

Board of Education Regular Meeting  
Monday, May 11, 2020 7:00 PM  
Videoconference  
705 N 9th St  
Arlington, Nebraska 68002

1. OPENING PROCEDURES
  1. Call Meeting to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
3. CONSENT AGENDA
  1. Minutes of the Previous Board Meeting(s)
  2. Monthly Financial Reports
  3. Approve New Teacher Contracts:
    1. Hannah Sedlacek for Elem SPED
    2. Carolyn Janke for .5 FTE Elem Music
4. CURRICULUM/INSTRUCTION REPORTS
  1. Elementary Physical Education Curriculum Report
  2. MS/HS Physical Education Report
5. PRINCIPALS' REPORTS
  1. Mr. Shada's May Spotlight
  2. Mrs. Morgan's May Board Report
  3. Mr. Pfungsten's May Board Report
6. SUPERINTENDENT'S REPORT
  1. Distribute Supt Evaluation Forms
  2. NRCSA Member Update
  3. NASB Member Updates
  4. Update on Summer Projects
  5. Introduction of Launch Nebraska website
7. COMMITTEE AND REPRESENTATIVE REPORTS
  1. Finance Committee
  2. Negotiations Committee
8. UNFINISHED BUSINESS
  1. Discussion of Possible North East Addition and Next Steps
  2. Discuss, Consider and Approve Policy 1501--Community Relations: Emergency Exclusion of Person from School on second reading.
  3. Discuss Consider and Approve Policy 1500--Community Relations: Emergency Closure of School Buildings on second reading.
9. NEW BUSINESS
  1. Discuss, Consider, and Approve Wage and Salary Increases for Non-Certificated Staff Members as presented
  2. Approve Spring Budget Items of Building Level and Classroom Requisitions

3. Review Policies: 6700: Firearm Safety, 6800: Internet Safety; 6900: Chronic Infectious Diseases Practice and Procedure; 6910: Dispensing Meds Caretaker Authorization Form; 6910: Medications Form; 6910: Dispensing Medications; 6920: Self-management of Asthma-Anaphylaxis-Diabetes; 6920a New Asthma Sever Allergy Self Management Consent Form; 6920b: Diabetes Medical Management Plan Form.
4. Discuss, Consider, and Approve SPED PT Contract for 2020-2021 With Learn2Move, LLC at State Approved Rate per hour
5. Present Senior Students that Completed Rule 10 Requirements for Graduation
6. 2020-2021 Calendar Discussion Connected to COVID-19
10. EXECUTIVE SESSION
11. ACTION ON EXECUTIVE SESSION ITEMS
12. ADJOURNMENT

# Board of Education Regular Meeting

Monday, April 13, 2020 7:00 PM Central

Videoconference

705 N 9th St

Arlington, Nebraska 68002

## 1. OPENING PROCEDURES

### 1.1. Call Meeting to Order

7:01 Matt O'Daniel called meeting to order

### 1.2. Roll Call

Board Members present were Matt O'Daniel, Shanon Willmott, Janet Warner, Bruce Scheer, Jessica Scheer, and Jason Arp. Also present were Superintendent Dr. Dawn Lewis, High School Principal Aaron Pfingsten, Elementary Principal Jacqueline Morgan, Athletic Director James Shada, and recording secretary Jenny Hansen.

### 1.3. Pledge of Allegiance.

### 1.4. Approval of Regular Meeting Agenda.

Motion to approve the regular meeting agenda as presented. Passed with a motion by Jessi Scheer and a second by Janet Warner.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

## 2. WELCOME TO GUESTS AND PUBLIC FORUM

## 3. CONSENT AGENDA

Motion to approve the consent agenda as presented

Passed with a motion by Matt O'Daniel and a second by Janet Warner.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

### 3.1. Minutes of the Previous Board Meeting(s)

Last 3 meetings including emergency meetings.

### 3.2. Monthly Financial Reports

### 3.3. Accept Teacher Resignation for Desiree Hayden-Parra

Letter of resignation attached.

### 3.4. Approve Teaching Contracts:

All contracts attached.

#### 3.4.1. Morgan Streeter Upper Elementary

#### 3.4.2. Claire Weber for Lower Elementary

#### 3.4.3. Luke Hoelsing for Physical Education

#### 3.4.4. Jeff Kment for High School Science

#### 3.4.5. Madison Wakefield for Art

#### 3.4.6. Elsa Glasford for Spanish

#### 3.4.7. Amanda Dennis for Math Interventionist

## 4. CURRICULUM/INSTRUCTION REPORTS

### 4.1. Science

Dr Lewis briefly went through the science report prepared and shared by the science department. Nichole Fairhead also touched on some curriculum points.

## 5. PRINCIPALS REPORTS

### 5.1. Mr. Shada's April Report

Mr. Shada reported that this has been a difficult season. He listed what activities would have been held. Season is being treated as rain out year so if a game should have been a home game this year it will be away next year, that will still be treated the same.

### 5.2. Mr. Pfingsten's April Report

Mr. Pfingsten gave information on tentative Graduation and prom plans.

He has been impressed with teachers and students that everyone has kept going and moving forward through all the circumstances and changes that have been presented to them.

State testing cancelled for this year

ACT will still try to be offered for juniors this year. Postponed with no immediate plans at this time.

Honors night , trying to plan to happen still at a later date.

Seniors will be recognized on the date that graduation day would have been. Different ideas being discussed. July 19 as potential actual graduation ceremony date. County fair would be the following week, don't want to plan to much that would fall on the same dates.

Prom is being discussed to be held Friday July 17<sup>th</sup>.

Senior Parents really do want a ceremony so we are going to try to provide that for them.

### 5.3. Mrs. Morgan's April Report

Mrs. Morgan reported that staff has been working hard to continue a normal routine, as normal as it can be despite the situation and changes in learning.

Staff parade was held through Arlington and Kennard with great success.

Bedtime stories are being emailed out each day with different staff member's reading stories of their choice.

Teachers have been reaching out to students and parents to keep contact with them and the lines of communication open.

Congratulations goes out to 3<sup>rd</sup> grade teacher Kylie Hoegermeyer/Winslager she was married on April 4<sup>th</sup>.

Thoughts of another parade or other options of ways to do it, are being discussed.

School Lunches are still being provided, we were providing 150 lunches per day, now only distributing lunches on Mondays and Wednesdays.

## 6. SUPERINTENDENT'S REPORT

### 6.1. NRCSA Update

### 6.2. NASB Updates

### 6.3. COVID-19 Updates

## 7. COMMITTEE AND REPRESENTATIVE REPORTS

### 7.1. Professional Development Sharing

Dr. Lewis shared that the NRCSA spring conference has been postponed to May and might still be cancelled completely.

NCSA annual meeting will be held this week virtually. Dawn Lewis and Jenny Hansen registered to attend.

8. UNFINISHED BUSINESS

8.1. Discussion with DLR on Facility Options.

Cody Hillen with DLR was present via Zoom to discuss and answer any questions that the board may have on the facility options presented. Board member’s held a discussion with DLR on concerns and questions on the facility. Board Members expressed interest in Option 4 presented by DLR the Northeast single level six classroom addition. Matt O’Daniel suggested that potentially a short finance committee meeting could happen soon to look at things from a dollar stand point and what steps will be necessary to move forward.

9. NEW BUSINESS

9.1. Discuss and Consider Policy 1501-Community Relations, Emergency Exclusion of Persons from School

Dr Lewis presented this new policy to the board as recommended by Perry Law Firm. This policy would give the superintendent the authority to exclude a person from the school building if they are considered a health or safety risk to others. Janet Warner had questions regarding how this would be determined to be paid or unpaid and would the superintendent make that decision or would it need to be taken to the board.

This is the first reading of this policy. It will be read again at the May meeting.

9.2. Discuss and Consider Policy 1500--Community Relations, Emergency Closure of School Buildings

This is a second new policy that would give administration the authority to close the school building if needed. We were able to for COVID-19 due to the governor requirement but this would allow that decision to be made by administration. This is a first reading of this policy and it will be read again at the May board meeting.

9.3. Discuss, Consider, and Take Necessary Action on Resolution to Authorize Superintendent to Adjust Grading and Course Credits for Quarter 4 Due to Pandemic.

Make a motion adopt the Emergency Response Resolution due to Covid-19 as presented. Passed with a motion by Janet Warner and a second by Shanon Willmott.

Jason Arp: Yea, Matt O'Daniel: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Janet Warner: Yea, Shanon Willmott: Yea

10. EXECUTIVE SESSION

11. ACTION ON EXECUTIVE SESSION ITEMS

12. ADJOURNMENT

8:10 Matt O’Daniel adjourned.

\_\_\_\_\_  
Matt O’Daniel, Board President

\_\_\_\_\_  
Dawn Lewis, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Arlington Public Schools  
April 30, 2020**

Fund Name 2 Rivers Bank	Starting Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance
General Fund - 864	\$ 230,947.49	\$ 518,760.52	\$ 769,565.69	\$ 273,283.42	\$ 253,425.74
Activities - 109	\$ 125,619.37	\$ 6,882.18	\$ 19,669.91	\$ -	\$ 112,831.64
Activities Saving - 713	\$ 219.88	\$ -	\$ -	\$ -	\$ 219.88
Activities CD - 5826	\$ 102,798.91	\$ 709.93	\$ -	\$ -	\$ 103,508.84
		1/30/19-7/30/21		Total Activities:	\$ 216,560.36
Sweep - 956	\$ 3,392,696.06	\$ 682.87		\$ (244,519.73)	\$ 3,148,859.20
Hot Lunch - 487	\$ 100,912.21	\$ 8,797.20	\$ -	\$ (28,763.69)	\$ 80,945.72
Employee Benefit Fund	\$ 841.95	\$ -	\$ -	\$ -	\$ 841.95
Depreciation Fund	\$ 1,473,699.48	\$ 302.91	\$ -	\$ -	\$ 1,474,002.39
Depreciation CD - 5826	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00
		1/15/20-1/15/21		Total Depreciation:	\$ 1,724,002.39
2017 Bond Refunding	\$ 593,928.37	\$ 21,192.04	\$ -	\$ -	\$ 615,120.41
QCPUF	\$ 189,719.37	\$ 15,519.01	\$ -	\$ -	\$ 205,238.38
Spec Bldg Fund	\$ 480,882.51	\$ 43,190.93	\$ -	\$ -	\$ 524,073.44
Sp Building CD - 5826	\$ 250,000.00	\$ 1,153.08	\$ -	\$ -	\$ 251,153.08
		1/15/20-4/15/21		Total Spec Bldg:	\$ 775,226.52
Total Special Funds	\$ 3,239,071.68	\$ 81,357.97	\$ -	\$ -	\$ 3,320,429.65

**ARLINGTON PUBLIC SCHOOLS  
SPECIAL FUND  
APRIL 31, 2020**

<b>Beginning Fund Balance</b>	9/30/2019	\$ 3,239,071.68
Receipts		\$ 81,357.97
Disbursements		\$ (423,326.53)
Outstanding Liabilities		\$ 423,326.53
Adjustments **		
<b>Ending Fund Balance</b>	10/31/2019	\$ 3,320,429.65
<b>FUND BALANCE ASSETS</b>	10/31/2019	
Two Rivers Bank Balance		\$ 3,320,429.65

**CHECK REGISTER FOR MAY 2020 BOARD MEETING**

(Includes special fund checks)

<b>PAYEE NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Ace Hardware	New keys for new staff	\$ 34.35
American Broadband	Telephone service	\$ 485.20
Border States Industries	Maintenance Supplies	\$ 354.50
CNSNA	School Nurse Assoc yearly membership	\$ 25.00
CWD	Food order	\$ 6,485.70
DLR Group Inc	Pyemt for services in June 2019	\$ 2,442.50
Eagle Auto Repair	Repair and oil change for van #2	\$ 93.98
Enterprise Publishing	BOE For meeting	\$ 10.80
Egan Supply	Maintenance Supplies	\$ 78.00
Fort Calhoun Community Schools	April contracted services	\$ 2,398.58
Fremont lock shop	10 new keys for building	\$ 30.00
HyVee	Disinfectant wipes for COVID preparation	\$ 119.70
Herff Jones LLC	Grad metals and ribbons for honors	\$ 125.65
Hiland	Dairy	\$ 1,949.92
Hometown Leasing	Printer Copier Lease	\$ 1,723.50
Intermountain Wood products	Oak	\$ 218.32
Jones School Supply	Athletic Pins for honors	\$ 53.25
Jackson Service	Kitchen Supplies	\$ 20.44
Menards	Maintenance Supplies	\$ 107.85
Menards	Maintenance Supplies	\$ 78.34
NASCD	Renewal of membership for N Fairhead	\$ 40.00
OWH	Education Job Openings	\$ 2,960.00
OPPD	Electricity	\$ 7,343.46
One Source	Background Checks	\$ 31.00
Omaha Truck Center	Bus supplies	\$ 46.16
O'Reilly Auto	Bus Parts	\$ 16.78
Payflex	Payflex	\$ 120.00
Plan Services	IRS required plan document reinstatement	\$ 100.00
Perry Guthery Haase	Legal services for Dr Lewis	\$ 225.00
Sherwin Williams	Maintenance Supplies	\$ 193.35
Staples Credit Plan	supplies	\$ 135.10
Sherwin Williams	Maintenance Supplies	\$ 193.35
Two Rivers Bank	Direct Deposit Payment Fee	\$ 18.00
The 3 Are One	Auditor Advertisement	\$ 79.43
United Private Networks	Distance Learning	\$ 554.00
US Foods	Food order	\$ 3,645.79
Village of Arlington	Water	\$ 448.67
VISA	supplies	\$ 2,849.74
Winnelson	Maintenance Supplies	\$ 95.90
Winnelson	Maintenance Supplies	\$ 54.30
Waste Connections	Trash	\$ 386.00
<b>Total Payables</b>		<b>\$ 19,742.66</b>

**HANDPAYABLES**

Wex Bank (Shell)	Fuel Bill	\$	38.10
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<b>Total Handpayables</b>		\$	<b>38.10</b>
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<b>Total General Fund</b>		\$	<b>19,780.76</b>
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**SPECIAL FUNDS**

Union Bank Interest Due	bond maintenance	\$	1,024.00	Bond Account
First National Bank	Interest Only	\$	19,365.00	QCPUF

<b>Total Special Funds</b>		\$	<b>20,389.00</b>
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EFINANCE - POWERSCHOOL  
DATE: 05/07/2020  
TIME: 10:07:51

ARLINGTON PUBLIC SCHOOL  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 9/20

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
40887	9001	05/07/20	4607 VISA	2610	DISTRESSED WOOD FOR FRAME	55.95
40887	9001	05/07/20	4607 VISA	2735	HARD DRIVE RECOVERY FOR D	1,200.00
40887	9001	05/07/20	4607 VISA	2650	IPAD CASE FOR NEW ART TEA	25.99
40887	9001	05/07/20	4607 VISA	2734	IPAD FOR NEW ART TEACHER	279.00
40887	9001	05/07/20	4607 VISA	2650	LAPTOP CARRYING CASES FOR	87.96
40887	9001	05/07/20	4607 VISA	2610	NEW RETURN ADDRESS STAMP	10.99
40887	9001	05/07/20	4607 VISA	2530	PIONEER LONG DISTANCE PHO	97.49
40887	9001	05/07/20	4607 VISA	2610	PIONEER PHONE BILL FOR AP	109.44
40887	9001	05/07/20	4607 VISA	2610	SELF INKING EAGLE STAMP W	18.37
40887	9001	05/07/20	4607 VISA	2650	SPARE POWER ADAPTERS FOR	99.96
40887	9001	05/07/20	4607 VISA	2610	STAMPS AND POSTAGE FOR EL	116.60
40887	9001	05/07/20	4607 VISA	2650	SYSTEM BOARD FACULTY LAPT	40.00
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - BOO	35.00
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - INT	20.00
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - INT	13.00
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - LAN	6.99
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - RAN	16.00
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - ROL	12.00
40887	9001	05/07/20	4607 VISA	2610	TEACHER PAY TEACHER - SIM	5.00
				2643	UNLIMITED DISTRICT SITE L	600.00
					TOTAL CHECK	2,849.74
					TOTAL FUND	2,849.74
					TOTAL REPORT	2,849.74

## ACTIVITY BALANCE as of 4/30/20

Source Code:	Account	Beginning Bal	YTD Expenditures	YTD Revenues	Balance
701	One School One Team	\$ 3,455.46	\$4,306.08	\$1,731.82	\$ 881.20
702	Always For Kids	\$ 60.51	\$18,898.18	\$63,768.57	\$ 44,930.90
703	Art Class	\$ 8,277.59	\$3,467.44	\$2,818.11	\$ 7,628.26
704	Art Club	\$ 1,133.12	\$0.00	\$543.14	\$ 1,676.26
705	Athletics	\$ (21,388.98)	\$75,117.29	\$84,085.46	\$ (12,420.81)
706	Band	\$ 8,341.20	\$7,210.69	\$5,016.92	\$ 6,147.43
707	Band Fund Raising	\$ (2,656.44)	-\$2,656.44	\$0.00	\$ -
762	Baylor/ACT	\$ 2,979.09	\$0.00	\$0.00	\$ 2,979.09
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
709	Cheerleading	\$ 2,257.86	\$5,268.95	\$5,710.23	\$ 2,699.14
734	Class of 2018	\$ 1,453.91	\$0.00	\$0.00	\$ 1,453.91
765	Class of 2019	\$ 1,016.13	\$0.00	\$0.00	\$ 1,016.13
770	Class of 2020	\$ 1,891.64	\$0.00	\$0.00	\$ 1,891.64
771	Class of 2021	\$ 4,320.17	\$4,804.46	\$1,189.06	\$ 704.77
768	Class of 2022	\$ 2,602.33	\$339.00	\$2,089.44	\$ 4,352.77
772	Class of 2023	\$ 1,069.40	\$0.00	\$689.80	\$ 1,759.20
773	Class of 2024	\$ 481.35	\$0.00	\$0.00	\$ 481.35
720	Concessions	\$ (743.31)	\$21,093.49	\$20,464.59	\$ (1,372.21)
721	Dance Squad	\$ (439.00)	\$2,341.60	\$3,425.48	\$ 644.88
722	Drama	\$ 386.89	\$568.73	\$612.16	\$ 430.32
724	Elem Lounge	\$ 84.32	\$139.48	\$0.00	\$ (55.16)
732	Fam Cons Science	\$ 2,001.80	\$263.57	\$925.00	\$ 2,663.23
726	FBLA	\$ 11,386.47	\$16,119.70	\$18,326.16	\$ 13,592.93
766	FFA	\$ 11,507.93	\$24,741.03	\$29,314.68	\$ 16,081.58
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
735	Honor Society	\$ 1,235.29	\$714.13	\$494.00	\$ 1,015.16
761	Honors History	\$ 607.09	\$607.00	\$0.00	\$ 0.09
744	HS Lounge	\$ 135.58	\$18.98	\$25.00	\$ 141.60
740	Industrial Tech / Woods	\$ 3,628.28	\$5,502.86	\$2,850.00	\$ 975.42
736	Interest	\$ 750.41	\$0.00	\$0.00	\$ 750.41
739	Library Fund Elem/HS	\$ 4,921.29	\$2,627.22	\$2,853.87	\$ 5,147.94
764	Metro	\$ 46,882.01	\$1,055.00	\$1,450.00	\$ 47,277.01
723	MS STEM	\$ 838.62	\$236.25	\$0.00	\$ 602.37
737	MS Student Council	\$ 3,254.20	\$329.40	\$1,446.61	\$ 4,371.41
756	Pepsi	\$ 1,612.69	\$1,482.03	\$1,598.10	\$ 1,728.76
724	Quiz Bowl	\$ 1,389.64	\$350.00	\$100.00	\$ 1,139.64
728	Reimbursement (general)	\$ 2,998.60	\$1,203.70	\$730.70	\$ 2,525.60
714	SKILLS	\$ 36.68	\$736.00	\$1,378.80	\$ 679.48
746	Spanish Club	\$ 181.94	\$0.00	\$0.00	\$ 181.94
747	Speech	\$ 1,160.32	\$293.26	\$75.00	\$ 942.06
748	Spring Musical	\$ 7,878.71	\$10,034.60	\$6,758.24	\$ 4,602.35
749	Student Council	\$ 5,188.96	\$3,511.75	\$4,735.81	\$ 6,413.02
750	Student Vending	\$ 2,231.24	\$856.73	\$22.20	\$ 1,396.71
751	Swing Choir	\$ 2,057.08	\$2,386.92	\$783.05	\$ 453.21

717	Transition	\$	1,613.51	\$0.00	\$0.00	\$	1,613.51
710	Welding	\$	(239.57)	\$3,611.92	\$282.61	\$	(3,568.88)
753	Yearbook	\$	7,887.29	\$10,635.08	\$7,135.00	\$	4,387.21
<b>CAMPS</b>							
790	Boys Basketball	\$	3,570.95	\$6,290.05	\$4,651.00	\$	1,931.90
791	Girls Basketball	\$	911.94	\$3,485.87	\$1,611.00	\$	(962.93)
782	Volleyball	\$	7,315.33	\$4,960.20	\$1,897.77	\$	4,252.90
727	Football	\$	7,064.14	\$5,199.13	\$461.00	\$	2,326.01
785	Cross Country	\$	3,822.24	\$2,263.81	\$1,015.76	\$	2,574.19
788	Softball	\$	(373.74)	\$2,891.01	\$2,143.34	\$	(1,121.41)
733	Wrestling	\$	5,150.85	\$2,889.60	\$2,478.00	\$	4,739.25
783	Boys Golf	\$	392.61	\$1,124.26	\$1,912.00	\$	1,180.35
784	Girls Golf	\$	4,104.48	\$622.94	-\$325.46	\$	3,156.08
786	Track Fund	\$	1,421.39	\$1,236.41	\$824.16	\$	1,009.14
792	MS Girls Basketball	\$	91.00	\$566.86	\$504.00	\$	28.14
787	MS Track	\$	222.12	\$0.00	\$0.00	\$	222.12
789	Baseball Fund	\$	4,930.92	\$1,775.69	\$1,386.80	\$	4,542.03
	Totals		<b>\$175,052.03</b>	<b>\$261,521.91</b>	<b>\$291,988.98</b>		<b>\$205,519.10</b>

# Hanna L. Sedlacek

143 Fairacres Road | Scribner, NE 68057  
402-677-9312 | hlm013@morningside.edu

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## SUMMARY OF QUALIFICATIONS:

- Driven to succeed with a strong work ethic and vast organizational skills
- Deep knowledge base in behavior management techniques
- Exceptional understanding and application of instructional methods and strategies

## EDUCATION:

Morningside College, Sioux City, IA Aug. 2017- Anticipated Graduation Dec. 2019

**Bachelor of Science: Elementary Education (K-6), Special Education (K-8)**

**Endorsements: K-8 Reading, K-12 Coaching, Mild/Moderate- Instructional Strategist 1**

**Cumulative GPA: 4.00**

University of Nebraska- Omaha, Omaha, NE

Dec. 2015 - Aug. 2017

## CLASSROOM EXPERIENCE:

### 4<sup>th</sup> Grade General Education Teacher

Jan. 2020- May 2020

Schuyler Elementary School, Schuyler Nebraska

- Created and delivered lessons daily.
- Supported implementation of school-wide and classroom management of Capturing Kids Hearts and A.P.L.
- Incorporated differentiated strategies through small group skills-based instruction.

### Student Teaching

Hinton Elementary, Hinton, IA 2<sup>nd</sup> Grade

Aug. 2019 – Oct. 2019

Leeds Elementary, Sioux City, IA Special Education

Oct. 2019 – Dec. 2019

### Practicum Experiences:

### Fall 2017-Spring 2019

North Middle School, Sioux City, IA

7<sup>th</sup> Grade - English

Hinton Elementary, Hinton, IA

4<sup>th</sup> Grade

Bryant Elementary, Sioux City, IA

Kindergarten

Sergeant Bluff Primary, Sergeant Bluff, IA

2<sup>nd</sup> Grade

Sergeant Bluff Middle School, Sergeant Bluff, IA

6<sup>th</sup> Grade - Social Studies

Bishop Heelan Sacred Heart School, Sioux City, IA

Reading Recovery

Spalding Park Elementary, Sioux City, IA

Special Education - Resource

Morningside STEM Elementary, Sioux City, IA

Special Education - Resource

## HONORS/ACTIVITIES:

- Morningside College Deans List
- Morningside College Roadman Scholar
- Teachers Inspiring Exceptional Students (TIES)- Member
- Kappa Delta Pi (Honors Society for Educators)

## CERTIFICATIONS/TRAININGS:

- CPR, AED, First Aid
- FastBridge Reading Assessment Training
- Youth Mental Health Training
- Mandatory Child Abuse Reporter
- Dyslexia Training

Elementary Physical Education Board Report  
May, 2020

**Multi-cultural Aspect:**

All students are involved in activities regardless of gender and all can be successful. When possible, game origins from other cultures are presented to students. Students are exposed to games that help them gain a better understanding of people with physical disabilities.

**What do we want students to learn?**

Developing a healthy body is the major point of emphasis for students in grades three through six. Students are tested three times yearly in the areas of cardiovascular endurance, upper body strength, abdominal strength, flexibility, and speed. These results are used to determine a student's strengths and weaknesses. Students know that there are not class ranks. Each individual is compared to him/herself. Students attempt to make improvements throughout the year. About 60% of the class time is dedicated to activities that can enhance the six areas of fitness. Other portions of class time are spent on skill development in sport related activities and games.

Developing a healthy body is also a goal for students in grades kindergarten through second. Although they participate in activities that enhance their levels of physical fitness, more emphasis is placed on developing motor skills and creating an enjoyment for participation in physical activities and games.

The Great Body Shop is the program used for our health curriculum. Weekly students are exposed to health related topics dealing with: body systems, nutrition, smoking and drug use dangers, making safe decisions, effectively communicating, taking care of our healthy body, and recognizing and accepting differences in people.

**How do we know students are learning?**

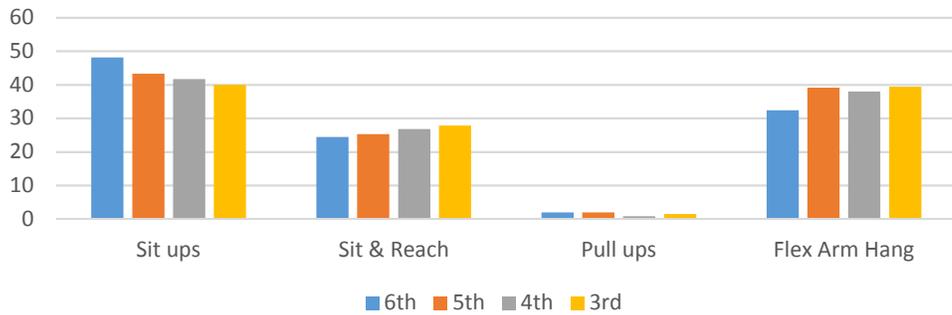
Students' fitness test results are entered into a program called Fitness Reporter and fitness report cards are created. The Spring report card will compare its results to the Fall to determine if there is growth. The scores provided are standardized. The major learning focus that is communicated to the students is for 100% of the students to evidence an improvement in their average percentile score from the Fall assessment to the Spring assessment.

A Fitness Check Sheet is used to display a student's test results during, August, December, and April. Student's scores are compared for improvement on their Fitness Check Sheets and individuals who improve in 4, 5, or six areas are recognized by the teacher. The class improvement chart evidences a class's improvement during a testing period. The class with the most improvement during a quarter is also recognized. Quarterly class progress is charted using L to J. Total repetitions, total distance, or total time for a class are compiled and class results are plotted on bar graphs so students can visually see how their class is progressing and how different grade levels compare to each other.

Below are two examples of the L to J graphs that I post for students.

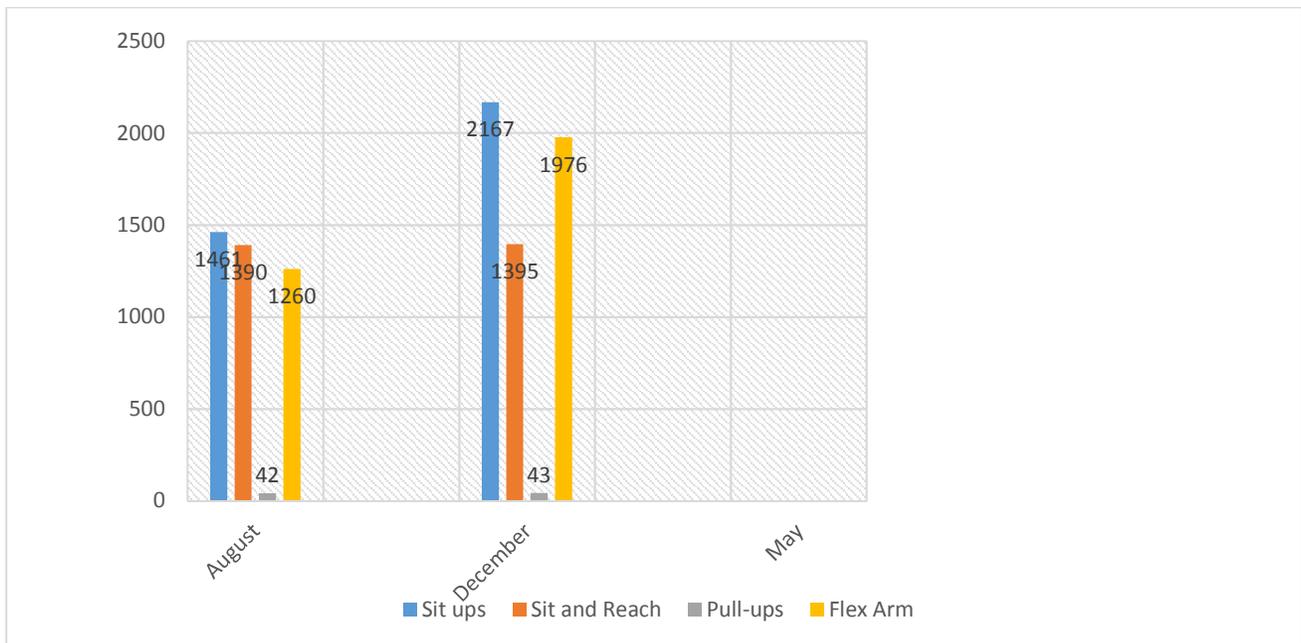
*Figure 1: Class Comparisons of Classes Three through Sixth Grade on Four Fitness Tests*

## Class Comparisons using Per Student Averages December, 2019



December, 2019	6th	5th	4th	3rd
Sit ups	48.1	43.3	41.7	40
Sit & Reach	24.4	25.3	26.8	27.8
Pull ups	1.9	1.9	0.84	1.5
Flex Arm Hang	32.4	39.1	38	39.4

Figure 2: Comparing Fourth Grade Totals on Four Fitness Tests over Two Testing Periods



**Fourth Grade Fitness Checks  
2019-20  
(Shown as total class repetitions)**

**How do we respond when students are not learning?**

In physical education the main priority is to engage the students and keep them motivated. One means to engage students is to incorporate a variety of training methods that appeal to a wide range of interest levels. If a class has a lack of improvement in a fitness area during a quarter, that will be the class focus for the next quarter.

**2019-20 Physical Education Board Report**  
**Tyler Spitsler**

**1. Multi-cultural Aspect:**

- All students have an important role in class activities regardless of age, gender, and ability level. Each student will have the opportunity to perform all exercises in order to be successful in their physical education class.
- There are opportunities for students to learn activities and exercises that originated from other cultures.
- Workouts and activities in the gym and weight room can be adjusted to fit individual student needs.

**2. What do we want students to learn?**

- Students in physical education classes will develop in the following exercise categories: strength, power, speed, agility, core strength/stability, flexibility, and coordination/motor skills.
- Students in physical education classes will learn the following from participating in activities: rules/boundaries, teamwork, fair play, spacing/awareness, sport specific skills, score keeping, situational play, strategy and the enjoyment of games – sports – activities.
- We want students to give their best effort in all aspects of class and have a positive attitude.  
Data is collected throughout the school year for grades 7<sup>th</sup>-12<sup>th</sup>.
- **Junior High (7<sup>th</sup> and 8<sup>th</sup> grade):** Students will be tested using the Presidential Fitness Test. These tests include: Mile Run, Shuttle Run, Sit and Reach, Pull-Ups, Sit-Ups, and Flex Arm Hang. Students are tested in the fall and in the spring. Fall tests help determine class/individual strengths and weaknesses. Fall testing also aids students in setting individual goals. Spring tests determine whether a student improved while also providing the opportunity to receive National and Presidential Fitness Awards.
  - Activities: Wiffle Ball, Capture The Flag, Soccer, Hockey, Volleyball, Ultimate Frisbee, Team Handball, and Basketball.
- **Freshman Physical Education Classes (Semester Schedule):** Before testing students will go through six to eight weeks of circuit lift training that stresses a high amount of repetitions, light weight, core development, and weight room tempo.
  - Students will be tested twice in three basic weight room exercises during the fall and spring semesters. These exercises include Trap Bar, Bench Press, and Squat. The overall goal for these students is that it is not what we do, but how we do it. Students will learn the proper technique before moving on to heavier weight.
  - During the spring semester students will again test twice with the goal of moving on to more advanced exercises which include: Incline Bench, Hang Clean, and Back Squat.
  - Activities: Wiffle Ball, Capture The Flag, Soccer, Hockey, Volleyball, Ultimate Frisbee, Team Handball, and Basketball.
- **10<sup>th</sup>-12<sup>th</sup> Physical Education Class: Strength Training, Life Sports, and Life Sports / Resistance:** Students will be tested in the following exercises: Bench Press, Incline Bench, Hang Clean, Squat. Students will be tested throughout the semester. Students taking a spring semester class will also participate in pre-summer testing.

- Activities: Wiffle Ball, Capture The Flag, Soccer, Hockey, Volleyball, Badminton, Ultimate Frisbee, Team Handball, Various Yard Games, and Basketball.

**3. How do we know students are learning?**

- Junior High (7<sup>th</sup> and 8<sup>th</sup>): Students Presidential Fitness Testing results will be entered into the software Fitness Reporter. Fall and spring results will be compared to determine growth for each class and individual student. This data is standardized and will determine students earning National and Presidential Fitness Awards. This year we were not able to complete spring testing due to the online learning.
- Activities: Students will participate in a variety of skill building and modified games before participating in traditional sports such as volleyball, basketball, soccer, and wiffle ball.
- High School (9<sup>th</sup>-12<sup>th</sup>): Students will be tested in certain exercises. This data will be entered into an individualized exercise program that is based on percentages of testing results. This allows students to exercise safely and according to their own ability level. The test results also ensure each student is challenged with the opportunity to improve.

**4. How do we respond when students are not learning?**

- All physical educational classes regardless of age have the overall goal of increasing levels of physical fitness and gaining an enjoyment for physical activity. Developing strong relationships with students provides the opportunity to motivate and keep students engaged. A variety of exercises, activities, and games also helps keep things fresh in physical education classes.
- Students may also need individual attention whether it is skill development or an exercise. Every exercise we do in class can be adjusted to fit any student's ability level. We also have a fantastic weight room that allows each student regardless of ability and strength level to improve muscle groups that we are focusing on each day.

**5. How do we extend or enrich the learning for students who exceed proficiency?**

- Students in physical education classes that exceed proficiency will have opportunities to perform more challenging exercises. Also certain classes as a group may need less skill development before playing full games of certain sports. One example of this is our weight training program which is based on percentages. Students can increase their "RM (Repetition Max)" if percentages currently being used do not challenge the student. Certain exercises such as Inverted Row can be substituted with Wide Grip Pull Ups for more advanced students.

**6. Other Information**

- Rack Performance is used in all physical education classes 7<sup>th</sup>-12<sup>th</sup>. Rack Performance is a software program that projects the exercise routine onto the wall in the weight room. A timing system as well as a color coded rotation series is used to run our customized exercise routine. This program increases efficiency and safety in the weight room.

<https://www.rackperformance.com>

James Shada  
May  
Board Report

### **Hall of Fame**

Here are the 2019 -2020 Hall of Fame Inductees!! Congratulations to these outstanding young women and men!



**SARAH THEILER  
STATE TRACK MEDALIST  
3RD PLACE - HIGH JUMP 2017  
SOFTBALL  
1ST TEAM CLASS C ALL-STATE  
OMAHA WORLD HERALD  
LINCOLN JOURNAL STAR  
2019**



**JAIDYN SPOON  
SOFTBALL  
1ST TEAM CLASS C ALL-STATE  
OMAHA WORLD HERALD  
LINCOLN JOURNAL STAR  
2019**



**REMINGTON GAY**  
**WRESTLING**  
**STATE MEDALIST**  
**1ST PLACE - 2019**  
**2ND PLACE - 2020**



**KOBE WILKINS**  
**WRESTLING**  
**STATE MEDALIST**  
**6TH PLACE - 2017**  
**3RD PLACE - 2020**



**NOAH KUBAT**  
**STATE CROSS COUNTRY MEDALIST**  
**9TH PLACE - 2017**  
**14TH PLACE - 2018**



**MILDRED YOUNG**  
**STATE TRACK MEDALIST**  
**4TH PLACE - SHOT 2018**  
**5TH PLACE - SHOT 2019**  
**2ND PLACE - DISCUS 2019**



**MADISON BRENNFOERDER  
REGENTS SCHOLAR  
UNIVERSITY OF NEBRASKA  
LINCOLN  
2020**



**NOAH HOFFSCHNEIDER  
REGENTS SCHOLAR  
UNIVERSITY OF NEBRASKA  
LINCOLN  
2020**



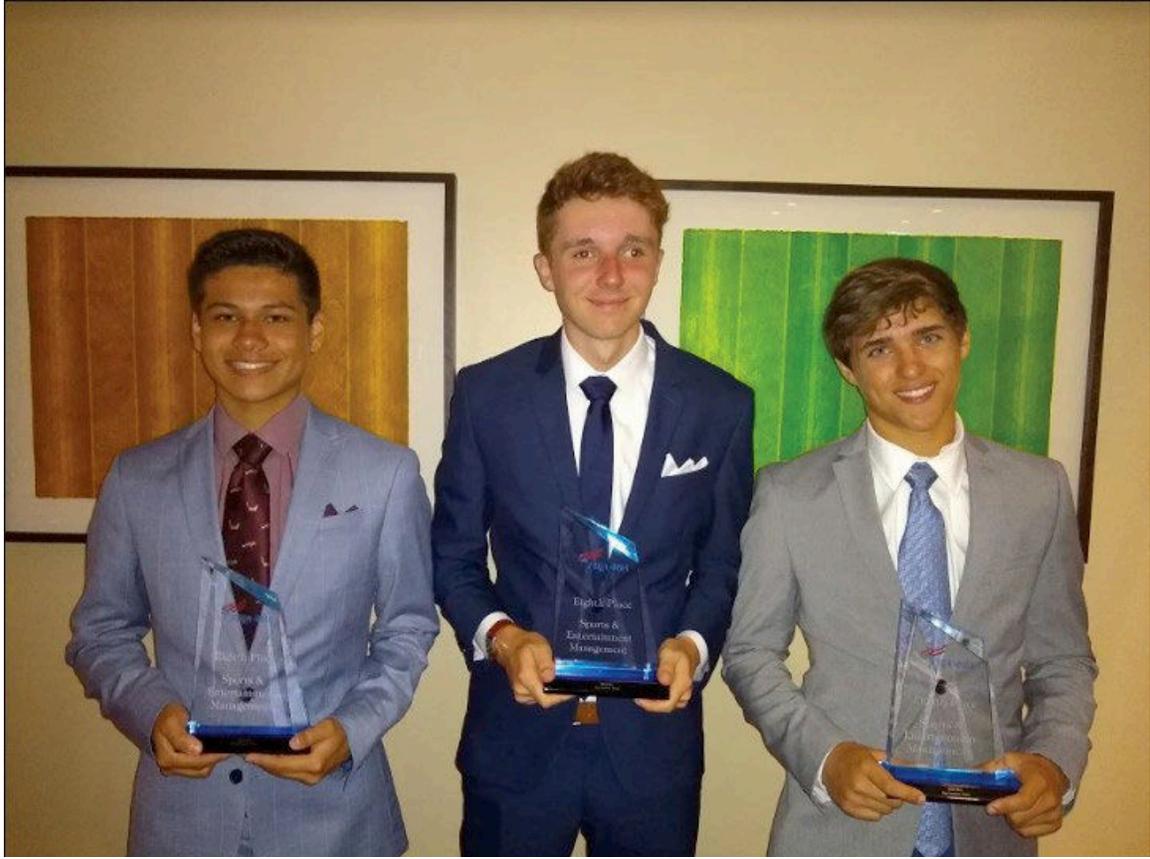
**CHLOE HOFFSCHNEIDER  
REGENTS SCHOLAR  
UNIVERSITY OF NEBRASKA  
LINCOLN  
2020**



**3200 METER RELAY TEAM  
STATE TRACK MEDALISTS  
COLE MARQUARDT, SAM KUBAT,  
CASEY KIRK, DANIEL YOUNG  
2019**



**PARTNERSHIP WITH BUSINESS TEAM  
NATIONAL FBLA 3RD PLACE  
JAIDYN SPOON, GARRETT O'FLAHERTY,  
MADISON BRENNFOERDER, ALEK TIMM  
2019**



**SPORTS & ENTERTAINMENT  
MANAGEMENT  
NATIONAL FBLA 8TH PLACE  
KIRK RANGEL, ALEK TIMM, TANNER PITTMAN  
2019**

### **Beacon of Light Ceremony**

In an article shared with us by Mrs. Shannon Willmott we learned about a light ceremony in Minnesota. We loved the idea and I was able to pitch it to our conference the NCC. Then as the NCC we sent the idea out to the athletic directors in the state. Many schools had similar ceremonies planned and/or joined ours. The ceremony was held on April 15<sup>th</sup> at 8:20 pm (20:20). What a great way to honor our 2020 athletes.



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## May Elementary Principal Report.

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**Library Check-out** - In the four weeks we have been checking out books to students we have checked out just under 500 books!

**Teacher Appreciation Week** - Thank you to the PTO for the amazing week of gifts and surprises!

**Summer School/Extended School Year** – Working with teachers to determine which students will participate in both summer school and extended school year.

**Bedtime Story** - Finishing up the last couple of weeks of Bedtime Stories.

**6th Grade Virtual Graduation** - Students sent in pictures and the 6th grade team is in the process of putting together the virtual ceremony!

**Virtual Track and Field Day** - Students competed in up to 15 different events put together by Mr. Eckhardt and Mr. Johnson. Videos were sent to students on how to complete each event. Students who completed at least 5 events will get a certificate!

[Field Day 2020 Hype Video](#)

# Secondary Principal's Report

## For the May 2020 Board Meeting

### End of the Semester

The end of the semester is upon us. I will speak at the board meeting about expectations for seniors and underclassmen.

- Seniors: Final Assignment - Assigned at the beginning of the week (May 4); due at the end of the week (May 8). Check-in will be May 14-15.
- Underclassmen: Final Assignment - Assigned at the beginning of the week (May 11); due at the end of the week (May 15). Check-in plans are pending.

### Face Shields and Ear Guards

APS has put their 3-D printers to good use during the COVID-19 pandemic. Especially thanks to Mr. Parson, we were able to donate face shields and ear guards to a variety of different organizations including Three Rivers Public Health Department.



### Graduation

Virtual graduation for AHS seniors will be finalized this week and will be broadcast this weekend (Saturday or Sunday). We are still planning to host a traditional ceremony on July 19.

### Prom

On April 15, many students sent in images of one another wearing their formal attire. We posted it via social media for students to be recognized. We are still planning to host a traditional prom on July 17.

### Yard Signs

Thanks to Selectel and the Booster Club, seniors received a sign to post in their yard that helps to recognize them as a 2020 graduate.



**I want to thank everyone who has contributed thus far to NRCSA’s Rural School Updates.** After talking with one of the Senators over a month ago, I thought the story of what was taking place in rural schools and ESUs needed to be told. From visiting with him I realized that some of the State leaders likely do not have a real idea of how hard all of you are working during the pandemic. Please continue to help build the story! In the coming weeks the topics are:

**WEEK 5 (Week of May 11): Statements from staff members about what they are experiencing and how this is affecting them.**

WEEK 6: How districts are working with other entities (i.e. other districts or ESUs, NDE, district health agency, county and city/village officials, churches, private schools, higher education)

WEEK 7: Examples of how technology is being used.

WEEK 8: Creative lessons/projects students are working on.

Please feel free to share this with your staff members. Submissions do not need to take place in the specific week where it would fit. Please feel free to submit at any time and I’ll simply catalogue the submission until I use it.

**As announced earlier in a separate email, the NRCSA Spring Conference for 2020 has been cancelled.** The Executive Committee and I considered several options in looking ahead. We looked at a late June date, but did not believe we would be in the position to be able to have larger groups together. We also discussed a fall conference, but the feeling is that if you are just coming back into some sort of “normalcy” that you don’t likely need another event thrown in.

This does cause NRCSA to take a financial hit. As a result of the work of the Executive Directors preceding me (Jon Habben, Alan Katzberg, Matt Blomstedt), NRCSA is a position to take that hit for one year.

As a related item, the National Rural Education Association (NREA) has cancelled the national conference that was scheduled for October in Indianapolis. That conference will have a reduced virtual program that will be announced later.

**As schools make preparations for next school year, I would encourage you to visit the Nebraska Department of Education’s website that is designed to help identify steps to be taken.** The website was announced by Commissioner Matt Blomstedt on the Governor’s daily press conference on Thursday. The site can be accessed at [www.launchne.com](http://www.launchne.com).

**NRCSA Events**

**NRCSA Golf Tournament**  
*July 28, 2020*  
Meadowlark Hills Golf Course in Kearney  
[More about this event](#)

**NRCSA Legislative Forum**  
*February 2021*  
Cornhusker Hotel in Lincoln  
[More about this event](#)

**NRCSA Spring Conference**  
*March 25-26, 2021*  
Holiday Inn in Kearney  
[More about this event](#)

**Committee Meetings**

**2019-20 NRCSA Executive Committee Meeting**  
*June, 2020*  
Time and Location TBD

**2020-21 NRCSA Executive Committee Meeting**  
*July, 2020*  
Time and Location TBD

**NRCSA Programs**

- [Grant Programs \(Pusch Foundation and Project Fit America\)](#)
- [Global Speech Teletherapy](#)
- [myONcore Services](#)
- [Planning Support Service](#)
- [Scholarship and Awards Programs](#)
- [Superintendent Search Service](#)

**Legislative Contacts**

**U.S. Senators**

- [Deb Fischer](#)
- [Ben Sasse](#)

**U.S. House of Representatives**

- [Don Bacon](#)
- [Jeff Fortenberry](#)
- [Adrian Smith](#)



**The Legislative session is in shut down mode--for now.** There has been talk of coming back, possibly in late June or sometime in August to finish out the current session.

I did hear recently that there is some interest by some Senators to find a way to move forward a school finance/property tax relief package, as well as a new business incentive bill and a bill that would commit to a UNMC expansion project. All three of those plans would involve a commitment to large expenditures of state dollars. NRCSA joins with virtually all of the other education groups in our belief that the state will not be able to meet those financial commitments in light of the way in which the economy has been staggered during the pandemic crisis.

A few of the Senators appear willing to push the idea that, in light of uncertainty created by the pandemic, immediate property tax relief is needed. One of the concerns with the bill that was held by most of the education organizations was that the funding for the bill (in excess of \$500 million over three years) was built on projected revenue increases. With all that has taken place in the economy of the state already it is our belief that there will not be "projected revenue increases" to pay for the needed increases in state spending.

I have included two studies, one on the state level and one on the national level, that discuss the impact of the current COVID-19 situation on school funding.

Open Sky Policy Institute, with whom NRCSA works closely, looked at hypothetical situations involving state revenues:

<https://www.openskypolicy.org/policy-brief-examining-three-hypothetical-revenue-scenarios-for-nebraska>

On the national level, Michael Griffith, a Senior Researcher and Policy Analyst at Learning Policy Institute (LPI), authored the following article addressing the effects of COVID-19 on state school funding. The article originally appeared in the [Learning in the Time of COVID-19](#) series by the Learning Policy Institute (LPI).

<https://learningpolicyinstitute.org/blog/what-will-it-take-stabilize-schools-time-covid-19>

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**NRCSA Election Results are completed.** Two positions have been filled through our election process. Congratulations to Dr. Dawn Lewis of Arlington, who has been selected as President-Elect. Dawn currently serves as the Northeast District Representative. We will need to replace her as the Northeast District rep. If you are interested in being considered for that role please contact Jack Moles at [jmoles@nrdsa.net](mailto:jmoles@nrdsa.net).

Congratulations also to Jon Davis of Alma, who was elected as the South Central District Representative on the NRCSA Executive Committee. He will replace Dennis Shipp of Alma.

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**Nebraska Governor**

[Pete Ricketts](#)

**NE State Senators**

[Joni Albrecht, Dist 17](#)

[John Arch, Dist 14](#)

[Carol Blood, Dist 3](#)

[Kate Bolz, Dist 29](#)

[Bruce Bostelman, Dist 23](#)

[Tom Brandt, Dist 32](#)

[Tom Brewer, Dist 43](#)

[Tom Briese, Dist 41](#)

[Machaela Cavanaugh, Dist 6](#)

[Ernie Chambers, Dist 11, no e-mail](#)

[Robert Clements, Dist 2](#)

[Sue Crawford, Dist 45](#)

[Wendy DeBoer, Dist 10](#)

[Myron Dorn, Dist 30](#)

[Steve Erdman, Dist 47](#)

[Curt Friesen, Dist 34](#)

[Suzanne Geist, Dist 25](#)

[Tim Gragert, Dist 40](#)

[Michael Groene, Dist 42](#)

[Steve Halloran, Dist 33](#)

[Ben Hansen, Dist 16](#)

[Matt Hansen, Dist 26](#)

[Mike Hilgers, Dist 21](#)

[Robert Hilkemann, Dist 4](#)

[Sara Howard, Dist 9](#)

[Dan Hughes, Dist 44](#)

[Megan Hunt, Dist 8](#)

[Rick Kolowski, Dist 31](#)



**RURAL TEACHER COMMITTEE:** At its most recent meeting, the NRCSA Executive Committee approved the creation of a new committee, the Rural Teacher Committee. This committee will be charged with working on strategies to address the rural teacher shortage in our state. The committee will be made up of the NRCSA Executive Director, representatives from each of the three State Colleges (Chadron, Peru, Wayne), and two school representatives from each of the six NRCSA districts. Plans for meetings and scope of work will be developed by the committee, then approved by the Executive Committee. We are looking for volunteers to serve on this committee. Please contact Jack Moles if you are interested.

**The NRCSA Joe Toczek Golf Tournament is tentatively scheduled for Tuesday July 28, 2020.** Planning for the event has begun, however, the Kearney area remains under directed health measures until May 11th. As a result of this Meadowlark Hills golf course is currently closed. This event is held annually on the Tuesday before Administrator Days. The field will be limited to the first 33 teams, 132 players. Registration forms and further information will be available when the course reopens.

**NRCSA is proposing changes to its By-Laws.** Most of the changes are technical or corrective in nature, however there are some changes of substance. Voting on these changes will occur at the General Members meeting that will be held during the Spring Conference. The document below highlights the proposed changes and the rationale for them.

[Proposed NRCSA By-Law Changes 2020](#)

**NRCSA would like to congratulate Lauren Powell of Cross County Community Schools for being selected as NRCSA’s nominee for the NREA Teacher of the Year Award.** Mrs. Powell has taught 5-12 Instrumental Music at Benedict, then Cross County, for 34 years.



- [Mark Kolterman, Dist 24](#)
- [Andrew La Grone, Dist 49](#)
- [Steve Lathrop, Dist 12](#)
- [Brett Lindstrom, Dist 18](#)
- [Lou Ann Linehan, Dist 39](#)
- [John Lowe Sr., Dist 37](#)
- [John McCollister, Dist 20](#)
- [Mike McDonnell, Dist 5](#)
- [Adam Morfeld, Dist 46](#)
- [Mike Moser, Dist 22](#)
- [Dave Murman, Dist 38](#)
- [Patty Pansing Brooks, Dist 28](#)
- [Dan Quick, Dist 35](#)
- [Jim Scheer, Dist 19](#)
- [Julie Slama, Dist 1](#)
- [John Stinner, Dist 48](#)
- [Tony Vargas, Dist 7](#)
- [Lynne Walz, Dist 15](#)
- [Justin Wayne, Dist 13](#)
- [Matt Williams, Dist 36](#)
- [Anna Wishart, Dist 27](#)

**NRCSA Leadership**

- Del Dack, President  
Paxton Consolidated Schools
- Dr. Curtis Cogswell, Past President.  
McCool Junction Public Schools
- Ginger Meyer, Pres-Elect.  
Scribner-Snyder Community Schs
- Jane Davis, Secretary.  
Hershey Public Schools

**District Representatives:**

- Chris Geary, West  
Leyton Public Schools



**A common theme from some of the decision makers on the state level is that “out of control” local spending is to blame for the property tax problem.** NRCSA, along with many other educational entities, maintains that we do not have a school spending issue, but instead have a school funding issue. Attached are two reports, one from NRCSA, the other from Open Sky, that discuss the myth of “out of control” school spending. It is my hope that administrators and Board of Education members will read, then use these reports to counter those claims. When you do please tell your district’s story as that is the most powerful way to get this message across.

[NRCSA Spending Study](#)

[A Look at School Spending in NE From Open Sky](#)

**Board of Education meeting visits.** Since December I have attended 14 Board of Education meetings in member school districts. I have really enjoyed this and am willing to attend Board meetings when I can. When I am going to be in a specific area on Board meeting days I may send out a notice to near-by Superintendents to make an offer to visit. I’d like to be able to schedule two or three in the same evening if I can.

Of course, current conditions make it impossible to physically attend Board of Education meetings. I would be willing to “attend” your Board meetings via Zoom if possible. I would still only do one at a time but would be able to do several in the same evening. Let me know and we will try to make the connection.

Once all of this quiets down--and it WILL quiet down eventually--I will start back to meeting physically with some of you.

**Dates for future committee meetings are**

**NRCSA Executive Committee Meeting:** *June 2020, time and location TBD*

**2020-21 NRCSA Executive Committee Meeting:** *July, 2020, time and location TBD*

**I continue to work on a little project in which I could use your help.** I would like to have a picture or two from your school or ESU that includes either (1) the school name and/or the mascot name or (2) a source of pride for your district. Ideas:

1. the marquee in front of the school/ESU
2. the entrance to the school/ESU
3. scoreboard
4. student team or group with the name on uniforms
5. new building or facilities
6. innovative project

Many of you have already responded to my request. To date over 60 schools have responded. If you have not yet participated, you can either email the pictures ([jmoles@nrca.net](mailto:jmoles@nrca.net)) or text them to 402-335-7732. Thanks for your help!

Dale Hafer, North Central  
Ainsworth Community Schools

Dr. Dawn Lewis, Northeast  
Arlington Public Schools

Paul Sheffield, Southeast  
Exeter-Milligan Public Schools

Dr. Dennis Shipp, South Central  
Bertrand Public Schools

Alan Garey, Southwest  
Medicine Valley Schools

**Executive Director:**

Jack Moles

**Lobbyists:**

Jon Edwards  
Trent P. Nowka  
Russell Westerhold

**Legislative Co- Chairs:**

Randy Page,  
Thayer Central Community Schs

Dr. Jason Dolliver  
Pender Public Schools

**Scholarship & Recognition Co Chairs:**

Tim Heckenlively,  
Falls City Public Schools

Brian Tonniges,  
High Plains Community Schools



**NRCSA co-hosted a meeting with REL on the teacher shortage in rural Nebraska.** Several key players from different fields were invited to attend. A second meeting is scheduled for early April. The REL report that was discussed can be assessed [here](#).

### [Teacher Retention in Nebraska & Surrounding States](#)

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**We urge you to consider making use of the NRCSA Partner OneCard** as a tool for you in managing school expenditures, both large and small. Certainly, the card can help reduce/eliminate any issues relative to unverified cash expenditures. You decide who uses it, can get cards for each of those users, keep all cards wherever you wish, determine the amount to load it with, and how long the time frame of use is. It is a terrific management tool and clearly identifies each expenditure/name/date/amount. Whether small purchases or very large purchases, the card is a terrific tool. NRCSA owns the state contract, so liability for misuse falls to NRCSA, not the district user. We have only had three circumstances of fraud and all three have been the theft of the card number information, not any district employee misuse. Great job by all participating districts in protecting the card and program! Don't forget, the NRCSA rebate from the transaction fee paid by businesses that choose to accept plastic is used for scholarship, awards, and special needs. For 2018-2019, the rebate was over \$18,000 to NRCSA, showing that use is increasing, and large purchases are being included. WIN, WIN, WIN!

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### **SUPERINTENDENT SEARCH & PLANNING**

Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.

It is a common practice for many Boards of Education and the Superintendent to conduct short and long-term planning. NRCSA does provide a quality service using experienced consultants. If are interested in more information, please contact Executive Director Jack Moles.

### [NRCSA Search Service Experience](#)

### [NRCSA Planning Support Brochure](#)

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**Global Teletherapy Article** The latest article from Global Teletherapy is available below.

### [Rural Nebraska & COVID 19](#)

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## **National Updates**

**From the NREA:** Age of Learning provides schools closed due to the coronavirus with free home access for all affected families to leading digital education programs ABCmouse, Adventure Academy, and ReadingIQ. Programs serve students in preschool / pre-k, elementary school, and middle school.

If you represent a U.S. school or district faced with school closures, please complete the below form.

For affected schools outside the U.S., we have partnered with UNICEF to make our resources available at no cost. We will update this page soon with guidance on how to access that offering.

[Age of Learning Form](#)

**American Continental Group (ACG) is producing a daily coronavirus update memo** that includes the latest from the Administration and Congress, macro statistics, and business community news and notes. The most recent memo is attached and inserted below.

[ACG Coronavirus Memo](#)

**In light of the Department of Education’s recent announcement to suspend federal student loan payments and waive interest during the outbreak of COVID 19.** Best Colleges provided some links to materials that may be helpful to you and your students related to student loans.

### *COVID-19 Student Loans Series*

#### **Coronavirus Student Loan Suspension Guide:**

<https://www.bestcolleges.com/blog/coronavirus-student-loan-suspension>

#### **Essentials to Student Loans:**

<https://www.bestcolleges.com/resources/what-you-need-to-know-about-college-loans/>

#### **Refinancing and Consolidating Guide:**

<https://www.bestcolleges.com/financial-aid/student-loan-refinance-consolidation/>

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### **NRCSA Superintendent Search Service – 2019-20 Searches:**

**Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.**



	<b>Superintendent &amp; Principal – Cody-Kilgore Unified Schools</b> Search Complete Ryan Orrock hired as Superintendent/Principal
	<b>Superintendent of Schools – Maywood Public Schools</b> Search Complete Mark Bejot hired as Superintendent of Schools
	<b>Superintendent of Schools -Osceola Public Schools</b> Search Complete Jason Lavaley hired as Superintendent of Schools
	<b>Superintendent of Schools -Stanton Community Schools</b> Search Complete Darren Soucie hired as Superintendent of Schools
	<b>Superintendent of Schools -Stapleton Public Schools</b> Search Complete
	<b>Superintendent of Schools -Sterling Public Schools</b> Search Complete Adrian Allen hired as Superintendent of Schools
	<b>Superintendent of Schools – Deshler Public Schools</b> Search Complete Damon McDonald hired as Superintendent of Schools
	<b>Superintendent of Schools – Fillmore Central Public Schools</b> Search Complete Joshua Cumpston hired as Superintendent of Schools
	<b>Interim Superintendent Sterling Public Schools</b> Interim Search Complete Tom Sharp hired as Interim Superintendent

**Member Employment Postings (not using any search service):**

NRCSA members may advertise their employment postings here FREE OF CHARGE, provided they are using NRCSA Superintendent Search or searching without using any search service to fill their vacancy.

No postings at this time.



**Buy, Sell, Trade**

NRCSA members may advertise jobs or items for sale. This service is completely FREE OF CHARGE to NRCSA members. E-mail [jbundy@nrdsa.net](mailto:jbundy@nrdsa.net) if you would like to post something. Postings will remain in place for one (1) month but may be resubmitted if additional time is needed.

No postings at this time.

## NASB Monthly Update for Board Meetings - Agenda Item: MAY 2020

### “NASB Update”

As a board, some items you would usually be focused on during May include:

- Monitor progress of district goals, link goals to discussion and action items
- Strategic Plan Progress Report
- State Aid Certification and Distribution (May 1, 2020/LB 79-1022)
- Board/Administrators Budget Work Session
- Review board adopted student conduct policies and protocols (79-262) and review administrative procedures and responsibility for reporting to law enforcement (79-293)
- COVID-19 Update
  - Ratify decisions/action of the Superintendent under the Emergency Authority Resolution
  - Review District Continuity Plan
  - Review Rule 10 Affidavit
- Superintendent update from NDE regarding AQuESTT EBA/Classification for 2020-21 school year

### COVID-19 LINKS

Remember, NASB’s COVID-19 resource page is regularly updated at [www.NASBOnline.org](http://www.NASBOnline.org) ... Items include:

- A letter from Commissioner Blomstedt to sbm’s
- Executive Order: Coronavirus - Educational Assessment Waivers
- Resources on Public Meetings During COVID-19
- Topics, Discussion Points & Questions Boards Should Be Asking Their Superintendent
- YouTube Videos with NASB Region Director Dr. Bob Rauner & Dr. Josue Gutierrez in English & Spanish
- A SafeSchools Update and Workers Comp Q&A from ALICAP
- A Policy Update During COVID-19
- The Federal Families First Coronavirus Response Act
- NDE Resources ... including Graduation Requirements, Continuity of Learning, etc.
- Using Gallup Strengths During Coronavirus
- Mental Wellness - Tips for Families during COVID-19
- School Leaders Risk Management Association Checklist for Boards -- NPERS Information -- EHA Links & Updates -- Legal Resources -- NSAA Statement -- And more ...

### Networking, Events & Weekly Call Info:

- <http://members.nasbonline.org/index.php/events>
- *NASB will not be conducting our June events. Look for more information on all in the coming weeks.*

- **NASB has hosted networking calls amongst school board members throughout March and April, and plan to continue these in May. We appreciate those of you have been able to participate. Check your email for Region specific times and login/call information, or contact Matt Belka for access.**

**Advocacy/2020 Legislative Session:**

The 2020 legislative session is currently adjourned until the speaker calls. We are on Day 44 of 60. Session will remain adjourned until the situation has stabilized, and the Speaker of the Legislature deems it safe to reconvene. During this pause in the legislative session, senators and their offices continue their work.

A priority for the reconvening session will be budget adjustments and bills that deal with the pandemic. Most other bills will likely be tabled. LB 1106, formerly LB 974, (the education funding reform/property tax bill) is still a priority for Sens. Linehan and the Revenue committee. LB 1106, formerly LB 974, (the education funding reform/property tax bill) is still a priority for Sens. Linehan and the Revenue committee. We have shared our concerns with the committee.

Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB’s **Legislative Notes** e-updates.

Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB and on facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>



Community RelationsEmergency Exclusion of Persons from School

If the Superintendent or Superintendent's designee determines that a person may pose a health or safety risk to others, the Superintendent may exclude such person from school property. If such person is a student, then the Superintendent or Superintendent's designee may refer to the emergency exclusion provisions of Policy 5101. If such person is a staff member, then the Superintendent or Superintendent's designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Superintendent or Superintendent's designee shall inform such person as soon as possible that they are not permitted on school property until further notice from the Superintendent or Superintendent's designee.

The Superintendent may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

Date of Adoption: [Insert Date]

Community RelationsEmergency Closure of School Buildings

If the Superintendent or Superintendent's designee determines that a building or buildings should be closed due to health or safety concerns, then the Superintendent or Superintendent's designee is authorized to close a school building or buildings until the Superintendent or Superintendent's designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Superintendent or Superintendent's designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Superintendent or Superintendent's designee makes the decision to close a school building or buildings, then the Superintendent or Superintendent's designee shall communicate such decision to students, parents, staff, community members and area media outlets as soon as practical.

If a school building is closed, then no person shall be allowed to enter such building unless the Superintendent permits such person to enter such building.

Date of Adoption: [Insert Date]

InstructionFirearm Policy

It shall be the policy of the Arlington Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Date of Adoption: January 11, 2010 and February 8, 2010

Reviewed: March 11, 2013; March 13, 2017

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

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

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

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

B. Computer Acceptable Use Policy

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

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

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

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

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

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

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

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

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

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

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

Date of Adoption: July 10, 2017

Arlington Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

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

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

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

Arlington Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

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

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

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

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

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

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

Arlington Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

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

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

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

InstructionChronic Infectious Disease Practice and ProcedureA. **Infectious Diseases**

1. This policy applies to any disease not known to be spread by casual, incidental contact. Such diseases include but are not limited to AIDS and Hepatitis B.
2. The safety and health of the students and staff of Arlington Public Schools is of ultimate concern. The determination of whether an infected student or employee of the Arlington Public School System should be permitted to attend classes, participate in school activities or remain on the job will be made on a case-by-case basis.
3. In making this determination the following factors will be taken into consideration:
  - a. The behavior, neurological development and physical condition of the infected person.
  - b. The expected type of interaction with others in the school setting.
  - c. The impact on both the infected person and others in that setting.
4. The determination of whether or not an infected person remains in the school or school system will be based solely on scientific and medical evidence. Legal advice may also be sought by the district.
5. If determination of whether or not an infected person poses an imminent threat to the health and safety of the school, community or the individual's conduct presents a clear threat to the physical safety of himself/herself or others, then with respect to an infected student, Nebraska Revised Statutes Section 79-264 will be followed concerning exclusion from school. With respect to an infected certified employee of the school district, the provision of Nebraska Revised Statutes, Section 79-838 will be followed with respect to leave of absence.
6. If an infected student in grades K through 12 is not permitted to attend classes, the school will make every reasonable effort to provide the student with an adequate alternative education.

7. Any person with an infectious disease will retain the rights of confidentiality and privacy. Information and discussion with regard to the case will be limited to those who must have information to deal with the situation. If necessary, the community will be informed that an infectious disease is present in the school system and that the person will be excluded only if the situation warrants such action based upon medical and legal advice. No information will be given out about the individual, his/her medical record or about the family without written permission of the individual (adult) or parent/legal guardian of the student.

B. **Bloodborne Pathogens**

1. First aid may be rendered in situations involving the presence of blood or other potentially infectious materials (hereinafter "bloodborne pathogen situations") by the school nurse, and by such other employees as the Superintendent shall designate. All non-designated employees shall refer bloodborne pathogen situations to a designated employee, and shall not be required to personally render first aid in bloodborne pathogen situations or be disciplined for failure to personally render first aid in bloodborne pathogen situations.
2. An employee who has an employment related bloodborne pathogen exposure incident (an incident in which another person's blood or other potentially infectious material contacts the employee's eye, mouth, mucous membrane, non-intact skin, or pierced mucous membrane or skin barrier) shall promptly give notice of the incident and details of the incident to the superintendent or the superintendent's designee.
3. The Superintendent shall be authorized and required to take such action and adopt such plans as may be required to place this School District in compliance with OSHA regulations concerning bloodborne pathogens, in the event and at such time as this School District may become subject to OSHA regulation.

Date of Adoption: January 11, 2010 and February 8, 2010

Reviewed: March 11, 2013; March 13, 2017

**CARETAKER AUTHORIZATION FOR  
ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENT**

The undersigned(s) is/are the caretaker(s), parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_ (“the Student”).

It is necessary that the Student receive \_\_\_\_\_ (medication), \_\_\_\_\_ (amount of medication) at \_\_\_\_\_ (time to be administered), \_\_\_\_\_ (route), over the counter or physician-prescribed medication, during school intervals beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

**CHECK ONE (1) OF THE FOLLOWING BOXES**

\_\_\_\_\_ I hereby authorize Arlington Public Schools to allow the Student to administer the above-described medication to himself/herself without monitoring or supervision by school personnel.

\_\_\_\_\_ I hereby request Arlington Public Schools, or its authorized representative, to administer the above-named medication to the Student, in accordance with the prescribing physician’s instructions, and agree to:

1. Submit this request to the principal or school nurse.
2. Make certain the Physician’s Request for the Administration of Prescription Medication by School Personnel is submitted to the principal or school nurse.
3. Make sure personally that the medication is received by the principal or school nurse and/or designed school personnel, 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 medication is in is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Provide directions to the school personnel providing the medication.
7. Provide monitoring of the medication's effects, and assume full responsibility therefore.

I understand that unlicensed school personnel may be assigned to provide medication to the Student and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the providing or non-providing of the medication to the Student. In addition, I give the school nurse permission to contact the prescriber as needed and to share medical information with appropriate school personnel.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Alternate Number for Parent

\_\_\_\_\_  
Parent/Guardian

**CARETAKER AUTHORIZATION FOR  
ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENT**

The undersigned(s) is/are the caretaker(s), parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_ (“the Student”).

It is necessary that the Student receive \_\_\_\_\_ (medication), \_\_\_\_\_ (amount of medication) at \_\_\_\_\_ (time to be administered), over the counter or physician-prescribed medication, during school intervals beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

**CHECK ONE (1) OF THE FOLLOWING BOXES**

\_\_\_\_\_ I hereby authorize Arlington Public Schools to allow the Student to administer the above-described medication to himself/herself without monitoring or supervision by school personnel.

\_\_\_\_\_ I hereby request Arlington Public Schools, or its authorized representative, to administer the above-named medication to the Student, in accordance with the prescribing physician’s instructions, and agree to:

1. Submit this request to the principal or school nurse.
2. Make certain the Physician’s Request for the Administration of Prescription Medication by School Personnel is submitted to the principal or school nurse.
3. Make sure personally that the medication is received by the principal or school nurse and/or county nursing services 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 medication is in is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Provide directions to the school personnel providing the medication.
7. Provide monitoring of the medication's effects, and assume full responsibility therefore.

I understand that unlicensed school personnel may be assigned to provide medication to the Student and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the providing or non-providing of the medication to the Student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Alternate Number for Parent

\_\_\_\_\_  
Parent/Guardian

(5/11/15)

**PROVISION OF MEDICATION TO STUDENT  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATION BY SCHOOL PERSONNEL**

Date \_\_\_\_\_

\_\_\_\_\_ (Student'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 medication is stored) \_\_\_\_\_

Dosage and time \_\_\_\_\_

Date provision of medication is to begin \_\_\_\_\_

Date after which the medication should not be provided \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the provision and storage of the medication \_\_\_\_\_

\_\_\_\_\_ Medication may be self-provided by the student, and the student is competent to self-provide medication, I, or my designee(s), and the student have developed a plan for self-provision of the medication(s), the storage of the medication and a plan for reporting and supervision of self-provision of the medication(s), and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

\_\_\_\_\_ Medication may NOT be self-provided by the student, and the student is NOT competent to self-provide medication, I, or my designee(s), have trained school personnel or approved alternative training as adequate to provide the medication, have evaluated the situation, the storage of the medication, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

\_\_\_\_\_  
Print or Type Name of Physician

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS:**

Acetaminophen, Ibuprofen, Cough Drops, Other

***IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:***

Your written consent is required before your child may receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following:

- You have reviewed the information and agree that your child may safely take the medications in the stated dose.
- The school nurse has the responsibility of approving your child's use of these medications. In the case of a child with special health care needs, the school nurse may request authorization from your physician.
- Your child's medication may be provided by a nurse or by other school personnel determined competent to provide medication as required by Nebraska law.
- In the event your child is ill and school policies require exclusion from school, your child will still be excluded, regardless of use of medication.

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***PARENTAL CONSENT:***

I give my permission to the Arlington Public Schools to administer the following medications to

\_\_\_\_\_ according to approved guidelines (check if approved)  
(child's name/names)

Acetaminophen ("Tylenol")     Ibuprofen ("Motrin")     Cough Drops

Reason for use: As needed or specify other. \_\_\_\_\_

**Please complete the following:**

My child  has  has not taken acetaminophen before, without problem.

My child  has  has not taken ibuprofen before, without problem.

Please notify me that day if my child takes any medication. \_\_\_\_\_

My child  is  is not taking other medications at this time (please list). \_\_\_\_\_

**It is the parent's responsibility to notify the school if your child has taken any of these medications prior to coming to school.**

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Special instructions concerning my child: \_\_\_\_\_

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Signature of Parent/Guardian

---

Date

(5/11/15)

**RECORD OF THE PROVISION OF PRESCRIPTION MEDICATION**

Parent's Phone # \_\_\_\_\_  
 Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
 Medication \_\_\_\_\_ Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
 Dosage \_\_\_\_\_ Time \_\_\_\_\_  
 Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
 Possible Adverse Reaction: \_\_\_\_\_

Person(s) Authorized to Administer Medications: \_\_\_\_\_

Date Provided	Time Provided	Medication Name	Dosage Provided	Route	Refused Medication	Signature of Employee Providing Medication

InstructionDispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
  2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
  3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. Documentation of Administration of Medication. The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, and the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication

administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two (2) years.

- E. Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
- F. Receipt and Disposal of Medications. Medication shall be delivered to school personnel and picked up by the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Administration of Medication by School Personnel.
1. Administration of Medication: Administration of medication includes, but is not limited to:
    - a. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - b. Recording medication provision; and
    - c. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired affects, side effects, interactions, and contraindications associated with the medication.
  2. Authorized School Personnel: Administration of medication shall only be done by the following school personnel:
    - a. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."
    - b. Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by: (i) a recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older), (ii) a caretaker for the student, or (iii) by the school nurse.

- (1) Determination of Competency by School Nurse: A staff member may be determined to be competent by a school nurse to administer medication where the staff member:
  - (i) passes a competency assessment every 3 years
  - (ii) that demonstrates the staff member can follow the minimal competencies
  - (iii) to the satisfaction of the school nurse (school nurses are the school district's designated health care professionals).

Training is not required. The school nurse shall, however, provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.

- (2) Competency Certificate: Upon successful completion of the competency assessment, the school nurse shall give the Principal and the medication competent staff member written documentation of successful completion of competency assessment. The documentation may be by letter, certificate, or other written memoranda and shall include: the name of the school staff member who successfully completed the competency assessment; the date the competency assessment was conducted; and, the name, profession, and license number of the school nurse who conducted the competency assessment.
- (3) Maintain Records of Assessments: The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two (2) years.
- (4) Direction and Monitoring: A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff member in writing.
- (5) Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

3. Minimum Competencies:

The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:

- (1) Maintaining confidentiality.
- (2) Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient.
- (3) Maintaining hygiene and current accepted standards for infection control.
- (4) Documenting accurately and completely.
- (5) Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time).
- (6) Having the ability to understand and follow instructions.
- (7) Practicing safety in application of procedures for storage, handling and administration of medications.
- (8) Complying with limitations and conditions under which school personnel may provide medications.
- (9) Having an awareness of abuse and neglect reporting requirements.
- (10) Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication or illegible medication label, and those medications that have expired.
- (11) Recognizing that unsafe conditions should be reported to the caretaker, physician or physician's designee for direction and monitoring thereof.
- (12) Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker, physician or physician's designee responsible for providing direction and monitoring.

4. Routes of Medication Administered by School Personnel:

- a. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

- (1) Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;

- (2) Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
    - (3) Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
    - (4) Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
  - b. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
    - (1) In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
    - (2) Directions for additional routes must be for recipient specific procedures and must be in writing.
    - (3) Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
    - (4) Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
    - (5) School personnel administering the medication shall comply with the written directions.
  - c. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
5. Refusal to Administer Medication: School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When school personnel

refuse to carry out a request to administer medication, the following procedure shall be followed:

- a. Notify the nursing supervisor who will notify Superintendent.
- b. Notify attending physician by phone with follow-up in writing:
  - (1) State concern for dosage or particular medication, etc.
  - (2) Make every attempt to work out a suitable solution - Example: Change of time of administration, change of dosage, change of medication;
  - (3) Follow-up in writing.
- c. Meet with parents:
  - (1) State concern for dosage or medication;
  - (2) Offer alternatives - Example: Change of time so as not to be given during school hours.
- d. Consult with Nebraska State Board of Health for current procedures regarding refusal to follow written physician's orders.
- e. Research by health care professional:
  - (1) Collect research articles from professional journals, organizations, etc.;
  - (2) Contact other physicians requesting their professional opinions and ask them to review current research;
  - (3) Contact state licensing boards and school nurse consultant;
  - (4) Consult with district's legal counsel;
  - (5) Assemble all data for review;
  - (6) Present data to review team organized by the Superintendent;
  - (7) Decision rendered and implemented;
  - (8) Parents and physician contacted in writing; and
  - (9) Alter and update policies and procedures as needed.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742; NDE Rule 59

Date of Adoption: May 11, 2015

Reviewed: March 13, 2017

**CARETAKER AUTHORIZATION FOR  
ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENT**

The undersigned(s) is/are the caretaker(s), parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_ (“the Student”).

It is necessary that the Student receive \_\_\_\_\_ (medication), \_\_\_\_\_ (amount of medication) at \_\_\_\_\_ (time to be administered), over the counter or physician-prescribed medication, during school intervals beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

**CHECK ONE (1) OF THE FOLLOWING BOXES**

\_\_\_\_\_ I hereby authorize Arlington Public Schools to allow the Student to administer the above-described medication to himself/herself without monitoring or supervision by school personnel.

\_\_\_\_\_ I hereby request Arlington Public Schools, or its authorized representative, to administer the above-named medication to the Student, in accordance with the prescribing physician’s instructions, and agree to:

1. Submit this request to the principal or school nurse.
2. Make certain the Physician’s Request for the Administration of Prescription Medication by School Personnel is submitted to the principal or school nurse.
3. Make sure personally that the medication is received by the principal or school nurse and/or county nursing services 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 medication is in is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Provide directions to the school personnel providing the medication.
7. Provide monitoring of the medication's effects, and assume full responsibility therefore.

I understand that unlicensed school personnel may be assigned to provide medication to the Student and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the providing or non-providing of the medication to the Student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Alternate Number for Parent

\_\_\_\_\_  
Parent/Guardian

**PROVISION OF MEDICATION TO STUDENT  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATION BY SCHOOL PERSONNEL**

Date \_\_\_\_\_

\_\_\_\_\_ (Student'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 medication is stored) \_\_\_\_\_

Dosage and time \_\_\_\_\_

Date provision of medication is to begin \_\_\_\_\_

Date after which the medication should not be provided \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the provision and storage of the medication \_\_\_\_\_

\_\_\_\_ Medication may be self-provided by the student, and the student is competent to self-provide medication, I, or my designee(s), and the student have developed a plan for self-provision of the medication(s), the storage of the medication and a plan for reporting and supervision of self-provision of the medication(s), and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

\_\_\_\_ Medication may NOT be self-provided by the student, and the student is NOT competent to self-provide medication, I, or my designee(s), have trained school personnel or approved alternative training as adequate to provide the medication, have evaluated the situation, the storage of the medication, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

\_\_\_\_\_  
Print or Type Name of Physician

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS:**

Acetaminophen, Ibuprofen, Cough Drops, Other

**IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:**

Your written consent is required before your child may receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following:

- You have reviewed the information and agree that your child may safely take the medications in the stated dose.
- The school nurse has the responsibility of approving your child’s use of these medications. In the case of a child with special health care needs, the school nurse may request authorization from your physician.
- Your child’s medication may be provided by a nurse or by other school personnel determined competent to provide medication as required by Nebraska law.
- In the event your child is ill and school policies require exclusion from school, your child will still be excluded, regardless of use of medication.

**PARENTAL CONSENT:**

I give my permission to the Arlington Public Schools to administer the following medications to

\_\_\_\_\_ according to approved guidelines (check if approved)  
(child’s name/names)

- Acetaminophen (“Tylenol”)     Ibuprofen (“Motrin”)     Cough Drops

Reason for use: As needed or specify other. \_\_\_\_\_

**Please complete the following:**

My child  has  has not taken acetaminophen before, without problem.

My child  has  has not taken ibuprofen before, without problem.

Please notify me that day if my child takes any medication. \_\_\_\_\_

My child  is  is not taking other medications at this time (please list). \_\_\_\_\_

**It is the parent’s responsibility to notify the school if your child has taken any of these medications prior to coming to school.**

Special instructions concerning my child: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**RECORD OF THE PROVISION OF PRESCRIPTION MEDICATION**

Parent's Phone # \_\_\_\_\_  
 Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
 Medication \_\_\_\_\_ Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
 Dosage \_\_\_\_\_ Time \_\_\_\_\_  
 Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
 Possible Adverse Reaction: \_\_\_\_\_

Person(s) Authorized to Administer Medications: \_\_\_\_\_

Date Provided	Time Provided	Medication Name	Dosage Provided	Route	Refused Medication	Signature of Employee Providing Medication

Instruction

## Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition under the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: December 12, 2016

Reviewed: March 13, 2017

**ARLINGTON PUBLIC SCHOOLS' SELF-MANAGEMENT OF ASTHMA  
& SEVERE ALLERGY (ANAPHYLAXIS) AT SCHOOL  
CONSENT/RELEASE FORM**

**Parental consent/release in writing is required annually and must be accompanied by:**

- **Signed physician authorization for self-management of asthma/anaphylaxis at school.**
- **Current written 'Student Asthma/Allergy Action Plan'. The school can provide a form for your use.**
- **We strongly recommend you allow us to keep an extra supply of your child's medication at school.**

**PARENT/GUARDIAN: By signing below, you acknowledge the following:**

1. You are requesting that your student be allowed to self-manage his or her asthma or allergy condition at school.
2. You have confidence that your student has the knowledge and skills needed to self-manage his or her asthma or allergy condition at school.
3. You understand that you are not required to make this request on behalf of your child. Your child may utilize the health office for asthma and allergy cares. Your child may request assistance from qualified school health personnel at any time during the school day.
4. If your student injures school personnel or another student as a result of misuse of asthma or allergy supplies, you shall be responsible for any and all cost associated with such injury.
5. The school and its employees are not liable for any injury or death arising from a student's self-management of his or her asthma or allergy condition.
6. You will indemnify and hold harmless the school and its employees and agents against any claim arising from a student's self-management of his or her asthma or allergy.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

---

*THIS PORTION RECOMMENDED, NOT REQUIRED*

**STUDENT: By signing below, you agree that you understand:**

1. You must not share, or allow another student to handle, your medications or supplies.
2. You will notify the school nurse or other designated adult when you have used your medication.
3. If you don't feel better after using your medication, you will seek help from school personnel.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

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

**ARLINGTON PUBLIC SCHOOLS**  
**STUDENT ASTHMA/ALLERGY ACTION PLAN**  
 (This Page To Be Completed by Health Care Provider)

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (MONTH) (DAY) (YEAR)

- Exercise Pre-Treatment:** Administrator inhaler (**2 inhalations**) 15-30 minutes prior to exercise. (e.g. PE, recess, etc.)
- Albuterol HFA inhaler (Proventil, Ventolin, ProAir)  Use inhaler with valved holding chamber  
 Levalbuterol (Xopenex HFA)  Other: \_\_\_\_\_  
 Pirbuterol inhaler (Maxair)

**ASTHMA TREATMENT**

Give **quick relief medication** when student has asthma symptoms, such as coughing, wheezing or tight chest.

Albuterol HFA (Proventil, Ventolin, ProAir) **2 inhalations**  
 Levalbuterol (Xopenex HFA) **2 inhalations**  
 Pirbuterol (Maxair) **2 inhalations**  
 Use inhaler with valved holding chamber  
 Albuterol inhaled **by nebulizer** Proventil, Ventolin, AccuNeb)  
 .63 mg/3 mL  
 1.25 mg/3 mL  
 2.5 mg/3 mL

Levalbuterol inhaled **by nebulizer** (Xopenex)  
 0.31 mg/3 mL  
 0.63 mg/3 mL  
 1.25 mg/3 mL

May carry and self-administer inhaler (MDI)  
 Other: \_\_\_\_\_

**Closely Watch the Student after Giving Quick Relief Medication**

**If, after 10 minutes:**

- Symptoms are better, student may return to classroom after notifying parent/guardian
- Symptoms are not better, give the treatment again and notify parent/guardian right away
- **If student continues to get worse, CALL 911 and use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol)**

**ANAPHYLAXIS TREATMENT**

Give **epinephrine** when student has allergy symptoms, such as hives, hard to breathe (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

Epi Pen® 0.3 mg  
 EpiPen®Jr. 0.15 mg  
 Auvi-Q™ 0.3 mg  
 Auvi-Q™ 0.15 mg  
 Adrenaclick® 0.3 mg  
 Adrenaclick® 0.15 mg

May carry and self-administer epinephrine auto-injector

Use epinephrine auto-injector immediately upon exposure to known allergen.

If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more.

*Lay person flat on back and raise legs. If vomiting or having difficulty breathing, let them lie on their side.*

**CALL 911 After Giving Epinephrine and Closely Watch The Student**

- Notify parent/guardian immediately
- **Even if student gets better, the student should be watched for more symptoms of anaphylaxis in an emergency room**
- **If student does not get better or continues to get worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol**

- This student has a medical history of asthma and/or anaphylaxis and the use of the above-listed medication(s) has been reviewed by the HCP. If medications are self-administered, the school staff **must** be notified.

**Additional Information:** (i.e. asthma triggers, allergens) \_\_\_\_\_

**Health Care Provider Name:** (please print) \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Health Care Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by School Nurse/Nurse Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ARLINGTON PUBLIC SCHOOLS'**  
**STUDENT ASTHMA/ALLERGY ACTION PLAN**

(This Page To Be Completed by Parent/Guardian)

**Student Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**Known Asthma Triggers:** Please check the boxes to identify what can cause an asthma episode for your student.

<input type="checkbox"/> Exercise	<input type="checkbox"/> Dust/Dust Mites	<input type="checkbox"/> Others-please list: _____
<input type="checkbox"/> Respiratory/Viral Infections	<input type="checkbox"/> Grasses/Trees	_____
<input type="checkbox"/> Odors/Fumes/Smoke	<input type="checkbox"/> Temperature/Weather-Humidity, Cold Air, etc.,	_____
<input type="checkbox"/> Mold/Mildew	<input type="checkbox"/> Pesticides	_____
<input type="checkbox"/> Pollens	<input type="checkbox"/> Food-Please list below.	_____
<input type="checkbox"/> Animals/Dander		_____

**Known Allergy/Intolerance:** Please check those which apply and describe what happens when your child eats or comes into contact with the allergen.

Peanuts \_\_\_\_\_

Tree Nuts \_\_\_\_\_

Fish/Shellfish \_\_\_\_\_

Eggs \_\_\_\_\_

Soy \_\_\_\_\_

Wheat \_\_\_\_\_

Milk \_\_\_\_\_

Medication \_\_\_\_\_

Latex \_\_\_\_\_

Insect Stings \_\_\_\_\_

Other \_\_\_\_\_

**Notice:** If your child has been prescribed epinephrine (such as an EpiPen®) for an allergy, you must provide epinephrine at school. If your student needs a special diet to limit or avoid foods, your doctor will need to complete the form "Medical Statement Form to Request Special Meals and/or Accommodations" which can be found on the website-www.airenebraska.org

**Daily Medicines:** Please list daily medicines used at home and/or to be given at school.

Medicine Name	Amount/Dose	When does it need to given?
_____	_____	_____
_____	_____	_____

**I understand that all medicines to be given at school must be provided by the parent/guardian.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by School Nurse/Nurse Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DIABETES  
MEDICAL MANAGEMENT PLAN  
FOR STUDENT SELF-MANAGEMENT OF HEALTH CONDITION**

**STEP 1  
PARENT OR GUARDIAN REQUEST TO ALLOW STUDENT  
TO SELF-MANAGE HEALTH CONDITION AT SCHOOL**

\_\_\_\_\_ (“the Student”) has diabetes. I/we hereby request that Arlington Public Schools allow the Student to self-manage the Student’s diabetes.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

**Contact Information**

Home Telephone #s		
Work Telephone #s		
Cell Phone #s		
Emergency Contact	Name:	#:

**STEP 2  
PHYSICIAN’S AUTHORIZATION FOR STUDENT  
TO SELF-MANAGE HEALTH CONDITION AT SCHOOL**

I am the Student’s Physician. The Student has diabetes. I authorize the Student to self-manage the health condition at school in accordance with a medical management plan to be developed for the Student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**STEP 3  
MEDICAL MANAGEMENT PLAN**

**“Health Condition” for purposes of this Plan means Diabetes.**

**A. Health care services the Student may receive at school relating to Student’s Health Condition.**

1. Standard health services available to all students.
2. Storage of backup diabetes medication supplies.
3. Individual Health Plan (IHP) for diabetes management, which may include recording of student self-administration reports.

**B. Evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student’s Health Condition under the following conditions:

1. Access to Medication. Given the Student’s understanding and ability the must be:
  - Stored in the health office.
  - Stored in the health office, except the Student may have the medication in the Student’s possession at times when the health office is not accessible (e.g., when the Student is out of the school on field trips or participating in extracurricular activities).
  - In the possession of the student.
  
2. Self-Administration Given the Student’s understanding and ability the Student will be allowed to self-administer diabetes medication:
  - Only under the supervision of the school nurse or a school staff member.
  - Only under the supervision of the school nurse or a school staff member, except the Student may self-administer at times when the health office is not accessible (e.g., when the Student is out of the school on field trips or participating in extracurricular activities)
  - Independently and without supervision, as the Student has had had training and is proficient in self-administering medication.

**C. It is agreed that this Plan permits regular monitoring of Student’s self-management of Student’s Health Condition by an appropriately credentialed health care professional.**

**D. Medication Prescribed for Student’s Health Condition:**

Diabetes medication(s) prescribed for the Student:

Name	Purpose	Dosage	Time or Conditions When Medication is to Administered

Date after which the medication should not be administered or possessed by Student:

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the provision the medication \_\_\_\_\_

**E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition.**

- 1. The Student, when permitted to be in possession of medication, will only have the dosage of medication that might be needed on one school day.
- 2. The school will store any backup supply needed in accordance with its medication storage procedures.
- 3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Signatures and No Liability Statement.**

**PARENT OR GUARDIAN AUTHORIZATION AND APPROVAL  
AND LIABILITY WAIVER**

The parents or guardians of the Student hereby accept and agree to this Medical Management Plan. It is specifically understood that the Guidelines for Diabetes Medical Management Plan are incorporated into and are a part of this Plan.

The parents or guardians understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary diabetes medical supplies, the parent or guardian of the Student shall be responsible for any and all costs associated with such injury. The parents or guardians acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and the parents or guardians release same from any such claims and (b) the parents or guardians shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

**STUDENT AGREEMENT**

I will use the prescription diabetes only as prescribed and as permitted by the Plan, will do so discreetly as possible, will not share it with others, and when I am in possession of the medication I will keep it concealed from others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I disclaim all liability of the school or its employees as it relates to this Plan and my use of the medication.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Student

**PHYSICIAN AUTHORIZATION AND APPROVAL**

I am the Student’s Physician. The Student has the ability to safely and responsibly self-manage the Student’s Health Condition in accordance with this Diabetes Medical Management Plan. I approve the Plan and authorize the Student to self-manage the Student’s Health Condition at school in accordance with the Plan.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**SCHOOL NURSE APPROVAL OF  
DIABETES MEDICAL MANAGEMENT PLAN**

This Plan is \_\_\_ approved \_\_\_ not approved.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
School Nurse or School Nurse’s Designee

**GUIDELINES FOR  
DIABETES MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective immediately. It must be renewed and considered for approval an annual basis.

**Medications:** The parents or guardians are responsible for supplying any and all medications required under the Plan; the school is not responsible for providing the medications. Medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name, the name of the medication, strength and the dosage to be given. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription. Any non prescription medication must be furnished in the original container from the manufacturer.

**Disposal of Medical Supplies:** The student shall be responsible for proper disposal of used syringes and other medical supplies. Used syringes and blood borne pathogen materials shall be immediately placed in a safe receptacle and then delivered to the school health office for proper disposal.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Diabetes Medical Management Plan the Student shall be permitted to self-manage the Student’s diabetes condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student is not required to report to the school when the Student has self-administered prescription diabetes medication pursuant to the Plan. However, as part of an IHP, the school nurse or the school nurse’s designee will record reports of self-administration made by the student so the parents and the school will have a record of medication use.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school's drug and student conduct policies and may result in an expulsion from school. To the extent this Diabetes Medical Management Plan permits the Student to be in possession of medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription diabetes medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student's access to such medication; however, it is agreed that in the event of any such misuse an re-evaluation of the Student's understanding of and ability to self-manage Student's Health Condition and may result in a modification or termination of this Plan. The school may prohibit the Student from possessing the necessary medical supplies to self-manage the Student's diabetic condition or place other necessary and appropriate restrictions or conditions on the Student's self-management of the Student's diabetic condition if the school determines that the student has endangered himself, herself, or others through the misuse or threatened misuse of such medical supplies.

**Sharing Plan:** It is agreed that this Diabetes Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Diabetes Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**RECORD OF STUDENT REPORTS OF  
SELF-ADMINISTRATION OF MEDICATION UNDER  
DIABETES MEDICAL MANAGEMENT PLAN**

Parent's Phone # \_\_\_\_\_  
Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
Medication \_\_\_\_\_ Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Dosage \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
Possible Adverse Reaction: \_\_\_\_\_

Date & Time of Student Report	Date & Time of Self-Administration	Medication Name	Dosage Administered	Any Complications Reported by Student or Observed	Employee Recording Student Report

***learn2move***, PLLC

Brooke L. Cheleen, PT  
16110 Cornhusker Rd.  
Omaha, NE 68136  
402-676-7961

Date: April 30, 2020

Subject: Physical Therapy Contract 2020-2021

Dear Dr. Lewis,

Enclosed is the proposal for a renewal contract of physical therapy services to the Arlington Public School District, covering the 2020-2021 school year. This school year is finishing up with many unforeseen changes and I understand that the start of next school year may also have unique situations to adapt to. It continues to be my pleasure to provide educational based physical therapy services to the students and families of your district. For the 2020-2021 school year, I hope to continue working with students, staff and families, providing physical therapy services through *learn2move, PLLC* with an individual provider contract. I appreciate your review and consideration to continue these services. Please contact me if there are ever any questions or concerns with staff or student needs in your district.

Sincerely,



Brooke L. Cheleen, PT

**learn2move, LLC**

**Brooke L. Cheleen, PT  
16110 Cornhusker Rd  
Omaha, NE 68136  
402-676-7961**

**SERVICE PROVIDER CONTRACT**

This contract made by and between the Arlington Public School District, in the State of Nebraska, and learn2move, LLC.

The Arlington Public School District hereby agrees to contract physical therapy services with learn2move, LLC for the 2020-2021 school year.

**TERMS AND CONDITIONS**

Brooke L. Cheleen, PT on behalf of learn2move, LLC will provide Arlington Public School District physical therapy services to those students identified as needing services by the I.E.P. /M.D.T. /I.F.S.P. Team. The frequency of physical therapy services will be provided as specified on the I.F.S.P. / I.E.P for each student.

learn2move, LLC will submit an itemized monthly billing summary to the Arlington Public School District. These monthly billing summaries will reflect the current state approved rate for physical therapy services. Within a reasonable time frame (30 days), the Arlington Public School District will reimburse learn2move, LLC for the amounts billed.

learn2move, LLC will only bill the Arlington Public School District for those items/services that are reimbursable by the State of Nebraska.

Brooke L. Cheleen, PT will provide proof that she is licensed by the State of Nebraska, and that learn2move, LLC is an Approved Service Provider by the State of Nebraska per request.

Either party may terminate this contract within thirty (30) day written notice to the other party.

  
\_\_\_\_\_  
learn2move, LLC  
By: Brooke L. Cheleen, PT - member

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Special Education

\_\_\_\_\_  
Date

SIXTY SENIORS PRESENTED FOR GRADUATION- MAY 2020

Danica Born  
Madison Brennfoerder  
Ty Buckley  
Lauren Clapper  
Samantha Doughty  
Jacob Ernesti  
Christian Everitt  
Grace Fehlheber  
Jacob Gaffney  
Jonathan Garcia  
Remington Gay  
Megan Green  
Benjamin Hampton  
Jordyn Hancock  
Kylea Hasenauer  
Mary Helms  
Cooper Hilgenkamp  
Lily Hilgenkamp  
Jenna Hoefs  
Chloe Hoffschneider  
Noah Hoffschneider  
Emmy Hollingsworth  
Josh Howland  
Hannah Johnson  
Connor Juery  
Josie Kirchmann  
Casey Kirk  
Logan Kirk  
Jacob Kozak  
Noah Kubat

Samuel Kubat  
Emily Lingenfelter  
Rafe Lorsch  
Alexander Luttig  
Jacob Mitchell Jr.  
Ariel Newcomer  
Evan Nicholas  
Garrett O'Flaherty  
Lawson Oerman  
Samantha Page  
Jacob Pavlik  
Justin Pavlik  
Allison Peyton  
Tanner Pittman  
Kirk Rangel  
Braden Rump  
Jayden Sawyer  
Dyllan Schulze  
Nathan Sorensen  
Jaidyn Spoon  
Kailye Spoon  
Katheryn Stephens  
Abby Stromer  
Sarah Theiler  
Elaine Tierney  
Paighton Travis  
Travis Warner  
Kobe Wilkins  
Wyatt Wollberg  
Mildred Young