols of specific gangs.

General Building Care

Each student will pay for any unnecessary and/or deliberate or defacing damage to school equipment or property caused by the student. Tables and desktops are not chairs. No one is to sit or stand on the desks or tables. Violators will be subject to disciplinary action and/or compensation for damages.

Gifts

Due to disruptions of office procedure, educational process and equity, gifts shall not be delivered to the office for students. This includes - but is not limited to - flowers, balloons, cakes and candy.

Grades

The following letter grades and numerical calculations will be used at Lexington High School.

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Computer Grade</u>	<u>Honors Grade</u>
A+	98-100	4.33	5.33
A	93-97	4.0	5.0
B+	90-92	3.33	4.33
B	85-89	3.0	4.0
C+	82-84	2.33	2.33
C	77-81	2.0	2.0
D+	74-76	1.33	1.33
D	70-73	1.0	1.0
F	Below 70	0	0

Grading Procedures - Grades for classes will be maintained on Power Grade. Prior principal approval must be obtained for "Incompletes" and "NC" (no credit) grades. No student can "fail" a class without prior parental contact by the teacher of that class, informing the parent of the student's status. A "Daily Participation Grade" will be given for all classes.

Students who miss school for any reason will be required to make-up tests, quizzes, assignments or activities to receive daily participation points for the classes they miss. Students who miss class for school-related activities will not be required to make up "missed time" unless the missed time is an integral part of the assignment. They will, however, be required to make up course work prior to the date of the school activity. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity. The "Participation Grade" is to be no more than 15% of the student's total quarter or semester grade.

Incomplete and Failing Grades - ALL INCOMPLETE grades must be completed within two weeks of the end of each quarter unless circumstances necessitate a longer period of time. The teachers and the individual student, with approval of the principal, will arrange this extended time. If the incomplete is not made up by the specified time, the teacher will finalize the student's grades.

Graduation - Commencement Ceremony and Early Graduation (Policy 6006)

Commencement Ceremony

The district shall conduct a commencement ceremony for students who have met all graduation requirements at the end of the school year, including students graduating as juniors or mid-term seniors. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct. Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) will be allowed to participate in commencement exercises.

Early Graduation

Students are generally required to attend four years of high school (eight semesters of coursework) to be eligible to receive a diploma from the school district. The following sections address rare and extraordinary circumstances that may necessitate a student graduating early.

Early Graduation - Junior Year (after six semesters of coursework)

To be considered for "Early Graduation" from high school at the conclusion of the junior year, the student and his/her parents or guardian are required to complete and submit to the principal a "Request to Graduate Early" form by December 1 of the junior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following rare and extraordinary circumstances: 1. A serious illness or medical condition exists that makes attending school the senior year impossible or impracticable.

Written verification of the illness or condition and a written recommendation from a physician are required.

2. The student will "age out" meaning he or she will turn age 22 before his/her senior year. Verification of the student's age via birth certificate or other valid identification is required.
3. Other extraordinary circumstances, as approved by the principal, that make attending the senior year impossible or impracticable. These situations are expected to be rare and extraordinary. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstance to the principal.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

Early Graduation - Mid-Term Senior Year (after seven semesters of coursework)

To be considered for "Early Graduation" from high school after the first semester of the senior year (mid-term; minimum of 7 semesters completed), the student and his/her parents or guardian are required to complete and submit to the principal a "Request to Graduate Early" form by September 1 of the senior year. To be eligible for consideration, students must

meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following circumstances:

1. A serious illness or medical condition exists that makes attending school the second semester of the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. Other extraordinary circumstances, as approved by the principal, that make attending the second semester of the senior year impossible or impracticable. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstances to the principal.
3. If a mid-term senior has not met either of the prior two criteria but has satisfied all graduation course requirements, he or she may graduate early by showing evidence of reading and writing competency via the successful completion of a senior-level English course or other evidence of literary mastery (including, but not limited to college readiness standards through ACT, MAP, or other approved assessments). Mid-term seniors who do not meet this standard will be required to enroll in at least one English, Reading, Speech, or other literacy competency course in their final (8th) semester of coursework. Mid-term seniors who have completed the course requirements for graduation, but have not met the literacy competency standard may choose to complete an approved school-to-community work-study course in conjunction with their required literacy coursework until either the *Lexington High School Literacy Standard* has been met or the student's 8th semester has been successfully completed.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

“Early Graduation” Activity/Event Inclusions - All students who meet the aforementioned “Early Graduation” eligibility requirements will be allowed to participate in the current year’s spring commencement exercises and apply for scholarships for which they are eligible.

“Early Graduation” Activity/Event Exclusions - “Early Graduates” are not eligible to compete in senior class rankings, be considered for academic distinction, graduate with honors, speak at commencement, take part in the Senior Walk, be eligible for the Destination: Graduation Academic Team senior laptop competition, or participate in any other activity or honor considered exclusive to seniors. Only seniors who are in their 4th year of coursework (have completed at least seven semesters of coursework) may attend the Senior Tribute and Senior Honors Night events.

Graduation Requirements (220 Credits Required for Graduation)

English (40 Credits)

Mathematics (30 Credits)

Science (30 Credits)

Social Studies: 30 (must include 5 hours of Am. Gov't)

Health/ Physical Education (10 Credits)

Foundations of Leadership* (10 Credits)

Electives (70 Credits)**

* *Foundations of Leadership is required for freshmen. Students who transfer to LHS after 9th Grade are not required to take FOL.* ** *The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL.*

Honors Course Content

Students will be placed using the previous years teacher recommendation and MAP scores. The course content of Honors courses will be broader in scope, greater in depth and more intellectually rigorous than that typically found in other classes. Honors courses will stress analytical skills and higher order thinking in addition to the mastery of basic skills, and will typically take five hours in out-of-class preparation per week. It is recommended that students maintain an 85 (B) percent average or above. Students with a grade of 84% (C) or below will not receive honors points and may be reassigned to another class.

Honors Curriculum

Students may enroll in any Honors Class for which they've met the prerequisites and in which there is space. Students must also meet two of the following requirements for acceptance in an Honors Class:

1. Previous year teacher recommendation
2. MAP Assessment (80%)
3. On or above grade level (STAR Assessment)
4. Specific department requirements

Honor Roll Requirements

1. Minimum semester 3.5 GPA
2. A's and B's only
3. Must be in regular education classes, regardless of the level or cohort
4. Students must have been enrolled at LHS a full semester
5. Students can be enrolled in Co-taught classes and Pre-Algebra and Applied Science
6. Students in these classes will not be included:
 - Life Skills classes
 - Students enrolled in one or more DLP classes
 - Students enrolled in ELL and ECT classes

Inappropriate Display of Affection

At LHS we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. We are preparing to enter the world of higher education and work. The following

parameters should guide us in our behavior at school, on school grounds (including parking lots and outside areas) and at school activities:

1. Kissing, groping, molesting, lap sitting, or touching private parts is inappropriate.
2. Touching (excluding private parts)—for example, a pat on the back, linked hands (with both hands visible), nonromantic hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
3. Dances are social events. Partners can hold each other in romantic, non-provocative embraces.
4. Visible, open handholding is permissible.
5. No act should take away any portion of a person's dignity, but rather add to it.

Interfering With the Education of Others

Interfering with the education of others is defined as students who engage in disruptive, disrespectful, or insubordinate behavior. Any school employee may send or bring a student to the principal's office in order to maintain effective discipline in the classroom, halls, at a school activity, or on school grounds.

Insubordination (Repeated Refusal To Follow Class Rules)

A teacher may send a student to the office that has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with other students in the class. No later than the third class day after the day in which the student is removed from the class, the principal shall attempt to schedule a conference that includes the principal or the principal's designee, a parent/guardian of the student, the teacher and the student. Following the conference, the principal shall exercise - but not be limited to - any of the following actions:

1. Suspension (via in-school or out-of-school suspension) of the student for a period consistent with local policy, not to exceed five school days;
2. Place the student in an out-of-class program, (alternative education);
3. Place the student back in class with restrictions and/or consequences.

Note: Non-compliance by student or parent to attend the meeting – after attempts have been made to require student and parent attendance at the aforementioned meeting, failure of a student/parent to attend the meeting will force the school to make a decision without a formal meeting.

Lockers and Hall Traffic

No students will be allowed in the hallways during class time. Under special circumstances, students in the halls during class time must have a pass that shows their destination and the classroom from which they came. Students must use only the lockers assigned to them. Lockers are subject to inspection at any time by school administrators. Students will be held accountable for all contents in their assigned lockers at all times.

Lunch

A hot school lunch is provided for each student. Free/reduced-price lunches are available by applying through the office. Menus are posted both daily and monthly on the school's website. Some students may wish to bring a lunch instead of buying one. No students will be allowed to bring food or drink on the school grounds unless the food or drink is for their school lunch and is brought in by 2nd period. Students will not be allowed to order fast food by delivery during the lunch break. All lunches are to be served and eaten in the cafeteria. Parents who bring food for their students must bring the food to the office to be distributed to students by office personnel. After a student has eaten his/her meal, the grass area west of Door #15 may be used for relaxation/recreation. During the lunch period, bells will ring that indicate the start of each lunch period. A bell will not sound to indicate the end of each lunch shift. Students are responsible for returning on time to their 5th hour class from lunch. The State School Food Service Staff program regulation forbids any competitive food or beverage service to be in operation ½ hour before and after school hours. Therefore, the vending machines are inoperable during this time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are to remain in the assigned areas during their scheduled lunch period.

Masks

Mask requirement: Students may be directed by administration to wear cloth or multi-layer disposable face masks, or another approved face covering, to help prevent the spread of COVID-19 in school. Students are expected to wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by administration. Failure to wear a face mask will result in disciplinary consequences as follows: **1st offense: warning and directive to wear the mask at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out-of-school suspension.**

Medication

When a student must take medication during school hours, the medicine should be brought to and left in the nurse's office. Students must give the medication to the school nurse in the morning upon arrival to school. A signed and dated permission form that includes information regarding the medication date, time, and amount must be provided for the school nurse before medication can be given. Purpose and dosage directions of the medicine (in the original container from the pharmacy with the directions intact) must be provided. The permission form is available in the nurse's office.

a phone call from the principal's office. If a student wishes to leave during the day, he/she will only be allowed to do so through the office and with the consent of his/her parent(s), via note or phone call. If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office. All notes (i.e. parent, doctor, etc.) should be forwarded to the administration office within two (2) days after returning from the absence.

Nurse

A school nurse is employed by the Lexington High School and is "on duty" daily at the high school to assist with illnesses, school injuries and health education. A health record card is on file for each student in the nurse's office. Students are requested to keep this card up to date by reporting to the nurse any booster shots or other pertinent health information. All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Lexington public schools are not liable for injuries to pupils and will not pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.

Posters and Signs

Areas are provided in which students can display signs that are positive in supporting individuals, educational goals and school climate. Thumbtacks may be used to fasten posters to bulletin boards. An LHS administrator must approve any/all posters and signs before they can be displayed in the school building.

Schedule Changes

Should a schedule or a class not meet a student's needs, he/she may be allowed to arrange for a change of schedule during the first three days of first semester and the first two days of the second semester. To initiate this process, the student should begin by discussing his/her problems or concerns with his/her homeroom advisor who may refer the student to the guidance office. Each of the following criteria must be satisfied before a schedule change is implemented:

1. The requested change is consistent with the student's four-year educational plan.
2. The teacher of the requested class has approved the change.
3. A signed parental permission is presented.
4. The change is recommended by the homeroom advisor, parents, teachers involved, and school guidance counselor and has been approved by the principal.
5. Changes made in the schedule at the end of the semester may be made with the permission of the principal, the parent, and the counselor.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. Supervision by LPS personnel is not guaranteed either before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

School-Issued Lanyards

In order to maintain the safety and security of all students and staff, LHS has established a mandatory "Student I.D. Card and Lanyard Policy." All students are required to wear their I.D. card on a school-approved lanyard at ALL times while in the school building and on all school property. Lanyards will be scanned upon entry to the building. It is the student's responsibility to ensure that they have their I.D. cards visible at all times. Students who forget or lose their lanyards will be required to purchase a replacement (ID Cards - \$5.00 / Lanyards - \$1.00). Attendance and an I.D./lanyard check WILL take place at the BEGINNING of 1st period each day. Students who do not have their I.D. cards/lanyards will face the following consequences:

Consequences –

- | | |
|--|---|
| ✓ 1 st and 2 nd Offenses – Warning | ✓ 5 th Offense – 1 day of ISS (parent notification) |
| ✓ 3 rd Offense – 30-minute after-school detention | ✓ 6 th Offense – 2 days of ISS (parent notification) |
| ✓ 4 th Offense – 60-minute after-school detention | ✓ 7 th Offense – Parent meeting (possible OSS) |

(Note: All Offenses include the student's purchase of a temporary, color-coded I.D. sticker from the office; Monday–RED, Tuesday–PINK, Wednesday–GREEN, Thursday–YELLOW, Friday–ORANGE)

School Library

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that has accumulated on a book checked out to him/her. If a book is lost and not found by the end of the semester, the student must pay for the replacement cost of the book plus processing fees. Students must also pay for any damage they cause to library books.

Security of Student Property

Students participating in physical education and/or athletics may deposit their valuables with the coaches for safekeeping. The school and its staff will not be responsible for lost, stolen, or any student's property, which has not been entrusted to a school personnel.

Snacks

No open containers of drinks are to be brought into the classrooms and hallways after 8 AM other than water. Consumption of pop, candy, or snacks in classes will be at the discretion of the principal, only after receiving special permission on special occasions. No food or drink may be consumed in the hallways at any time. These items are restricted to the cafeteria before school begins each day.

Student and Parent Civil Rights (POLICY: LEXINGTON PUBLIC SCHOOLS; UNITED STATES CIVIL RIGHTS ACT. TITLE IX, TITLE VI, SECTION 504): No person, including students, may be treated in a manner which discriminates based on sex, race, color, creed, religion, age (40-70), national origin, handicap or marital status. Any grievance shall follow procedures included in the Board of Education Policy Manual under Students: Civil & Legal Rights. STEP I - The grievance shall be presented to the building principal. STEP II - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the building principal that will within five school days thereafter, present a decision in writing to the grievance. STEP III - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to Grievance Coordinator Cyndi Hoyt, who will, within five days thereafter, present a decision in writing to the grievance. STEP IV - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the superintendent of schools who will within five days present a decision in writing to the grievance. STEP V - If a satisfactory adjustment of such grievance is not thereby reached, it may be presented in writing to the Lexington Board of Education who will provide for a hearing of such grievance within thirty days, and within ten days following the hearing, present a written decision to the grievance. Additional State and Federal Guidelines are available in school offices, library, and district website.

Student Conduct (Alcohol, Tobacco, and Drug Violations)

Lexington High School intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco and other drug use is illegal and interferes with both effective learning and a healthy development of the student, Lexington Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Because of the extensive use and abuse of alcohol, tobacco, and other drugs and their continuous promotion in society, the Lexington Public Schools shall provide drug education units that are age-appropriate at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use and the physiological, psychological and sociological aspects of drug use, misuse and abuse. Illegal drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, dispensing of look-alike drugs, controlled substances, tobacco, or alcoholic liquor. If the administration has reason to believe that a student has consumed alcohol at a school activity, or on school premises, or at a time previous to entering school premises or activity, such that there would be ascertainable blood alcohol content - and upon request from school personnel - that student shall submit to a breathalyzer exam. Refusal of a student to submit to the Breathalyzer exam could be considered "Failure to Cooperate with School Personnel," which could lead to suspension. Any school employee who believes a student at school has a controlled substance without a prescription for it; tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, the administrator shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property, and person. Any item discovered in the search that is unlawful or constitutes a violation of a school rule will be confiscated. Those items that are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

Student Government (Policy 5041)

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of student government will be administered by the superintendent or designee.

Tardiness

1. First Period Tardy – Everything before 8:10am is a "tardy"; anything after 8:10 am will be considered an "absence" and will not be admitted to their 1st period class. (Exception: special circumstances deemed "unavoidable" by the administration). Students who are tardy 1st period should go directly to class after signing in at the office. Students tardy to 1st period will be assigned an office detention that same day. After 8:00 am, students must get a pass from the office to be admitted to class.
 - ✓ 1st Offense – Verbal Warning By The Teacher
 - ✓ 2nd Offense - 30-Minute Office Detention After School That Same Day (or 7am the next morning)
 - ✓ 3rd - 5th Offenses – Admin Referral to Administration (office assigns detention & contacts parent)

- ✓ 6th And Succeeding Offenses – Admin referral – student will not be admitted to class without a parental/guardian presence at the school – parent/guardian must bring student to the office and meet with an administrator before the student will be admitted class. If the parent/guardian does not show up at the time of the tardy, an administrator will schedule a meeting with the parent/guardian. The student will not be admitted to 1st Period the following day and will be assigned to ISS until the meeting takes place.
2. Periods 2-8 – Teachers will assign/supervise detentions for students who are tardy to their classes.
- ✓ 1st Offense – Verbal Warning By The Teacher
 - ✓ 2nd Offense – 30-Minute Detention With Teacher
 - ✓ 3rd - 5th Offenses – 30-Min. Detention With Teacher -- teacher will also contact the student's counselor who will make contact with both the student and parent the same day of the infraction.
 - ✓ 6th and Succeeding Offenses – Admin Referral (AP will meet with parent)

Telephone Calls

Students will not be called to the telephone during class time except in the case of an emergency. Messages will be taken and delivered to students. All phone calls will be limited to three minutes. The school telephone is primarily for school business and should not be used for personal calls. No long distance calls, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. Use of the free local telephone by students during class periods will be approved for emergency situations. The building principal - or his designee - will either grant/deny permission before a call is placed. No students will place or receive phone calls from classrooms unless there is an emergency. Students should be directed to the nurse's office for non-emergency type medical issues. Students should not answer phone calls to classrooms – the classroom teacher should handle this.

Tornado Drills

Tornado drills will be held periodically during the year. The alarm for a tornado drill will be given by an announcement over the intercom. Students will go directly to the designated area, get down on their knees, bend down and put their hands over their heads.

Transfer Students

Students transferring from other school districts must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district. Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Grade Placement and Academic Credits of Transfer Students (Policy 6009) - Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement. The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public or private school experience and transcript
- Standardized achievement test data
- Criterion-referenced test data
- Final examination test data
- Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district. Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

Transportation

Transportation to and from school is the responsibility of the individual student. High School students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation.
2. The driveway in front (west) of the school is one way.

3. Maximum speed limit on school property is ten miles per hour. Careless or reckless driving can result in suspension and/or law enforcement intervention.
4. A parking area for student vehicles is located on the east side of the football stadium. The parking lots north of the building and east of the crosswalk include "permit parking" for LHS staff members. Other restricted areas include the islands in the student parking lot and the driveway on the south side of the building. Those who park in restricted areas will be subject to disciplinary consequences.
5. Do not loiter in the parking lot before or after school.
6. A bicycle rack is located directly in front of the building or on the south patio.
7. Everyone is reminded that a zone painted yellow means NO PARKING.

Visitors

We welcome and urge visitation by parents. In order to ensure the safety and well being of our school community, all visitors must check into the high school office upon arrival in the building. A valid driver's license must be presented in order to gain access to the interior of the building (anywhere beyond the administration offices).

Weapons Possession (see next page for additional information)

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun, the student must immediately turn the weapon in to the nearest teacher, counselor, school resource officer, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face consequences for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion as defined in the Student Code of Conduct. In addition to the regulations outlined in the Student Code of Conduct, District Student/Parent Handbook, please also see the "Consequences For Disruptive Acts" chart included in this handbook.

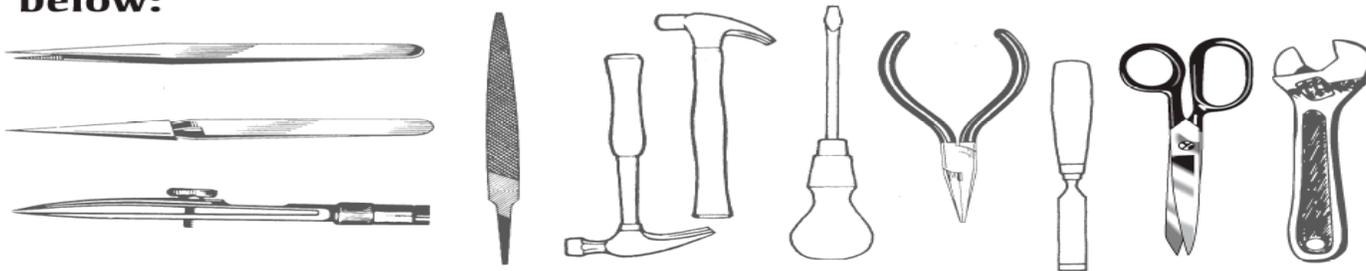
Notice To All Students

**The items below are used as tools
in some of your classes:**

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



STOP!

Leave Them In Class! Don't Bring Them!

CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS administration. In some situations, the Extracurricular Policy may also be in force.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Academic Misconduct (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.)	Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact	Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact	N/A
Alcohol* (use and/or possession) [+ Extracurricular Policy Consequence]	Minimum 5 days OSS or ***See below	***See below	***See below
Arson***	***See below		
Assault			
▪ Against a student*	Minimum of 5 days OSS and see below (*)	Long-term suspension or expulsion	Expulsion
▪ Against school staff*	Expulsion	Expulsion	Expulsion
▪ Mutual consent/equal participation*	Minimum 5 days OSS	Long-term suspension or expulsion	Expulsion
• Bullying, Threats, Harassment*	ISS or OSS	***See below	***See below
Bomb Incident* (includes threat)	***See below	***See below	N/A
Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Suspension from bus service; Parent Contact
Class Disturbance	Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.		
Dress Code Violations	Warning and Change Attire	Detention or ISS; Change Attire; Parent Contact	Detention, ISS or S-OSS; Change Attire; Parent Contact
Disrespect/Insubordination	Detention, ISS, OSS and/or reassignment	Min. 5-Day OSS and/or reassignment	***See below
Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]			
Possession/Use	Min. 5 days OSS / ***See below	***See below	***See below
Sale/Distribution	***See below	***See below	***See below
Fire Alarms/Fire Extinguishers*	5 days OSS and **See below		
Fire Paraphernalia [Lighters, matches, etc.]			
Possession	Confiscate; Detention or ISS	Confiscate and OSS 3-5 Days	Confiscate & ***See below
Unauthorized Use	OSS	OSS and Restitution	***See below
Fireworks*			
Possession	Minimum 5 days OSS	Confiscate and OSS 3-5 days	Confiscate & ***See below
Use	5 days OSS or ***See below	OSS and Restitution	***See below

Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)	OSS for balance of the day; Minimum 5 days OSS 1-5 days OSS	Long-Term Suspension	Expulsion
Larceny/Theft**			
Less than \$50	1-5 Days OSS	***See below	***See below
Greater than \$50	5 Days OSS or ***See below	***See below	***See below
Littering on School Premises	Warning	Detention; Parent Contact	ISS; Parent Contact
Parking Violations	Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense.		
Public Display of Affection (P.D.A.)	Warning	Detention and Parent Contact	ISS and Parent Contact
Sex Offenses* (includes possession and/or distribution of sexually-related material (including via electronic devices; "sexting," etc.)	***See below		
Tardiness, Truancy, and Unexcused Absences	*See "Attendance" section of Lexington HS Student Handbook		
Tobacco* (use and/or possession) – includes E-cigarettes	* Confiscate and 1 day OSS	* Confiscate and 2 day OSS	* Confiscate and 3 day OSS
Trespassing* (non-students)	Warning and/or *Police notification	*Police notification; Charges requested	*Police notification; Charges requested
Vandalism** (Includes property loss/damage, graffiti, abuse of school property, etc.)			
Less than \$50	1-5 days OSS and restitution	***See below	***See below
Greater than \$50	5 days OSS and ***See below	***See below	***See below
Weapons/Firearms* Possession and/or Use	*See "Weapons/Firearms" section of Nebraska Student Discipline Act		
Any Other Felony Violations	OSS and/or ***See below		

CLARIFICATIONS:

1. Students under recommendation for expulsion will be suspended pending the expulsion decision.
2. A parent conference may be necessary prior to a suspended student's return to school.
3. Students suspended from school will be allowed to complete missed assignments, homework, and tests.
4. Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)

DEFINITIONS:

- **ISS = In-School Suspension [Short term = 1 day; Long term = 3 days]**
- **OSS = Out-of-School Suspension [S-OSS > Short term=1-5 days; L-OSS > Long term=6-19 days]**
- **Expulsion = Suspension for more than 19 days to the end of the semester or up to one year.**

INDICATORS:

- * LAW ENFORCEMENT NOTIFICATION
- ** LAW ENFORCEMENT NOTIFICATION AND RESTITUTION
- *** LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -
 - In accordance with state statutes
 - Could also include law enforcement notification and/or restitution

NOTE: IF AT ANY TIME IT BECOMES NECESSARY TO ADD OR ALTER THE RULES AND/OR GUIDELINES OUTLINED IN THIS HANDBOOK, SUCH A DECISION WILL BE MADE BY THE ADMINISTRATION. THESE CHANGES WILL BE "IN EFFECT" IMMEDIATELY, AS AUTHORIZED. PLEASE REFER ALSO TO THE LHS HANDBOOK SUPPLEMENT (PRINTED ON THE LPS WEBSITE) FOR PERIODIC UPDATES.

LEXINGTON HIGH SCHOOL

RECENT AWARDS & RECOGNITION

2016 National “Breaking Ranks Showcase School”

2016 U.S. News “America’s Best High Schools”

2017 National “Student-Centered Showcase School”

2019 National “Student-Success Redesign Showcase School”

2019 National “XQ — ‘Pop-Up’ Magazine Super School Project”

“...celebrating innovative heroes transforming America’s high schools.”

Middle School Handbook Supplement

This Handbook provides information unique to Lexington Middle School and is supplemental to the District Student/Parent/Activities Handbook.

Absences and Homework

Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork:

(a) students who are pre-excused from school should have all of their schoolwork completed and turned in to the teacher before leaving school unless special arrangements have been made by the teacher and/or administrator;

(b) students who miss school due to an illness or other unforeseen circumstance will be allowed two (2) days for each day absent – up to five days total – to turn in missed homework given during the absence; additional days may be allowed by the teacher and/or administrator for special circumstances;

(c) suspended students must have all homework completed upon returning to school and shall be assigned in-school suspension if otherwise.

Eligibility List

1. An “Eligibility List” will be published every Monday morning by 8:30 AM. Teachers are required to update all grades by 3:30 p.m. Friday.
2. “Failing” are those whose present QUARTER/TERM grade average is below 70%.
3. A student on the failing list for two or more consecutive weeks in one or more subjects is considered ineligible.
4. A student is ineligible - starting Monday after the list is published - until the following Monday. If the student is passing the subject(s) that caused the ineligibility, s/he shall be eligible that following Monday.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra curricular activities under the jurisdiction of the school.

Behavioral Expectations

Please see chart contained in this document for typical disciplinary responses to various rule infractions.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.

2. Forks and spoons should be placed in the pan with water, not thrown away.
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school. For a student to eat at home, parents must provide written authorization and transportation.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Cell Phones and Other Electronic Devices (Policy 6025)

Students may not use cellular (cell) phones or other electronic devices (e.g. beepers, ear buds, cellular telephones, MP3/CD players, radio headphones, laser lights, personal computers, etc.) while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices outside the building before and after school. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Additional information about cell phones is provided in board policy.

Coats and Boots

Middle School students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Middle School students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Face Coverings

Students may be directed by the administration to wear cloth or multi-layer disposable face masks, or another approved face covering, to help prevent the spread of COVID-19 in school. Students are expected to wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal. Failure to wear a face mask will result in disciplinary consequences as follows: 1st offense: warning and directive to wear the masks at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.

Grades

Students will receive letter grades for their academic classes.

The middle school grading system is as follows:

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Computer Grade</u>
A+	98-100	4.33
A	93-97	4.0
B+	90-92	3.33
B	85-89	3.0
C+	82-84	2.33
C	77-81	2.0
D+	74-76	1.33
D	70-73	1.0
F	Below 70	0.0

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language and computer science. Students who earn a quarter or semester academic average of 3.5 or higher will qualify for the honor roll.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

Student Government (Policy 5041)

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Visitors (Policy 5064)

We welcome and urge visitation by parents. However, in order to ensure the safety and well being of our school community, all visitors must check into the high school office upon arrival in the building.

Weapons

In addition to the regulations outlined in the District Student/Parent Handbook, please comply with the terms contained in the following notice.

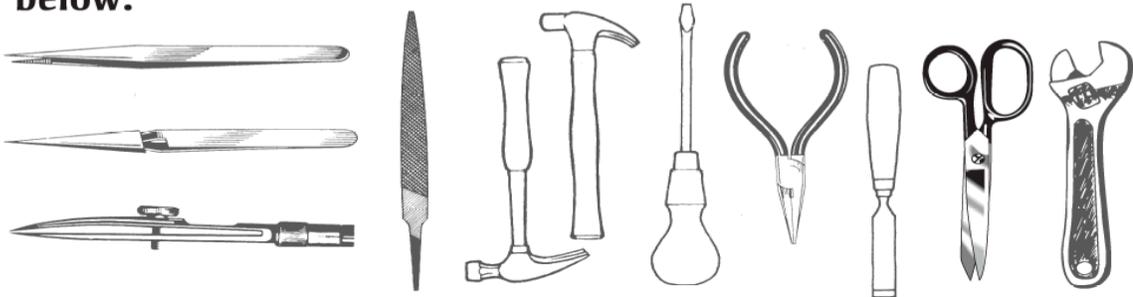
Notice To All Students

**The items below are used as tools
in some of your classes:**

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



STOP!

Leave Them In Class! Don't Bring Them!

CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS administration. In some situations, the Extracurricular Policy may also be in force.

DISRUPTIVE ACT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Academic Misconduct; (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.)	Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact	Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact	N/A
Alcohol* (use and/or possession) [+ Extracurricular Policy Consequence]	Minimum 5 days OSS or ***See below	***See below	***See below
Arson***	***See below		
Assault			
▪ Against a student*	OSS for balance of the day; Min. 5 days OSS & *See below.	Long-term suspension or expulsion.	Expulsion
▪ Against school staff*	Expulsion	Expulsion	Expulsion
▪ Mutual consent/equal participation*	OSS for balance of the day; Minimum 5 days OSS	Long-term suspension or expulsion.	Expulsion
▪ Bullying, Threats, Harassment*	ISS or OSS	***See below	***See below
Bomb Incident* (includes threat)	***See below	***See below	N/A
Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Suspension from bus service; Parent Contact
Class Disturbance	Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.		
Dress Code Violations	Warning and Change Attire	Detention or ISS; Change Attire; Parent Contact	Detention, ISS or S-OSS; Change Attire; Parent Contact
Disrespect/Insubordination	Detention, ISS, OSS and/or reassignment	Min.5-Day OSS and/or reassignment	***See below
Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]			
▪ Possession/Use	Min. 5 days OSS /***See below	***See below	***See below
▪ Sale/Distribution	***See below	***See below	***See below
Fire Alarms/Fire Extinguishers*	5 days OSS and **See below		
Fire Paraphernalia (Lighters, matches, etc.)			
▪ Possession	Confiscate; Detention or ISS	Confiscate and OSS 3-5 Days	Confiscate & ***See below
▪ Unauthorized Use	OSS	OSS and Restitution	***See below
Fireworks*			
▪ Possession	Minimum 5 days OSS	Confiscate and OSS 3-5 days	Confiscate & ***See below
▪ Use	5 days OSS or ***See below	OSS and Restitution	***See below
Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)	OSS for balance of the day; Minimum 5 days OSS 1-5 days OSS	Long-Term Suspension	Expulsion

Larceny/Theft** ▪ Less than \$50 ▪ Greater than \$50	1-5 Days OSS	***See below	***See below
	5 Days OSS or ***See below	***See below	***See below
Littering on School Premises	Warning	Detention; Parent Contact	ISS; Parent Contact
Parking Violations	Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense.		
Public Display of Affection (P.D.A.)	Warning	Detention and Parent Contact	ISS and Parent Contact
Sex Offenses* (includes possession and/or distribution of sexually-related material (including via electronic devices; "sexting," etc.)	***See below		
Tardiness, Truancy, and Unexcused Absences	*See "Attendance" section of Lexington HS Student Handbook		
Tobacco* (use and/or possession) -includes E-cigarettes	* Confiscate and 1 day OSS	* Confiscate and 2 day OSS	* Confiscate and 3 day OSS
Trespassing* (non-students)	Warning and/or *Police notification	*Police notification; charges requested	*Police notification; charges requested
Vandalism** (Includes property loss/damage, graffiti, abuse of school property, etc.) ▪ Less than \$50 ▪ Greater than \$50	1-5 days OSS and restitution	***See below	***See below
	5 days OSS and ***See below	***See below	***See below
Weapons/Firearms* ▪ Possession and/or Use	*See "Weapons/Firearms" section of Nebraska Student Discipline Act		
Any Other Felony Violations	OSS and/or ***See below		

CLARIFICATIONS:

- *Students under recommendation for expulsion will be suspended pending the expulsion decision.*
- *A parent conference may be necessary prior to a suspended student's return to school.*
- *Students suspended from school will be allowed to complete missed assignments, homework, and tests.*
- *Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)*

DEFINITIONS:

ISS = In-School Suspension [Short term = 1 day; Long term = 3 days]

OSS = Out-of-School Suspension [S-OSS > Short term = 1-5 days; L-OSS > Long term = 6-19 days]

Expulsion = Suspension for more than 19 days to the end of the semester or up to one year.

INDICATORS:

* **LAW ENFORCEMENT NOTIFICATION**

** **LAW ENFORCEMENT NOTIFICATION AND RESTITUTION**

*** **LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -**

- *In accordance with state statutes*

- *Could also include law enforcement notification and/or restitution*

Elementary Handbook Supplement

This Handbook provides information unique to the Lexington elementary schools and is supplemental to the District Student/Parent/Activities Handbook.

Bicycles

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to either eat lunch at school.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Cell Phones and Other Electronic Devices ([Policy 6025](#))

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook and board policy.

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian. We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on

a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Additional information about cell phones is provided in board policy.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots and coats worn to school must be marked with the student's name.

Face Coverings

Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

Grades

Grades K-2. Kindergarten through second grade will receive marks to demonstrate the student's ability to meet state standards in that subject.

Ad = Advanced

Pf = Proficient

Pg = Progressing

Bg = Beginning

Grades 3-5. Students will receive letter grades for their academic core classes.

A	93 - 100%	Indicates superior work as to both quality and quantity, accomplished by enthusiasm, initiative and thoroughness on the part of the pupil.
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B	85 – 92%	Indicates somewhat above average accomplishments.
C	76 – 84%	Indicates average accomplishments
D	65 – 75%	Indicates work inferior to the average. The pupil shows less skill and thoroughness and shows a lack of responsibility.
F	0-64%	Indicates very inferior work in every respect. The pupil shows serious lack of effort and concentration

Skills and Behaviors that Support Learning: These are effort grades that demonstrate behaviors the student can do in the classroom.

The student:

Listens attentively, follows directions, uses time appropriately, completes work on time, demonstrates consistent effort, produces neat and legible work, works independently, works cooperatively with others, participates in large group activities, follows rules, shows self-control, accepts responsibility, respects self and others, and respects authority.

4 = Consistently shows effort

3 = Usually shows effort

2 = Sometimes shows effort

1 = Rarely shows effort

Physical Education: The following grade markings are given for Physical Education:

O = Outstanding

S = Satisfactory

I = Needs Improvement

N = Not Satisfactory

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll for fourth and fifth grade students. The Honor Roll is compiled at the close of each of the four quarters. Students who receive all A's with no more than two B's will be placed on the Honor Roll.

Musical Performances

Each class has one required musical performance per school year. Each student is expected to participate in all rehearsals up to the performance date and learn all the music, musical terms, and choreography the performance requires. Students who

cannot perform due to religious beliefs are expected to fulfill all rehearsals up to the performance date even though they cannot actually perform on stage in front of an audience. Those students will need to fill out a worksheet showing they understand all the musical terms, lyrics and the music itself contained in the selected performance. Depending on their age, students may also be required to write a five-sentence paragraph (constructed to the best of their ability) about what they learned during the program preparation time. Any students who cannot participate in the final on-stage rehearsals will be given an extra reading assignment and questions to answer in writing about the reading assignment. This will allow the student to receive full credit on their final evaluation of music class for the grading period in which the performance occurs.

Parents who do not want their child(ren) to participate in a musical performance for religious reasons must write a letter to the principal explaining the reason. This letter must be signed, dated and submitted to the building office in advance of the musical rehearsals or within 5 days of the student(s) enrolling in Lexington Public Schools.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervises the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Recess and P.E. Participation

Recess and P.E. will ordinarily be held outside and parents/guardians need to make sure students are prepared (e.g. possess boots, hats, gloves, and coats) for cold days. Parents/guardians can expect that their children may go outside any time the windchill factor is above 10° F. Requests by parents to keep children indoors due to cold weather will not be honored unless the principal receives documentation from a medical provider or personally observes that the child is ill, or receives sufficient

documentation that the child has extenuating medical conditions that necessitate s/he be kept inside.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day, unless children stay for Lexington Academy, the after school program.

Tardies

Parents are encouraged to get their children to school on time so that they do not miss out on instruction and cause a disruption to the learning of others. For purposes of calculating absenteeism, a student who comes to school after 10:00 AM shall be counted as a half day absent (morning). A student who leaves school before 2:00 PM shall be counted as a half day absent (afternoon). Tardies may be excused for specific situations that are explained in board policy.

Transportation Between Buildings and Academy

Students in grades K-5 may ride district buses between elementary buildings in both the morning and after school. Please contact Keri Fagot in the business office at 308.324.1203 to make arrangements and be issued a bus badge. Parents are expected to pick up their children promptly after school if the children are not going to attend Academy (the district's after-school program).

Students wishing to attend Academy must do so at their building of attendance. (I.e. A fifth grade student must attend at either Pershing or Bryan, whichever they attend during the school day.) Parents must pick their children up after Academy at the building in which their children attend Academy.

Lexington Academy

Elementary Programs Afterschool Program Parent/Guardian Handbook

2020-2021



Revised 06/2020



Contact Information:

- **Project Director:** Patricia Sanchez-Stewart
1100 N Washington Lexington, NE 68850
Phone: (308) 324-2349 ext. 129
patricia.stewart@lexschools.org

- **Bryan Elementary** Site Coordinator: Rocio Casanova
K-5th Grade 1003 N Harrison Street Lexington, NE 68850
Phone: (308) 324-3762
rocio.casanova@lexschools.org

- **Morton Elementary** Site Coordinator: TBD
K-1st Grade 505 S. Lincoln Street Lexington, NE 68850
Phone: (308) 324-3764

- **Pershing Elementary** Site Coordinator: Cindy Hendricks
4th-5th Grade 1104 N. Taylor Street Lexington, NE 68850
Phone: (308) 324-3765
cindy.hendricks@lexschools.org

- Sandoz Elementary
2nd-3rd Grade

Site Coordinator: Andy Becerra
1711 N. Erie Street Lexington, NE 68850
Phone: (308) 324-5540
andy.becerra@lexschool.org

Mission Statement: In collaboration with parents, school staff and community partners, LPS Afterschool Programs (Lexington Academy and Multiple Choices) help support students in reaching their full potential by providing expanded learning opportunities in areas of homework assistance, recreation and enrichment learning experiences in a safe and nurturing environment.

Program Description: Lexington Academy is an afterschool program that serves students in grades K-5 in Lexington Public School district's four elementary schools. Students attend Lexington Academy in the same building as they attend school.

Lexington Academy strives to meet each student's need for academic, physical and social opportunities through a carefully designed schedule of homework assistance, enrichment and recreational activities. Teachers, paraprofessionals, and community-based organizations work together to provide a variety of unique programming options. Activities offered in the past have included art, computers, sports programs, cooking, dance, and science programs. Most activities meet a minimum of once per week for a period of six weeks. A schedule of activities is distributed to parents or posted in the entryway. Students who do not participate in a scheduled activity may read a book or use the time to complete homework.

Funding Sources: Lexington Academy receives limited funding through a matching afterschool program grant from the Department of Education which is called the Nebraska 21st Century Community Learning Center (21stCCLC) Grant. Support for the program is also provided through other small grants, community partner support, fundraising efforts and donations. All families are being asked to donate \$10 towards Lexington Academy to help cover the costs of a program t-shirt and expenses towards the annual "Lights on Afterschool" celebration. **This event will be held differently from the previous years. More information will be provided at a later date.**

Admission Procedures and Enrollment Limits: If parents are interested in enrolling their child in Lexington Academy, they must complete a program enrollment form which are mailed to all elementary families on July 15 and submit the form no later than August 1 to LPS's Administration Building. Enrollment forms may also be picked up at any elementary school throughout the school year. In order to maintain appropriate student-staff ratios, that is required by the 21stCCLC Grant, Lexington Academy will have a limited enrollment of **60 students per site**. The district will admit those families, as capacity allows, who have submitted their applications on time and meet one or more of the following grant priorities:

1. Those families intending to enroll their children on a full-time basis (every day of the week throughout the year for an hour or more of programming time). In order for students to benefit from the 21st Century Community Learning Center (afterschool program), reserve the richness of activity class offerings and meet funding requirements, regular and consistent attendance is required (unless there is an unavoidable conflict or emergency).
2. Those families who have multiple children who plan to attend. If one child qualifies for attendance, the other children in that family will also be admitted, if possible.
3. Those families who represent one or more of the demographic categories required for grant compliance. (The demographic composition of Lexington Academy must reflect the demographic composition of the school district.)

Rejected on-time applications and those submitted after August 1 will be accommodated as openings become available. Parents may dis-enroll their child at any time by providing a written notification to their respective Site Coordinator.

Removal from Lexington Academy: Terms for exclusion from Lexington Academy include the following: late-pickups, program attendance and participation, behavior issues and threat to self and others. We reserve the right to dis-enroll any student as deemed necessary or appropriate at our discretion.

Parent Handbook/Orientation: Upon admission to Lexington Academy, parents/guardians will receive the Lexington Academy Handbook and will be required to complete the “Receipt Form.” No in-person Parent Orientation will be held this year.

Parent Involvement: Parent involvement activities and events will be limited this year. Parents may be asked to serve on the Lexington Academy Management Team to provide feedback and guidance in their afterschool site’s programming and vision.

Schedule: Lexington Academy operates from 3:25PM – 5:50PM Monday through Friday. The program is designed for students to participate in up to three sessions. A nutritional snack is given to all students during programming time. Parents will indicate their choice of student pick-up time according to the following times: 4:30pm 5:15pm 5:50pm

Attendance: All students will need to attend at least one session according to the schedule below:

<input type="checkbox"/> 3:25-3:40pm	Snack Distribution (15 minutes)
<input type="checkbox"/> 3:45-4:30pm	Session 1 (Activity Classes/Homework Assistance)
<input type="checkbox"/> 4:30-5:15pm	Session 2 (Activity Classes)
<input type="checkbox"/> 5:15-5:50pm	Session 3 (Recreation/Free Choice/Games)

If your child is enrolled in Lexington Academy, he/she is expected to attend each program day according to the enrollment form. Excessive absences from the program could result in removal of the program. Attendance will be monitored and recorded in PowerSchool.

The days of operation coincide with those of the Lexington Public School District. Lexington Academy is not offered on the following dates: Wednesday, November 25, 2020, December 18, 2021 and May 21, 2021)

In the event of an early dismissal due to inclement weather, LPS will use School Messenger to send a detailed automated recording about the early dismissal to the parent/guardian’s phone.

Emergency Dismissal Procedures: In the event of an emergency, a staff member will first attempt to contact parents/guardians. If Lexington Academy cannot reach the parents/guardian, an attempt will be made to notify the emergency contacts. When enrolling your child, please provide the parent/guardian’s name, phone number, email address, as well as two emergency contacts.

Pick-up Procedures:

Parents will indicate their choice of will student pick-up time on the enrollment form according to the following times:

- 4:30pm
- 5:15pm
- 5:50pm

In order to limit the spread of COVID-19, modified pick-up procedures will be implemented at the start of the school year. Information will be provided on those modified pick-up procedures.

Parents will need to indicate the time and sign the “sign-out form” when dismissing a student. Lexington Academy does not allow parents/guardians to check out their children on school playgrounds. Children will not be released to anyone other than a parent or individual authorized on the registration form.

Students will not be allowed to leave Lexington Academy unattended unless parents/guardians have provided the Site Coordinator with written permission for the student to walk home. The students who have permission to walk home will leave the building at 5:15PM. Staff will make sure that the student follows the checkout system.

Student will need to be picked on time, no later than 5:50PM. If a student is not picked up by 6:00PM, law enforcement will be contacted to ensure that the student gets home safely. After three late pick-ups, the student may be subject to removal from the program.

Pictures: Lexington Academy may use photographs or other electronic media images of students to promote and expand the program. Please indicate on the enrollment form whether or not authorization is given for your child to be photographed.

Fieldtrips/Outings: Lexington Academy will periodically participate in field trips to local attractions and businesses as part of the educational experience and program requirements. Notification of any excursions or outings will be posted by the sign-out table. If you wish not have your child be taken off school premises, please visit with your Site Coordinator and indicate on enrollment whether or not authorization is given for field trips. If not able to participate in a field trip, other attendance arrangements will need to be made.

Outdoor Play: Students who attend Lexington Academy should expect to spend time outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 10 degrees, or excessive wind or heat. In these cases, students will play in the gym. Students should be adequately clothed to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Students without boots or snow pants will be asked to stay on shoveled surfaces.

Possessions from Home: Since Lexington Academy cannot guarantee the safe return of personal belongings, it is asked that any personal possessions be left in backpacks during a student's time in Lexington Academy. Electronic games, phones and toys from home are not allowed and will be taken from students during Lexington Academy. Parents may pick these items up afterwards.

Telephone Use by Students: Students will not be allowed to call home. Please discuss their "afterschool plan" before arriving at the school. The Lexington Academy staff will be happy to relay messages to students when necessary, but it is not possible for students to make telephone calls during Lexington Academy. Parents are welcome to call their child's school from 8:00 AM - 3:30 PM at any time to leave a message. Parents/guardians can speak to the child's Site Coordinator if any questions or concerns arise regarding the child during the hours of 3:25 PM – 5:45 PM.

Health Policy: If a student becomes ill while attending Lexington Academy, a parent or emergency contact will be notified. A student who is not feeling well should be picked up within one hour of notification. Lexington Academy will provide a quiet rest area while the student waits. Students who attend Lexington Academy should feel well enough to follow the normal routine of the program. Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Lexington Academy and must make full recovery before returning. Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Site Coordinator as soon as they become available.

Accidents or Acute Illness: In the event of an accident or acute illness, every effort will be made to notify the student's parents. If a situation requires immediate attention, the Lexington Academy will call 911 and the student will be transported to the hospital by ambulance.

Medication Policy: Lexington Academy does not have a nurse on staff and will not dispense prescription or non-prescription medication to any student. Parents/guardians may stop by and personally administer medications to the child prior to or during Lexington Academy.

Behavior Management: Lexington Academy will use a positive behavioral intervention and support (PBIS) system of support which consists of rules, routines and physical arrangements developed and taught by the school staff to prevent behavior occurrences. Students will be given reminders and redirection in order to encourage positive behavior. When a student is disruptive or needs time to regain self-control, he or she will be removed from the group and a staff member will discuss the misbehavior with the student. Lexington

Academy will notify parents as soon as possible in the event their children's misbehavior causes a significant disruption. If a student continues to misbehave, the Site Coordinator will contact the child's parents to arrange a meeting. Continuation of misbehavior or if the student exhibits behavior that threatens his or her safety or the safety of others, they may face disciplinary consequences up to and including exclusion from the program. The building principal will also be notified.

Typical Steps Addressing Behavioral Problems

Step 1: Time out/talk with a staff member – If a student is still having trouble after some positive encouragement and redirection within the classroom setting, students will be asked to take a break with a staff member.

Step 2: Talk with a parent or guardian– If a student's behavior is particularly disruptive or persistent, parents will be asked to discuss the behavior at pick-up time or to arrange a meeting to come up with a solution.

Step 3: Suspension – If a student's behavior is harmful to themselves or others after several warnings, the student will be asked to take a break from the program. Also, a meeting with parents will be arranged to create a behavior plan to address the issues upon the student's return.

Step 4: Removal from the program – If a student continues to misbehave or if the student is putting themselves or others at risk, Lexington Academy reserves the right to remove the student from the program.

Communication: Lexington Academy maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of Lexington Academy to the Site Coordinators or Project Director at any time. Contact information for all Site Coordinators is listed in this Parent Handbook.

Receipt Form/Additional Comments

Name(s) of students who are attending Lexington Academy:

*Only one receipt form per family.

Students:

School:

By signing below, I acknowledge I have received and read the Lexington Academy Student/Parent Handbook.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Additional Comments for Site Coordinators:

_____ Yes, I'm interested in serving on the Afterschool Program Management Team, providing guidance and input to afterschool programming.

_____ Yes, myself or place of employment would be interested in volunteering in the afterschool program.

Additional comments:

Multiple Choices

Lexington Middle School Afterschool Program Parent/Guardian Handbook

2020-2021



Revised 06/2020



Contact Information:

Project Director: Patricia Sanchez-Stewart
1100 N Washington Lexington NE
Phone: 324-2349 ext. 129
patricia.stewart@lexschools.org

Multiple Choices Location: Multiple Choices is located at Lexington Middle School, 1100 N Washington, Lexington NE.

Mission Statement: In collaboration with parents, school staff and community partners, LPS Afterschool Programs (Lexington Academy and Multiple Choices) help support students in reaching their full potential by providing expanded learning opportunities in areas of homework assistance, recreation and enrichment learning experiences in a safe and nurturing environment.

Program Description: Multiple Choices is a 21st Century Community Learning Center (21stCCLC) that provides all students of Lexington Middle School opportunities in a safe, supervised and engaging environment during out-of-school time. Multiple Choices is designed to provide homework assistance in key subject areas and additional instruction through academic enrichment and special interest activities. Teachers, paraprofessionals, community-based organizations and volunteers work together to provide a variety of unique programming options. Most activities meet a minimum of once per week for a period of six weeks.

The three program objectives of the program include the following: 1. Improve student learning 2. Increase social/behavior benefits 3. Increase family/community engagement

Enrichment Activities: Multiple Choices allows students to choose “multiple” interactive and project-focused activities every six weeks. These enrichment activities or special interest courses help build social skills and learn new skills. Any student enrolled in Multiple Choices can participate in any of the courses. Sign-up is required. Parents are also invited to attend any of these enrichment activities with their student. A schedule of activities is available upon request and posted in front the Project Director’s office.

Homework Centers: Multiple Choices offers a homework assistance program through the use of Homework Centers. Each Homework Center are staffed with certified teachers or school-day staff from 3:25 to 5:05pm, Monday-Thursday.

Friday Programming: Multiple Choices offers opportunities to participate in fun, recreational activities as an entire group on Fridays. These opportunities take place at the school or off the school premises. Dismissal time on Fridays is 5:05pm. Occasionally, students are asked to provide the cost of a bowling game or other activity.

Funding Sources: Multiple Choices receives limited funding through a matching afterschool program grant from the Department of Education which is called the Nebraska 21st Century Community Learning Center (21stCCLC) Grant. Support for the program is also provided through other small grants, community partner support, fundraising efforts and donations. All families are being asked to donate \$10 towards Multiple Choices to help cover the costs of a program t-shirt and expenses towards the annual “Lights on Afterschool” celebration. **This event will be held differently from the previous years. More information will be provided at a later date.**

Registration and Enrollment Form: Students in grades 6-8 attending Lexington Middle School are eligible to participate in the afterschool program. Parents/Guardians must complete the “Multiple Choices Enrollment Form” for each child before they may attend the program. Enrollment forms are mailed to all families in the beginning of the school year and are available in the school office throughout the school year. It is the parent’s responsibility to notify the Project Director or an afterschool staff member of any changes to the initial enrollment form.

Removal from Multiple Choices: Terms for exclusion from Multiple Choices includes the following: late-pickups, program attendance and participation, behavior issues and threat to self and others. Multiple Choices reserve the right to dis-enroll any student as deemed necessary or appropriate at their discretion.

Parent Handbook/Orientation: Upon admission to Lexington Academy, parents/guardians will receive the Lexington Academy Handbook and will be required to complete the “Receipt Form.” No in-person Parent Orientation will be held this year.

Parent Involvement: Parent involvement activities and events will be limited this year. Parents may be asked to serve on the Lexington Academy Management Team to provide feedback and guidance in their afterschool site’s programming and vision.

Schedule: Multiple Choices operates from 3:25PM – 6:00PM Monday through Thursday and 3:25-5:05PM on Fridays. The program is designed for students to participate in up to three sessions. A nutritional snack is given to all students during programming time. Parents will indicate their choice of student dismissal time according to the following times: __ 4:30pm __ 5:05pm __ 6:00pm

Attendance: All students will need to attend at least one session according to the schedule below:

3:25-3:40pm	Attendance and Snack Distribution
3:40-4:30pm	Session 1 (Activity Classes/Homework Assistance)
4:20-5:05pm	Session 2 (Activity Classes/Homework Assistance)
5:05-6:00pm	Session 3 (Recreation/Free Choice/Games)

In order for students to benefit from the 21st Century Community Learning Center (afterschool program), regular and consistent attendance is required. Students are expected to attend the afterschool program during the designated time and day(s) according to the initial enrollment form. Program participants are expected to attend for a minimum of one hour each day, unless there is an unavoidable conflict or emergency. Attendance will be monitored and recorded in PowerSchool.

Excused absences will be accepted through a parent-signed note explaining absence, a phone call from parent to the main office or directly to the Project Director or an afterschool staff member, or a parent “signing-out” their child early in the main office. Excessive absences from the program could result in removal of the program.

The days of operation coincide with those of the Lexington Public School District. Multiple Choices is not offered on the following dates: Wednesday, November 27, 2019, December 20, 2020 and May 21, 2020)

In the event of an early dismissal due to inclement weather, LPS will use School Messenger to send a detailed automated recording about the early dismissal to the parent/guardian’s phone.

Summer Enrichment Program Hours are 8:30-3:00pm, Monday-Thursday, beginning the first week of June.

Dismissal of Students: Students will be required to sign themselves out at the designated time and day(s) according to the initial enrollment form. Students will indicate time of dismissal on the daily “Attendance Record Form” and sign-out with their assigned homework center teacher each day. Parents must notify the Project Director of any changes to dismissal times or days of attendance.

Students must be picked up by 6:15pm as program supervision ends at that time. Parents/guardians are expected to pick up their child on time. Local authorities may be contacted for assistance in the event that a student does not get picked up and attempts to locate the parent/guardian or emergency contacts are unsuccessful.

Early Dismissal of Students: Any student being picked up earlier than the designated time according to the initial enrollment form, will be required to have their parent/guardian or authorized person sign-out the student through the front office.

Pictures: Multiple Choices may use photographs or other electronic media images of students to promote and expand the program. Please indicate on the enrollment form whether or not authorization is given for your child to be photographed.

Off-School Premises: Parents/Guardians will need to indicate the authorization of Multiple Choices to take their child off school premises for a program-related outing. Authorization for permission will be indicated on the enrollment form.

Emergency Dismissal Procedures and Health Policy: Students who become ill or injured during programming hours in Multiple Choices will report to the office or see the Project Director. A parent or emergency contact will be notified to make arrangements for the student to be picked up. If the situation requires immediate attention, Multiple Choices will call 911 and the student will be transported to the hospital by ambulance. Report any contact information changes as soon as they become available.

Acute Illness: Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Multiple Choices and must make full recovery before returning.

Medication Policy: Multiple Choices does not have a nurse on staff and will not dispense prescription or non-prescription medication to any student. Parents/guardians may stop by and personally administer medications to the child prior to or during Multiple Choices. Exceptions include the administration of an EpiPen or allergic emergencies or other emergency treatments.

Student Guidelines and Disciplinary Policy: All students will need to abide by the program “Student Guidelines” set forth by the Management Team and share with all participants of Multiple Choices. Disciplinary actions will be handled according to Lexington Middle School’s Handbook Supplement located in the District’s Student/Parent/Activities Handbook. The supplement contains a list of disciplinary responses to various rule infractions. Consequences may change depending on the circumstances. Multiple Choices reserves the right to terminate a student’s participation in the afterschool program.

Communication: Multiple Choices maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of Multiple Choices to the Project Director at any time.

Receipt Form/Additional Comments

Name(s) of student(s) who are attending Multiple Choices:

*Only one receipt form per family.

Student(s):

By signing below, I acknowledge I have received and read the Multiple Choices Student/Parent Handbook.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Additional Comments for Project Director:

_____ Yes, I'm interested in serving on the Afterschool Program Management Team, providing guidance and input to afterschool programming.

_____ Yes, myself or place of employment would be interested in volunteering in the afterschool program.

Additional comments:

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must

provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Absences*

1. Students are expected to attend every class, every day.
2. High School: Students must not acquire more than 10 absences from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. Students who face a loss of credit in any given course due to absences may appeal the loss to his/her building principal. The principal shall have discretion in determining the educational placement of a student who has lost credit in a class including, but not limited to, assignment to the class on a non-credit basis or removal from the class with reassignment to a credit recovery program.
3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.
4. Students in grades preK-12 who are absent for 10 or more consecutive days will be dropped from the district's enrollment. If they should subsequently return, they will be required to re-enroll. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was

otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1st-4th absences: The parent/guardian will be contacted.
- 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. *Absences caused by the following circumstances shall not be counted against a student:

- a) when a licensed health care provider (including a school nurse) has confirmed on the district's illness-related absence form, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible
- b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
- c) student attendance at a school-sponsored activity;
- d) student has been suspended or expelled from school by the school district; and
- e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please see student/parent handbooks for additional information on making up assignments.

Adopted on: July 14, 2014

Revised on: May 11, 2015

Reviewed on: September 12, 2016

Revised on: July 10, 2017

Revised on: June 11, 2018

Revised on: July 8, 2019

Re-adopted on: July 13, 2020

Disenrollment Packet

Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

**Disenrollment of Five-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student**

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the Lexington School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is five years old, and will not reach the age of six years old prior to January 1 of the ____ - ____ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

**Alternative Educational Arrangements for Six-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student**

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is six years old, and will not reach the age of seven years old prior to January 1 of the ____-____ school year. I am not enrolling my child this school year because:

Please check one of the following:

____ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

____ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

Superintendent Verification of Exit Interview

I _____, am Superintendent of Lexington Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20___. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

_____, Superintendent

Collaborative Plan Addressing Barriers to Attendance

Student Name: [Click here to enter text.](#) Student Grade: [Click here to enter text.](#)
Building: [Click here to enter text.](#) Classroom/Homeroom Teacher: [Click here to enter text.](#)

Date of Meeting: [Click here to enter a date.](#) Number of absences at time of meeting: [Click here to enter text.](#)

What are the primary reasons the student has been absent: [Click here to enter text.](#)
Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: [Click here to enter text.](#)

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: [Click here to enter text.](#)

Steps to be taken by student: [Click here to enter text.](#)

Steps to be taken by parent/guardian: [Click here to enter text.](#)

Steps to be taken by third parties: [Click here to enter text.](#)

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Counselor or School Administrator: _____

Other (indicate title): _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian: _____

Student: _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

- The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

- As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: August 12, 2013

Revised on: _____

Reviewed on: July 13, 2015

Reviewed and affirmed on: August 15, 2016

Revised on: August 14, 2017

Affirmed on: July 9, 2018

Affirmed on: July 8, 2019

Affirmed on: July 13, 2020

5045 Student Fees

The Board of Education of Lexington Public Schools adopts the following Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska.

It is the general policy of the District to provide for free instruction in school in accordance with the Nebraska constitution. The general policy of the District is to provide free instruction for courses that are required by the District, state law or regulation, and for which credits or grades apply, and to provide the staff, facilities, equipment, and materials necessary for such instruction, without charge or fee to students.

The District does make available activities, programs and services to students that extend beyond the minimum level of constitutional required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage to the extent permitted by law, such student and parent contributions to enhance the educational programs and experiences provided by the District. Under the Elementary and Secondary Student Fees Authorization Act, the District is required to set forth guidelines and policies for specific categories of student fees. The District does so by setting forth the following:

Fees Authorized: Except as provided otherwise herein, the District may collect fees or other funds from or on behalf of students, or request students to provide fees, supplies, specialized equipment, attire, or specialized materials:

1. For participation in extra-curricular activities.
2. For admission and transportation costs for spectators attending extra-curricular activities, including activity tickets for discounted admission to extra-curricular activities.
3. For post-secondary education costs.
4. For student transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611.
5. For copies of student records or files pursuant to Neb. Rev. Stat. 79-2,104.
6. For reimbursement to the School District for property lost, damaged, or destroyed by student.
7. For before and after school or Pre-Kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.
8. For Summer School or Night School.
9. For Breakfast, Lunch, and Milk programs.
10. For voluntary provision by students of specialized equipment and attire for select performance groups, including musical instruments for participation in extra-curricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

Definitions and Guidelines:

Extra-curricular Activities: This means student activities or organizations that are supervised or administered by the District, but do not count toward graduation, credits, or advancement between grades, and in which participation is voluntary and not otherwise required by the School District.

Postsecondary Education Costs: This means tuition and other fees associated in obtaining credit for a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of the approved school curriculum or part of an approved accelerated or differentiated curriculum pursuant to Neb. Rev. Stat. 79-1106, to 79- 1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or other fees associated with obtaining credits from the postsecondary institution.

Extra fee for participation: The District may enact and charge a minimal activity participation fee to students who participate in extra-curricular activities. The fees shall be used to offset the cost of equipment and replacement of necessary attire. Should such a fee be enacted, the District fee waiver policy shall be in effect for qualifying students and parents.

Admissions to athletic events, activities, performances, etc.: Students may be charged an admission fee for attendance at athletic events, performances, dances, and similar functions sponsored by schools that are optional and voluntary and that have no impact on any class or credits.

Copies of student files or records: Students shall be responsible for a reasonable cost, as established by the Superintendent, of copies of a student's transcripts, files, and records. A parent, guardian, or student requesting copies of records shall be responsible for the cost of reproduction or copying in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents or students from their right to inspect and review a student's files or records, and no fee shall be charged to search for or retrieve any student's records. The fee schedule shall permit one copy of requested records or files to be provided without charge to the extent required by federal or state laws or regulations.

Reimbursement for property lost or damaged, or for fines: Students may be charged a fine, or for reimbursement for overdue library or similar materials, for excessive damage to school supplied materials, or for lost books or materials.

While the District will provide students with the use of facilities, equipment, materials, and supplies including books, the students are responsible for the appropriate and careful use of such property. Students and their parents will be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

When students are given school property of a significant value that may easily be damaged, parents will be given advance notice of student responsibility for the item and parents will be afforded an opportunity to ask that the student not be given the property.

Penalties: Students who fail to pay overdue student fees or fines may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, from participation in the prom, withholding of annual, participation in extra-curricular activities, etc. Students shall not be denied a diploma, transcript, or credit for course work for failure to pay overdue student fees or fines.

Before and after school or Pre-Kindergarten services: Students and their parents may be charged and are responsible for fees required for participation in before and after school programs sanctioned by the District if and when such charges are established. The District is not responsible for programs administered by other agencies, and charges for such programs are not subject to fee waivers.

Participation in summer school or night school: Students and their parents may be charged and are responsible for fees for participation in summer school or night school if and when such charges are established. Students are also responsible for correspondence courses, except those approved by the District as adopted curriculum or as approved for high school credit as part of an approved accelerated or differentiated program.

School Stores: School stores are allowed and may be established for purchases of food, beverages, and personal items. A school store need not have a permanent, physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or another vendor.

Clothing required for specified courses or activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District dress and grooming requirements and guidelines, as well as grooming and attire guidelines established by the school, building, or programs attended by the student or in which students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the program, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course, or activity. (Gym clothing, shoes suitable to the gymnasium etc.)

The District shall provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical related classes which involve exposure to hot molten metals, milling, sawing, turning, shaping, butting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding, or other forms of welding processes, repair or servicing of any vehicle, caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in appropriate classes and locations, that teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and

students have the responsibility to follow such instructions and use the devices as instructed.

Materials required for course projects: Students may be asked to donate or furnish materials required for course projects, where, upon completion, the project becomes the property of the student or which represent materials beyond that provided by the school for completion of requirements. Provision of such materials is not required and the District shall supply adequate and sufficient materials for completion of any project required for credit or a grade. The District is not required to provide a particular grade or standard of materials.

Musical Instruments: Students may be required to provide musical instruments for participation in optional music courses or activities that are not curricular or extra-curricular activities. Students may have the option of using a school district musical instrument. If the student elects to use a school district instrument they will be assessed an instrument cleaning fee. The District is not required to provide a particular type of musical instrument for any student.

Elementary students at appropriate grade levels may be asked to provide or donate, but are not required to donate musical instruments (recorder or beginning band instrument, etc.) and consumable music or lesson books.

Computer Insurance: Students **in grades 6-12** will be required to purchase school provided insurance if the student is in a school with a 1:1 computer initiative and if the student wishes to take the computer home. If a computer is damaged the student will be responsible for 15% of the cost of repairing the computer. No waiver shall apply for computer insurance or repair costs.

Specialized Attire and Equipment: The District will generally provide and furnish students with specialized equipment and attire (uniforms, football pads, helmets, etc.) for participation in extra-curricular activities. The District is not required to provide for a particular type of equipment or attire, or for attire or equipment beyond that designated as the standard “home and away” team uniforms. Team members, Boosters, Parents, or others may wish to offer for sale or seek to purchase and provide related attire or gear; however the School District neither sanctions or requires apparel beyond the standard uniform and shall bear no financial responsibility for these optional purchases. Students who participate in extra- curricular activities and sports are expected to provide for their own appropriate athletic shoes, undergarments, mouthpieces where required, socks, towels, golf clubs, and gloves for golf, and softball. Students are expected to provide evidence of required insurance coverage. Students may be asked to provide for their own meals on out-of-town trips.

Students or parents who qualify under provision of the District waiver policy may apply for a waiver of any participation fees for the aforementioned items expected of students. Special attire, equipment, or uniforms provided by the District may be required to be returned to the District at the conclusion of the season or when the student is no longer

participating in the sport or activity.

The District is not required to provide for special attire or equipment beyond the basic standard defined by the District, and shall not be required to provide a particular brand, style, or student preference.

Vocal music and performance groups: Students may be asked to provide or purchase special attire for performance groups, and may then keep the attire. Parents or students who qualify under provisions of the District waiver policy may apply for a waiver of the cost of such attire. Special attire or uniforms provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity. The District is not required to provide specialized attire beyond the one uniform or attire designated as the standard for the activity. Students, Parents, Boosters, or others may wish to provide for or offer for sale additional equipment, gear, or attire, but the District neither sanctions or requires attire beyond the standard and shall bear no financial responsibility for such.

Cheerleaders, Flag Corps, Dance Teams, etc.: Students may be asked to purchase or provide special attire for optional performance groups and then keep the attire. Parents and students who qualify under provisions of the District waiver policy may apply for a waiver of such costs. Special attire provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity.

The District is not required to provide for specialized attire beyond the one uniform or attire designated as standard for that group or activity. Students, parents, and Boosters may wish to provide for or offer for sale additional equipment or attire, but the District neither sanctions or requires attire beyond the standard uniform or attire and shall bear no financial responsibility for such.

Student clubs and organizations: Student clubs and organizations may expect students to pay dues, or to purchase optional shirts, etc. or participate in activities that require payment of admissions or fees. Students and parents who qualify under provisions of the District waiver policy may apply for a waiver from such participation fees, dues, or cost of required activities, shirts, etc. for school sanctioned clubs and organizations.

Drivers Education: Drivers education is an optional program offered by the District for the benefit of students and parents. A fee may be charged to offset the cost of Drivers Education during summer, or after-school night classes. No waiver shall apply to such driver's education costs.

Graduation Expenses: In order to participate in optional graduation or commencement activities or related activities, a cost may be incurred, including rental of caps and gowns that are required for participation in graduation exercises. Students and parents who qualify may apply for a waiver of the costs of graduation.

Field Trips: Approved Field Trips as per District Policy are considered extensions of classroom instruction. Parents and/or students may be asked to donate toward the cost of the trip, admissions related to the trips, etc., but are not required to do so.

Optional testing: Optional testing may be available or offered to students such as the PSAT, ACT, or similar tests related to college entrance or placement. These tests are optional and fees may be charged. No waiver shall apply to such testing costs.

Optional Events or Activities and Activities by Outside Sponsors: Students who choose to participate in optional events, activities, trips, or performances, that are sponsored by Booster Clubs, Parent groups, agencies, staff acting on their own and outside of school sanction, or people outside of the school system, may result in charges for fees, travel, admissions, meals, and other related expenses. It is the policy of the District that participation in such events or activities is optional and independent of the School District and District expectations or requirements. No school waiver of fees or charges shall apply for activities by outside sponsors. No District responsibility exists for sponsorship, funding, accounting, or liability for such activities.

Fund raising: Student members of groups or activities, parents, and boosters may be asked to participate in fund raising activities to offset the cost of special attire. If students are expected to, and volunteer to, participate in fund raising activities, any student participating shall be expected to participate equally and share equally in whatever funds are raised.

Student Fees Fund: The District shall establish a Student Fee Fund. The Student Fee Fund shall be a separate School District Fund into which all money collect from students and subject to the Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Elementary and Secondary Student Fees Authorization Act consist of money collected from students for: (1) Postsecondary education costs, (2) Summer School or Night School.

Waiver Policy: It is the policy of the Lexington Public Schools to provide fees waivers in accordance with the Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price school lunches under the United States Department of Agriculture Child Nutrition Programs shall upon request be provided a waiver for fees or costs, or be provided with necessary materials, equipment, or attire without charge as prescribed in adopted District policy. Participation in a free or reduced lunch program is not required to qualify for a waiver of fees. Students and their parents must request a fee waiver prior to participation in the activity for which the waiver is sought, and prior to purchase of materials, attire, or equipment.

Distribution of Policy: the Superintendent or designee shall provide access to the district's student fees policy through the district student/parent/activity handbook and on the district's website. The student/parent/activity handbook shall be provided to students

electronically or in paper form, as requested by the parent, at no cost.

Annual public hearing and establishment of fees shall be conducted by the Board of Education and any changes or revisions made available as per policy provision.

Lexington Public Schools Student Fees:

Program	General Description of Fee or Materials	Anticipate Cost
Elementary School Supplies. Suggested and requested for parent donation. Not required.	Pencils, erasers, pens, glue, scissors, folders, notebooks, pencil box, markers, ruler, crayons, etc. Requested donations lists available from schools.	ELA - \$25 Kindergarten - \$25 Grade one - \$35 Grade two - \$35 Grade three- \$45 Grade four - \$45 Grade five - \$50
Middle School Supplies, Suggested and requested for parent donation. Not required	Pencils, pens, erasers, glue, scissors, folders, notebooks, calculator, ruler, markers, highlighter, colored pencils, compass, paper, protractor, P.E. Shirt*, student agenda*, Requested donation lists available from school. (*may be purchased at school	Grade six- \$60 Grade seven- \$60 Grade eight - \$60
3 rd Grade	Recorders	\$7 - \$15
5 th – 8 th Grade	Band Books PE athletic shoes with rubber soles Flash drive Ear buds	\$10 \$25 \$10 \$10
	Admissions fees for school dances including homecoming and prom.	\$3-30
High School supplies. Suggested and requested for parent donation. Not required Estimated expenses waiver applies	Pencils, pens, notebooks, calculator (depends on class), P.E. clothing, binders, etc. Requested donation lists available from school.	Grades 9-12 - \$150
	Senior Trip	\$700
	Athletic Shoes or specialized equipment of garments for each sport or activity	\$300
	Special attire for performance groups related to classes	\$400
	Graduation and related expenses	\$200
	Field Trips	\$15
	Clubs, dues, shirts, for each Club	\$50
	Reproduction of student records or files	One copy annually – no additional. \$.10 per page for black copy, \$1.00 per page for color copy

	Overdue library materials	\$.05 per day with a \$5.00 maximum fee. Overdue reserved materials \$.24 per hour after 10:00 AM
	Copies for student use	\$.25 per page
	Post-secondary tuition or costs	As established by the school or college to be paid directly to the college
	Summer or night school	\$150.00 per course
	Elementary Lunch	\$1.70 daily
	Secondary Lunch	\$1.90 daily
	Elementary Breakfast	\$1.00 daily
	Secondary Breakfast	\$1.10 daily
	Reduced Lunch	\$.40 daily
	Reduced Breakfast	\$.30 daily
	Extra Milk	\$.50/carton
	Students may be asked to periodically donate one or two boxes of Kleenex or similar tissues. Not required	
	Computer insurance for 1 to 1 initiative	\$25
	Insurance co-pay for damaged computers	15% of damage
	Instrument Cleaning Fee	\$40
	Replacement of ID cards, lanyards, and/or holders	\$1.00 per item
	Replacement of RFID cards (used on buses)	\$5
	Graduation expenses related to Commencement exercises (cap, gown, tassel, etc. Does not include pictures, invitations, announcement, etc.)	\$50
	Driver's Education-Lexington Student	\$300
	Driver's Education-Non-Lexington Student	\$325
Fees That May be Charged	Replacement of lost or damaged books or equipment	Actual cost depreciated proportionate to the anticipated life of the item. Damage due to vandalism or malicious destruction of property at full replacement cost.

Adopted on: August 12, 2013

Revised on: August 11, 2014

Revised on: June 8, 2015

Reviewed and affirmed on: August 14, 2017

Reviewed and affirmed on: July 9, 2018

Reviewed and affirmed on: July 8, 2019

Revised on: November 11, 2019

Revised on: July 13, 2020



QUOTE
BUYBOARD PRICING
CONTRACT # 579-19

Date: 7/1/2020

Keri Fagot
Business Office Asistant
Lexington Public Schools
PO Box 890
300 S. Washington
Lexington, NE 68850
308-324-1203



Secured Mobility, LLC
920 Rockmoor Drive
Georgetown, TX 78628
(512) 686-2360 Office
(512) 864-9452 Fax
www.smart-tag.net

HARDWARE & INSTALLATION

PART #	ITEM DESCRIPTION	BUYBOARD PER UNIT PRICE	# OF UNITS	LINE TOTAL
Hardware				
SM-T397	*Samsung Galaxy Tab Active2, 8.0 tablet computer (4G-LTE).	\$ 530.39	13	\$ 6,895.07
770185	RAM Mount custom Samsung Galaxy Tab Active2 charging cradle with round base plate, SMART tag™ RFID Card Reader with RAM Mount round base plate, RAM Mount Installation Kit,	\$ 320.00	13	\$ 4,160.00
770055	SMART tag™ Reader Programmer Tablet.	\$ 249.00	1	\$ 249.00
Hardware TOTAL				\$ 11,304.07

*One (1) year warranty on all hardware except; six (6) month warranty on tablet computer battery, and no warranty on tablet screens.

Installation				
770032	Hardware Installation: Cost per bus for installation of wiring harness, mounts, charging cradle & RFID card reader when customer is within a three (3) hour driving distance from Georgetown, TX (Includes travel & expenses).	\$ 195.00	13	\$ 2,535.00
770235	Additional charge per install team member/per day when customer is three to six (3-6) hours driving distance from Georgetown, TX. Number of required days dependent on fleet size and bus availability. Minimum of two (2) days with one (1) of those days used for travel.	\$ 200.00	2	\$ 400.00
770240	Additional charge per install team member when travel to customer includes airfare and rental car. Requires minimum of two (2) days with one (1) of those days used for travel.	\$ 750.00	1	\$ 750.00
Installation TOTAL				\$ 3,685.00

NOTE: Installation TOTAL is based on one (1) scheduled trip to complete. If installation is not completed due to circumstances outside of our control, subsequent trip(s) to accomplish completion of the installation will be subject to additional trip fee charges.

SOFTWARE

PART #	ITEM DESCRIPTION	BUYBOARD PER UNIT PRICE	# OF UNITS	LINE TOTAL
770065	*SMART tag™ Annual Service Plan per Tablet, includes tablet cellular data service, GPS tracking, bus and student monitoring, Pre/Post Trip Inspection Reporting, State Headcount Reporting, Special Education Reporting, Technical Support, Admin Portal cloud hosting/access, Campus Portal cloud hosting/access, Parent Portal cloud hosting/access, (Base Communications Plan*) Driver/Student/Parent Alerts via email/text notifications.	\$ 347.40	13	\$ 4,516.20
770027	Initial Software License for SMART tag™ per Tablet.	\$ 289.00	13	\$ 3,757.00
770095	**SMART tag™ Annual Service Subscription - Routing or SIS software database updates daily import/synchronization.	\$ 795.00	1	\$ 795.00
770096	SMART tag™ Parent email Notifications Module (see Communication Pricing on last page).	\$ 10.00	0	\$ -
770098	SMART tag™ Parent text/sms Notifications Module (see Communication Pricing on last page).	\$ 10.00	0	\$ -
770068	Mobile Phone Lookup Service per student - verifies if emergency phone number in student record is a mobile number in order to send Parent Notifications via text over email.	\$ 0.05	650	\$ 32.50
770300	SMART routing™ Annual Service Plan - \$85 per bus Year 1.	\$ 85.00	0	\$ -
Software TOTAL				\$ 9,100.70

*Part # 770065 pricing may be adjusted per bus/per month for each month of the school year until the tablet SIM cards are activated.

**Routing Software providers may charge for API access, and are not included in this quote.

RFID CARDS/ACC & PRINTERS/ACC

PART #	ITEM DESCRIPTION	BUYBOARD PER UNIT PRICE	# OF UNITS	LINE TOTAL
RFID Cards/Acc				
770015	SMART tag™/HID RFID Card - Blank (non-printed).	\$ 0.88	100	\$ 88.00
770052	SMART tag™/HID RFID Card - Monochrome Black 1-sided imprint, including school district logo/artwork.	\$ 1.38	650	\$ 897.00
770030	SMART tag™ Clear Plastic Card Holder - Heavy Duty.	\$ 0.33	650	\$ 214.50
770031	SMART tag™ bus yellow or black lanyard (w/breakaway and	\$ 0.98	650	\$ 637.00
RFID Cards/Acc TOTAL				\$ 1,836.50

Printers/Acc				
771399	IDP Smart 51 single side ID card printer w/ encoder (3 yr warranty).	\$ 1,699.00	1	\$ 1,699.00
771040	SMART print™ ID Card Printing Software (1 user).	\$ 299.00	1	\$ 299.00
770045	Smart 31/51 Black Ribbon (estimated 1250 prints).	\$ 25.00	1	\$ 25.00
779909	Smart 31/51 Cleaning Strip Kit (10 strips).	\$ 90.00	1	\$ 90.00
770019	SMART tag™ Desktop NFC/RFID Card Reader (USB).	\$ 44.19	1	\$ 44.19
Printers/Acc TOTAL				\$ 2,157.19

TRAINING

PART #	ITEM DESCRIPTION	BUYBOARD PER UNIT PRICE	# OF UNITS	LINE TOTAL
770034	Remote Training: \$75 an hour times number of hours for web training for drivers (Driver App) and transportation office staff (Admin Portal). Number of hours quoted dependent on number of drivers/staff members to train.	\$ 75.00	3	\$ 225.00
770234	On-site Training: \$600 per trainer/per day for training drivers (Driver App) and transportation office staff (Admin Portal) when customer is within three (3) hours driving distance of Georgetown, TX (includes travel & expenses). Number of days quoted dependent on number of drivers/staff members to train.	\$ 600.00	0	\$ -
770236	Remote Launch Assistance: \$75 hourly rate times number of hours for overseeing/assisting drivers and staff during initial launch.	\$ 75.00	4	\$ 300.00
770238	On-site Launch Assistance: \$800 per team member/per day when customer is within three (3) hour driving distance of Georgetown, TX (includes travel & expenses). Minimum of two (2) days required with one (1) of the days reserved for travel.	\$ 800.00	0	\$ -
770239	Remote Post Launch Training: \$75 hourly rate times number of hours for follow-up web training approximately thirty (30) days after launching.	\$ 75.00	2	\$ 150.00
770242	On-site Post Launch Training: \$600 per trainer/per day for follow-up on-site training approximately thirty (30) days after launching when customer is within three (3) hour driving distance from Georgetown, TX.	\$ 600.00	0	\$ -
770244	Additional cost per trainer or team member/per day when customer is three to six (3-6) hours driving distance of Georgetown, TX. Minimum of two (2) days required with one (1) of the days reserved for travel.	\$ 200.00	0	\$ -
770246	Additional charge per install team member when travel to customer includes airfare and rental car. Requires minimum of two (2) days with one (1) of those days used for travel.	\$ 750.00	0	\$ -

Training TOTAL \$ 675.00

Minimum of twenty-on (21) days notice for on-site training request.

CALENDAR SCHOOL YEAR 1 TOTAL \$ 28,758.46

ANNUAL RECURRING COST (After CALENDAR SCHOOL YEAR 1)

PART #	ITEM DESCRIPTION	BUYBOARD PER UNIT PRICE	# OF UNITS	LINE TOTAL
770065	SMART tag™ Annual Service Plan per Tablet, includes tablet monthly data plan, GPS tracking, bus and student monitoring, Pre/Post Trip Inspection Reporting, State Headcount Reporting, Special Education Reporting, Technical Support, Admin Portal cloud hosting/access, Campus Portal cloud hosting/access, Parent Portal cloud hosting/access, (Base Communications Plan*) Driver/Student/Parent Alerts via email/text notifications.	\$ 347.40	13	\$ 4,516.20
770079	SMART tag™ Annual Maintenance per Tablet - Database Maintenance/ Updates/Feature Development/Technical Support for SMART tag™ Tablet Driver Mobile App and Cloud hosted services.	\$ 29.00	13	\$ 377.00
770096	SMART tag™ Monthly Software + Service Subscription per tablet- Parent email Notifications Module (see Communication Pricing on last page).	\$ 10.00	0	\$ -
770098	SMART tag™ Monthly Software + Service Subscription per tablet - Parent text/sms Notifications Module (see Communication Pricing on last page).	\$ 10.00	0	\$ -
770095	SMART tag™ Annual Service Subscription - Routing or SIS software database updates daily import/synchronization.	\$ 795.00	1	\$ 795.00
770069	Mobile Phone Lookup Service per student - Ongoing verification of emergency phone numbers in student records as a mobile number in order to send Parent Notifications via text over email.	\$ 0.02	650	\$ 13.00
771045	SMART print ID Card Printing Annual Maintenance Service per printer. Includes hardware/software support and software updates for the year.	\$ 99.00	1	\$ 99.00
770305	SMART routing™ Annual Renewal Service Plan of \$50 per bus/per year.	\$ 50.00	5	\$ 250.00
ANNUAL RECURRING TOTAL				\$ 6,050.20

COMMUNICATION PRICING

Driver Alerts/Communications

- Unlimited Driver Alerts on the SMART tag™ tablet - FREE
- Unlimited Two-Way Driver Alerts on the SMART tag table - FREE
- Driver Text/SMS Notifications to their cell phone via Route Scheduling (500 text messages FREE** per month, per active tablet, then \$10 per 500 text messages - billed monthly in \$10 increments)

Parent Alerts/Notifications

- Mobile number lookup service (per student) - verifies if emergency phone number in student record is a mobile number in order to send Parent Notifications via text. (\$.05/student first year, \$.02/student annual maintenance)
- Parent Portal/Mobile App monthly access with activity/history view - FREE.
- Parent SMART Alerts via email (1,000 email messages FREE* per month, per active tablet, then \$10 per one thousand messages exceeding the free messaging allowance - billed monthly in \$10 increments).
- Parent SMART Alerts/Notifications via text/SMS service (500 text messages FREE** per month, per active tablet, then \$10 per 500 text messages - billed monthly in \$10 increments)
- Campus Dismissal Module (District optional) - Submission of attendance and after school dismissal changes - FREE unlimited submissions with license (per campus) of the Campus Dismissal Module.

Campus Portal

- Campus Portal monthly access to view Bus Ridership, Bus GPS, Schedule adherence, Student Search - FREE.
- Campus Dismissal Module (District optional) - Submission of attendance and after school dismissal changes - FREE unlimited parent submissions with license (per campus) of the Dismissal Module.

* The allocation of 1000 FREE email messages per active tablet, per month includes Parent and Administrator email messages. The combined total of Parent and Administrator email messages exceeding the FREE allocation each month will be invoiced at the rate of \$10 per 1000 email messages, rounded up to the nearest \$10 increment.

** The allocation of 500 FREE Text/SMS messages per active tablet, per month includes both Driver text and Parent text messages. The combined total of driver and parent text messages exceeding the FREE allocation each month will be invoiced at the rate of \$10 per 500 text messages, rounded up to the nearest \$10 increment.

This is an exclusive quote for
Lexington Public Schools

on the goods and services named,
subject to the conditions noted below:

Pricing is valid for products and services purchased
and implemented by the end of the year: **2020**

Thank you
for considering

SMART
tag



Jessica Kulhanek
1305 Arthur Street
Holdrege, NE 68949

July 6, 2020

Lexington Public Schools
300 S. Washington St.
P.O. Box 890
Lexington, NE 68850

Dear Dr. Hakonson and Mrs. Edeal,

Please accept this letter as notice of my resignation from my position as 1st Grade Teacher at Morton Elementary School as of July 6, 2020.

I am genuinely grateful for the experiences that I have had during the past five years with Lexington Public Schools. The guidance, support, and many opportunities that were given will forever shape me as an educator. I will truly miss the students and my fellow staff members and I thank them for challenging me to grow and develop.

I wish Lexington Public Schools all the best moving forward.

Sincerely yours,



Jessica Kulhanek