Board of Education Regular Meeting
Monday, July 13, 2026 6:00 PM
Media Center at the Palmyra District OR-1 Public Schools
425 F Street
Palmyra, NE 68418

1. Call to Order and Pledge of Allegiance
2. Announcement of the Open Meetings Act Posting
3. Staff and Student Presentations
4. Consent Agenda
    - 4.1. Approval of Board Agenda
    - 4.2. Approval of minutes of previous meetings
    - 4.3. Approval of Claims/Payment of Bills and Payroll
    - 4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
    - 4.5. Financial Reports
5. Public Comment
6. Administrative Reports
    - 6.1. Superintendent's Report
    - 6.2. Administrative Team Report
7. Discussion Items- Committee Reports
    - 7.1. Curriculum: Committee on American Civics Update
    - 7.2. Strategic Planning Update
    - 7.3. Olson Complex and Taggart Park Softball Field Updates
8. Policy Review
    - 8.1. Review Student Discipline Policy # 5001
    - 8.2. Review Bullying Policy # 5415
    - 8.3. Review Parental and Family Involvement Policy Title 1
    - 8.4. Review Multicultural Policy # 6370
9. Action Items
    - 9.1. Presentation, discussion, and/or official action to affirm NDE Accreditation for the **2026-2027** school year.
    - 9.2. Presentation, discussion, and/or official action to approve student fees **Policy #5416** for the **2026-2027** school year.
    - 9.3. Presentation, discussion, and/or official action to approve the review of **Policy # 6400.** Parental and Family Engagement Policy documents.
    - 9.4. Presentation, discussion, and/or official action to review Policy **#5417** Wellness Policy Review and Results of the Triennial Assessment from NDE.
    - 9.5. Presentation, discussion, and/or official action to approve the **2026-2027** Certified Staff Handbook.
    - 9.6. Presentation, discussion, and/or official action to approve the **2026-2027** Classified Staff Handbook.
    - 9.7. Presentation, discussion, and/or official action to approve the **2026-2027** Bennet Preschool Handbook.

9.8. Presentation, discussion, and/or official action to approve the **2026-2027** Bennet Elementary School Student Handbook.

9.9. Presentation, discussion, and/or official action to approve the **2026-2027** Palmyra Junior/ Senior High School Student Handbook.

9.10. Presentation, discussion, and or official action to approve breakfast, lunch, and milk prices for the **2026-27** school year.

9.11. Presentation, discussion, and/or official action to approve the board resolution on required training for staff.

10. Board of Education Development
11. Topics for Next Month's Agenda
12. Closed Session
13. Adjournment

_____
Chairperson

_____
Superintendent

NEBRASKA OPEN MEETINGS ACT

84-1407. Act, how cited. Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

84-1408. Declaration of intent; meetings open to public. It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined. For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body; applicability of section.

(1)(a) Except as provided in subsection (9) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, notice shall be given at least four times each year of the regular meeting schedule, the location, and the method designated by the public body to provide reasonable advance publicized notice. Such notice shall be given by publication in a legal newspaper of general circulation within the public body's jurisdiction.

(ii) Subdivision (1)(b)(i) of this section shall not apply in the case of the governing body of a city of the second class or village, any advisory committee of such governing body, the governing body of a rural or suburban fire protection district, or any public body that only meets intermittently and is not required to hold regular meetings.

(iii) Failure to comply with subdivision (1)(b)(i) of this section shall not cause any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken at a meeting of the public body to be void or voidable.

(c) For a public body that decides to publish notice in a newspaper of general circulation within the public body's jurisdiction to meet the notice requirement in subdivision (1)(a) of this section, in case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (i) post such notice on its website, if available, (ii) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (iii) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting pursuant to subdivision (1)(c)(i) and (iii) of this section and a written record of the request to the newspaper pursuant to subdivision (1)(c)(ii) of this section. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision, subsection (1) of section 70-1014, subsection (2) of section 70-1014.02, or subsection (4) of section 79-2204, no more than one-half of the meetings of the state

entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (A) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (B) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, (E) the Semiquincentennial Commission, (F) the board of trustees of the Nebraska State Historical Society, or (G) any local foster care review board, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (2)(b)(i) and (ii) of this section.

(9) This section does not apply to a meeting of the Nebraska Power Review Board or a public power district, a public power and irrigation district, an electric membership association, an electric cooperative company, a municipality having a generation and distribution system, or a registered group of municipalities if such meeting is subject to section 70-1034.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

84-1415. Open Meetings Act; requirements; waiver; validity of action.

No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

Revised 07/18/2026

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Board of Education Special Meeting: Board Retreat
Wednesday, June 24, 2026 6:00 PM
Media Center at the Palmyra District OR-1 Public Schools
425 F Street
Palmyra, NE 68418

District Mission:
"Together we prepare our students to successfully meet the challenges of the future."

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:01 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - https://www.districtor1.org/

1. Call to Order

- Board President Desh called the meeting to order at **6:00 p.m.**

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.

- **Special note:** Copies of the updated (**2025**) Open Meetings Act documents were made available at the meeting.

3. Consent Agenda

3.1. Approval of Board Agenda motion to accept the consent agenda. This motion, made by Tim Cheney and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

3.2. Approval of minutes of previous meetings

- The board minutes from the regular meeting on **Monday, June 8th, 2026,** were approved.

3.3. Approval of Claims/Payment of Bills/Bids

- There were no current bills to approve at the meeting.

4. Public Comment

- No public comment was provided at the meeting.

5. Board Retreat: Discussion Items **The following topics were discussed during the meeting:**

- Reminder About Upcoming Board Meeting Information:
  - On **Monday, July 13, 2026, District OR-1 will hold a Public Hearing on Policy #6400 (Parental Involvement) at PHS in the media center beginning at 5:50 p.m.**
  - On **Monday, July 13, 2026**, **District OR-1 will hold a Public Hearing on Policy # 5416 (Student Fees)at PHS in the media center beginning at 5:55 p.m.**(or immediately following the Parental Involvement Public Hearing).
  - On **Monday, July 13th, 2026,** the District OR-1 Board of Education will hold its monthly meeting at PHS in the media center beginning at **6:00 p.m.** (or immediately following the required public hearings).
- District Current Reality Overview
- Superintendent's Goals for 2026–2027
- Board Goals and Professional Development
- Strategic Planning Update
- Budget Overview and Preview
- Policy Review
- Summer Projects Update
- District Staffing Update
- Technology

6. Adjournment

- The meeting was adjourned at **8:13 p.m.**

_____
Chairperson

_____
Superintendent

Designated Bill Summary
Superintendent Report: Regular Board Meeting:
Date: Monday, July 13, 2026, at 6:00 pm

TO: Palmyra District OR-1 BOE
From: Michael Hart
Re: Designated Bill Summary Report for BOE Meeting

- Next month's ***regular*** board meeting is scheduled for **Monday, August 10 at 6:00 pm** at Palmyra High School in the media center.

A. Consent Agenda Expenditures
Construction Account Claims:

- *Please note: These claims are now included in the Consent Agenda of the regular board meeting due to the discontinuation of the CMAR special monthly meetings effective* ***September 9, 2024.***
- *Please see the itemized list below.*

Depreciation Fund Claims:

- None for this month

Bond Fund Claims:

- None for this month

Special Building Claims:

- None for this month

2022 Construction Account Claims:

Construction Bills July, 2026		
Vendor	**Invoice Number**	**Amount**
Branding inc. dba Al's Johns	121828	$105.00
Branding inc. dba Al's Johns	122178	$105.00
Branding inc. dba Al's Johns	123287	$105.00
	Total:	**$315.00**

General Fund Claims:

Total claims: Checks: $129,961.72 Credit Card: $935.67 Sam's Club: $497.26

Total: $131,394.65

- **2nd-Byte.com: $2,270.00 -** 5 new laptops for teachers
- **Access Systems Leasing: $1,495.00** - Copiers at the elementary and high school
- **Amazon Capital Services: $2,094.34** - Supplies
- **Apptegy: $2,875.00** - New web page
- **Brian Holmes Sewer and Drain: $1,735.00 -** plumbing issue at the HS
- **Cornhusker State Industries: $6,611.00** - Elem Library bookcases
- **Diversified Drug Testing: $615.00 -** Bus Driver and Student Services Testing
- **Eakes: $3,520.75 -** Custodial Supplies
- **Educational Service Unit #4: $5,364.60**- Professional Development and Contracted Services
- **FastSpring: $3,240.00** - Web/cloud based software
- **LawnOne: 4,208.00** - Upkeep of the complex
- **Menards: $1,667.45** - Elem and HS Supplies
- **Midwest Synthetic Turf Professionals: $3,000.00 -** Football field grooming
- **Nebraska City Utilities: $24,360.86** - Utilities
- **Nebraska Council of School Administrators: $398.00** - Professional Development and Membership Dues
- **Notable, Inc: $2,600.00 -** Web/cloud based software
- **NWEA: $3,287.50** - Student testing software
- **Palmyra Activity: $2,483.41** - FCCLA Sponsor travel expenses
- **Savvas Learning Company: $15,451.70** - Spanish Curriculum
- **Software Unlimited: $12,225.00** - Central Office Accounting Service
- **Southwest Auto: $3,287.03 -** Bus Maintenance
- **Summit Fire Protection: $2,542.49** - Elem and HS building upkeep
- **Time Management Systems: $3,996.00 -** Central Office Payroll Software
- **Village of Bennet: $2,734.76** - Elem Water and Sewer
- **Village of Palmyra: $87.00** - HS Water and Sewer
- **Vinson AC & Maintenance: $145.00** - HS Repairs
- **Waste Connections of Nebraska: $1,350.99 -** HS Upkeep - garbage collection
- **WoodRiver Energy: $2,427.77** - Elem and HS Natural Gas

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PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
Checking Account ID			Fund Number	GENERAL FUND		
		2-14775	2ND-BYTE.COM		07/13/2026	2,270.00
01 2141 610 003			SPED PSYCHOLOGY SUPPLIES	395.00		
01 2141 610 003			SPED PSYCHOLOGY SUPPLIES	59.00		
01 1100 650 001			HS Technology Supplies	790.00		
01 1100 650 003			Elem Technology Supplies	790.00		
01 1100 650 003			Elem Technology Supplies	118.00		
01 1100 650 001			HS Technology Supplies	118.00		
Total	2ND-BYTE.COM			2,270.00		
		330353	ABC TERMITE & PEST CONTROL		07/13/2026	179.00
01 2610 431 001			HS Upkeep of Building	179.00		
		332301	ABC TERMITE & PEST CONTROL		07/13/2026	115.00
01 2610 431 003			Elem Upkeep of Building	115.00		
		334258	ABC TERMITE & PEST CONTROL		07/13/2026	80.00
01 2630 431 001			CARE & UPKEEP OF FB FIELD	80.00		
Total	ABC TERMITE & PEST CONTROL			374.00		
		42380093	Access Systems Leasing		07/13/2026	1,495.00
01 1100 440 001			HS Copier Lease	747.50		
01 1100 440 003			Elem Copier Lease	747.50		
Total	Access Systems Leasing			1,495.00		
20260520		1453	Alpaca Inc.		07/13/2026	625.00
01 2410 330 003			Haag conf	125.00		
01 2410 330 001			Johnson conf	125.00		
01 2320 330 000			Hart conf	125.00		
01 2510 330 000			Lisa/Cass conf	250.00		
Total	Alpaca Inc.			625.00		
		14JF-YGWL-C6TR	AMAZON CAPITAL SERVICES		07/13/2026	1,572.86
01 1100 650 003			Elem Technology Supplies	1,572.86		
		19Q6-PF4Y-NKVW	AMAZON CAPITAL SERVICES		07/13/2026	206.25
01 1100 650 001			HS Technology Supplies	206.25		
		1LQD-GVWD-CHPR	AMAZON CAPITAL SERVICES		07/13/2026	315.23
01 2220 610 001			HS Library Supplies	315.23		
Total	AMAZON CAPITAL SERVICES			2,094.34		
		INV39020	APPTEGY		07/13/2026	2,875.00
01 2560 530 000			WEB/CLOUD BASED SOFTWARE	2,875.00		
Total	APPTEGY			2,875.00		
		27914	BRIAN'S HOLMES SEWER & DRAIN		07/13/2026	1,735.00
01 2620 431 001			HS Repairs & Maintenance	1,735.00		
Total	BRIAN'S HOLMES SEWER & DRAIN			1,735.00		
		1639690	CAPITAL BUSINESS SYSTEMS		07/13/2026	69.50
01 1100 440 001			HS Copier Lease	69.50		
Total	CAPITAL BUSINESS SYSTEMS			69.50		

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
		JULY 2026 - DN046	CASEY'S BUSINESS MASTERCARD		07/13/2026	730.73
01 2710 626 000			Bus Gas and Oil	730.73		
Total	CASEY'S BUSINESS MASTERCARD			730.73		
		062026 REC REIMB	CLAUSEN, MATT		07/13/2026	83.30
01 3300 890 003			Rec Program Misc. Expenses	83.30		
Total	CLAUSEN, MATT			83.30		
		072026 DOTE› BM	COMPLETE CHIROPRACTIC & WELLNESS CENTER		07/13/2026	80.00
01 2710 890 000			Bus Misc. Expenses	80.00		
Total	COMPLETE CHIROPRACTIC & WELLNESS CENTER			80.00		
		1528177	CORNHUSKER STATE INDUSTRIES		07/13/2026	633.00
01 2220 610 003			Elem Library Supplies	633.00		
		1528178	CORNHUSKER STATE INDUSTRIES		07/13/2026	5,978.00
01 2220 610 003			Elem Library Supplies	5,978.00		
Total	CORNHUSKER STATE INDUSTRIES			6,611.00		
		1527288	DAS State ACCTG-Central Finance		07/13/2026	635.74
01 2224 530 000			Internet Service	635.74		
Total	DAS State ACCTG-Central Finance			635.74		
		JUNE 2026 - GENERAL	DFC Inc. Decker's Food Center		07/13/2026	84.35
01 3535 610 000			HAL Supplies	75.10		
01 1200 610 001			Sped HS Supplies	9.25		
Total	DFC Inc. Decker's Food Center			84.35		
		FG5895	DIETZE MUSIC HOUSE		07/13/2026	100.00
01 1100 610 001 2 102			HS INSTRUMENTAL SUPPLIES	100.00		
		TJ6119-0	DIETZE MUSIC HOUSE		07/13/2026	38.02
01 1100 610 001 2 102			HS INSTRUMENTAL SUPPLIES	38.02		
Total	DIETZE MUSIC HOUSE			138.02		
		26-062166	Diversified Safety & Compliance		07/13/2026	224.00
01 2710 890 000			Bus Misc. Expenses	224.00		
Total	Diversified Safety & Compliance			224.00		
		9353847-0	EAKES		07/13/2026	927.94
01 2610 610 003			Elem Custodian Supplies	927.94		
		9354412-0	EAKES		07/13/2026	37.82
01 2610 610 003			Elem Custodian Supplies	37.82		
		INV782164	EAKES		07/13/2026	2,554.99
01 2610 610 001			HS Custodian Supplies	2,554.99		
Total	EAKES			3,520.75		
		11502	EDUCATIONAL SERVICE UNIT #4		07/13/2026	30.00
01 2230 330 000			TECH PROFESSIONAL DEVELOPMENT	30.00		
		11509	EDUCATIONAL SERVICE UNIT #4		07/13/2026	450.00
01 1100 330 003			Elem Professional Development	180.00		

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 2410 330 003			Elem Principal Professional Development	60.00		
01 2410 330 001			HS Principal Professional Development	30.00		
01 2120 330 003			EMPLOYEE TRAINING & DEVELOPMENT SERVICES	60.00		
01 2120 330 001			Counselor Professional Development	60.00		
01 2141 330 003			SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	60.00		
		11518	EDUCATIONAL SERVICE UNIT #4		07/13/2026	60.00
01 2410 330 001			HS Principal Professional Development	30.00		
01 1200 330 001			Sped HS Professional Development	30.00		
		11522	EDUCATIONAL SERVICE UNIT #4		07/13/2026	462.50
01 2320 590 000			INTERAGNECY PURCHASED SERVICES	462.50		
		11535	EDUCATIONAL SERVICE UNIT #4		07/13/2026	180.00
01 1100 330 002			EMPLOYEE TRAINING & DEVELOPMENT SERVICES	180.00		
		11544	EDUCATIONAL SERVICE UNIT #4		07/13/2026	120.00
01 1100 330 003			Elem Professional Development	120.00		
		11557	EDUCATIONAL SERVICE UNIT #4		07/13/2026	90.00
01 1100 330 003			Elem Professional Development	60.00		
01 2410 330 003			Elem Principal Professional Development	30.00		
		11575	EDUCATIONAL SERVICE UNIT #4		07/13/2026	2,982.00
01 1200 591 000			SPED DIRECTOR FOR DIST	2,982.00		
		11586	EDUCATIONAL SERVICE UNIT #4		07/13/2026	30.00
01 2410 330 003			Elem Principal Professional Development	30.00		
		JUNE 2026 - 660501	EDUCATIONAL SERVICE UNIT #4		07/13/2026	960.10
01 6408 395 000			ECH ESU/DISTRICT CONTRACTED	85.31		
01 6408 395 003			PREK CONTRACTED ESU SERVICES	85.31		
01 1200 591 001			HS SPED DIRECTOR	257.00		
01 1200 591 003			ELEM SPED DIRECTOR	257.00		
01 2151 591 001			HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	767.79		
01 2151 591 003			ELEM AUDIOLOGY SERVICES ESU/DISTRICT	767.79		
01 2141 591 003			ESU PSYCHOLOGY SERVICES	(1,260.10)		
Total	EDUCATIONAL SERVICE UNIT #4			5,364.60		
		416926	EGAN SUPPLY CO		07/13/2026	603.66
01 2610 610 001			HS Custodian Supplies	603.66		
		416926A	EGAN SUPPLY CO		07/13/2026	103.00
01 2610 610 001			HS Custodian Supplies	103.00		
		417307	EGAN SUPPLY CO		07/13/2026	870.40
01 2610 610 001			HS Custodian Supplies	870.40		
Total	EGAN SUPPLY CO			1,577.06		
		88484	ELECTRONIC CONTRACTING COMPANY		07/13/2026	87.00
01 2620 431 003			Elem Repairs & Maintenance	87.00		
		88485	ELECTRONIC CONTRACTING COMPANY		07/13/2026	87.00

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 2620 431 001			HS Repairs & Maintenance	87.00		
Total	ELECTRONIC CONTRACTING COMPANY			174.00		
		ACTION12605:3508-8	FastSpring		07/13/2026	3,240.00
01 1100 643 000			WEB/CLOUD BASED SOFTWARE	3,240.00		
Total	FastSpring			3,240.00		
		IN1121826	FILTER SHOP, THE		07/13/2026	123.88
01 2610 610 001			HS Custodian Supplies	123.88		
Total	FILTER SHOP, THE			123.88		
		072026 - GENERAL	FIRST STATE BANK - VISA CREDIT CARD		07/07/2026	935.67
01 2320 610 000			SUPERINTENDENT OFFICE SUPPLIES	15.00		
01 1190 340 003			ECEP OTHER PROFESSIONAL SERVICES	160.68		
01 2320 610 000			SUPERINTENDENT OFFICE SUPPLIES	24.99		
01 1300 610 003			Summer School Supplies	735.00		
Total	FIRST STATE BANK - VISA CREDIT CARD			935.67		
		95001	FORTICALL		07/13/2026	285.48
01 2510 382 001			HS Telephone	142.74		
01 2510 382 003			Elem Telephone	142.74		
Total	FORTICALL			285.48		
		24747	HOLIDAY INN EXPRESS & SUITES GRAND ISLAND		07/13/2026	174.80
01 2130 580 000			NURSE TRAVEL EXPENSES	174.80		
Total	HOLIDAY INN EXPRESS & SUITES GRAND ISLAND			174.80		
		4039434	JONES SCHOOL SUPPLY CO., INC		07/13/2026	278.60
01 2220 610 003			Elem Library Supplies	278.60		
Total	JONES SCHOOL SUPPLY CO., INC			278.60		
		INV964464	KURITA AMERICA INC		07/13/2026	481.04
01 2610 431 003			Elem Upkeep of Building	481.04		
		INV969765	KURITA AMERICA INC		07/13/2026	505.09
01 2610 431 003			Elem Upkeep of Building	505.09		
Total	KURITA AMERICA INC			986.13		
		119570	LAWN ONE LLC		07/13/2026	1,900.00
01 2630 431 001			CARE & UPKEEP OF FB FIELD	1,900.00		
		119942	LAWN ONE LLC		07/13/2026	1,913.00
01 2630 431 001			CARE & UPKEEP OF FB FIELD	1,913.00		
		119994	LAWN ONE LLC		07/13/2026	395.00
01 2630 431 001			CARE & UPKEEP OF FB FIELD	395.00		
Total	LAWN ONE LLC			4,208.00		
		19062	Library World Inc.		07/13/2026	1,100.00
01 2220 643 001			WEB/CLOUD BASED SOFTWARE	550.00		

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 2220 643 003			WEB/CLOUD BASED SOFTWARE	550.00		
Total	Library World Inc.			1,100.00		
		INV-034081-20	LINCOLN-LANCASTER COUNTY HEALTH DEPT.		07/13/2026	250.00
01 2610 431 003			Elem Upkeep of Building	250.00		
Total	LINCOLN-LANCASTER COUNTY HEALTH DEPT.			250.00		
		0033475862	MATHESON-TRI-GAS INC		07/13/2026	128.52
01 1100 610 001			HS General Supplies	128.52		
Total	MATHESON-TRI-GAS INC			128.52		
		IN26269	Meininger Fire Protection, Inc		07/13/2026	240.00
01 2620 431 001			HS Repairs & Maintenance	240.00		
		IN26270	Meininger Fire Protection, Inc		07/13/2026	285.00
01 2620 431 003			Elem Repairs & Maintenance	285.00		
Total	Meininger Fire Protection, Inc			525.00		
		76282	MENARDS		07/13/2026	194.21
01 2610 610 001			HS Custodian Supplies	194.21		
		76421	MENARDS		07/13/2026	199.99
01 2610 610 003			Elem Custodian Supplies	199.99		
		76561	MENARDS		07/13/2026	149.24
01 2610 610 001			HS Custodian Supplies	149.24		
		76797	MENARDS		07/13/2026	239.16
01 2610 610 001			HS Custodian Supplies	239.16		
		76865	MENARDS		07/13/2026	50.14
01 2610 610 001			HS Custodian Supplies	50.14		
		77182	MENARDS		07/13/2026	501.55
01 2610 610 001			HS Custodian Supplies	501.55		
		77488	MENARDS		07/13/2026	160.53
01 2610 610 001			HS Custodian Supplies	160.53		
		77540	MENARDS		07/13/2026	172.63
01 2610 610 001			HS Custodian Supplies	172.63		
Total	MENARDS			1,667.45		
		FGPAL26-01	MIDWEST SYNTHETIC TURF PROFESSIONALS, LLC		07/13/2026	3,000.00
01 2630 431 001			CARE & UPKEEP OF FB FIELD	3,000.00		
Total	MIDWEST SYNTHETIC TURF PROFESSIONALS, LLC			3,000.00		
		1546 - JUNE 2(	NEBRASKA CITY UTILITIES		07/13/2026	90.19
01 2610 621 001			HS Utilities	90.19		
		3273 - JUNE 2(	NEBRASKA CITY UTILITIES		07/13/2026	8,976.24
01 2610 621 003			Elem Utilities	8,976.24		
		3321 - JUNE 2(	NEBRASKA CITY UTILITIES		07/13/2026	14,420.60
01 2610 621 001			HS Utilities	14,420.60		
		39368 - JUNE 2026	NEBRASKA CITY UTILITIES		07/13/2026	31.92
01 2610 621 001			HS Utilities	31.92		
		43577 - JUNE 2026	NEBRASKA CITY UTILITIES		07/13/2026	34.53
01 2610 621 001			HS Utilities	34.53		
		43679 - JUNE 2026	NEBRASKA CITY UTILITIES		07/13/2026	120.16

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 2610 621 001			HS Utilities	120.16		
		44277 - JUNE 2026	NEBRASKA CITY UTILITIES		07/13/2026	52.00
01 2610 621 001			HS Utilities	52.00		
		44718 - JUNE 2026	NEBRASKA CITY UTILITIES		07/13/2026	590.16
01 2610 621 001			HS Utilities	590.16		
		96622 - JUNE 2026	NEBRASKA CITY UTILITIES		07/13/2026	45.06
01 2610 621 001			HS Utilities	45.06		
Total	NEBRASKA CITY UTILITIES			24,360.86		
		91622	NEBRASKA COUNCIL OF SCHOOL ADMIN.		07/13/2026	41.00
01 3551 330 001			CTE PROFESSIONAL DEVELOPMENT	41.00		
		91696	NEBRASKA COUNCIL OF SCHOOL ADMIN.		07/13/2026	357.00
01 3551 330 001			CTE PROFESSIONAL DEVELOPMENT	357.00		
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.			398.00		
		INVOICE-2403	NOTABLE, INC		07/13/2026	2,600.00
01 1100 643 000			WEB/CLOUD BASED SOFTWARE	2,600.00		
Total	NOTABLE, INC			2,600.00		
		1750	NRCSA		07/13/2026	850.00
01 2320 810 000			Superintendent Dues and Fees	70.00		
01 2120 810 001			DUES AND FEES	65.00		
01 2120 810 003			ELEM COUNSELOR DUES AND FEES	65.00		
01 1200 810 000			DUES AND FEES	65.00		
01 2510 810 000			DUES AND FEES	65.00		
01 2410 810 001			HS Principal Dues and Fees	65.00		
01 2410 810 003			Elem Principal Dues and Fees	65.00		
01 2310 810 000			BOE Dues and Fees	390.00		
Total	NRCSA			850.00		
		860360	NWEA		07/13/2026	3,287.50
01 1100 643 001			WEB/CLOUD BASED SOFTWARE	1,643.75		
01 1100 643 003			WEB/CLOUD BASED SOFTWARE	1,643.75		
Total	NWEA			3,287.50		
		2022209293	ONE SOURCE THE BACKGROUND CHECK COMPANY		07/13/2026	617.00
01 2510 890 000			Superintendent Secretary Misc. Expenses	617.00		
Total	ONE SOURCE THE BACKGROUND CHECK COMPANY			617.00		
		2026 PRIMAR\ ELECTIO	OTOE COUNTY TREASURER		07/13/2026	100.00
01 2310 810 000			BOE Dues and Fees	100.00		
Total	OTOE COUNTY TREASURER			100.00		
		072026 FCCLA	PALMYRA ACTIVITY FUND		07/13/2026	2,483.41

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
		TRIP				
01 1100 330 001			HS Professional Development	2,483.41		
Total	PALMYRA ACTIVITY FUND			2,483.41		
		123	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.		07/13/2026	437.00
01 2330 317 000			District Legal Services	437.00		
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.			437.00		
		3322690302	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL		07/13/2026	142.53
01 2510 440 000			Superintendent Copier/Mail Lease	142.53		
Total	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL			142.53		
Spanish6012026		4027543260	SAVVAS LEARNING COMPANY LLC		07/13/2026	259.20
01 1100 640 001			Autentico 2018 Literacy Skills Workbook	30.00		
01 1100 640 001			Autentico 2018 Teacher Edition Level 1 G	0.00		
01 1100 640 001			Autentico 2018 Authentic Workbook Level	30.00		
01 1100 640 001			Autentico 2018 Teacher Edition Level 2 G	0.00		
01 1100 640 001			Autentico 2018 Literacy Skills Workbook	30.00		
01 1100 640 001			Autentico 2018 Authentic Resources Workb	30.00		
01 1100 640 001			Autentico 2018 Teacher Edition Level 3 G	0.00		
01 1100 640 001			Autentico 2018 Leveled Vocab and Grammat	30.00		
01 1100 640 001			Autentico 2018 Leveled Vocab and Grammat	30.00		
01 1100 640 001			Autentico 2018 Leveled Vocab and Grammat	30.00		
01 1100 640 001			Autentico 2018 Authentic Resources Workb	30.00		
01 1100 640 001			Shipping and Handling for Quote #Q-25184	19.20		
Spanish6012026		7029300383	SAVVAS LEARNING COMPANY LLC		07/13/2026	14,392.50
01 1100 640 001			Autentico 2018 Digital Courseware 7-year	6,817.50		
01 1100 640 001			Autentico 2018 Digital Courseware 7-year	5,302.50		
01 1100 640 001			Autentico 2018 Digital Courseware 7-year	2,272.50		
Spanish6012026		7029302183	SAVVAS LEARNING COMPANY LLC		07/13/2026	800.00
01 1100 643 001			Virtual Autentico National @2018 Program	800.00		
Total	SAVVAS LEARNING COMPANY LLC			15,451.70		
		SI-26-038412	SEGRA		07/13/2026	2,148.28
01 2230 382 001			HS Distant Learning Connection	1,074.14		
01 2230 382 003			Elem Distant Learning Connection	1,074.14		
Total	SEGRA			2,148.28		
		20260628-098	SOFTWARE UNLIMITED, INC.		07/13/2026	12,225.00
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	12,225.00		
Total	SOFTWARE UNLIMITED, INC.			12,225.00		

PO Number		Invoice Numbe	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
		167551	Southwest Auto		07/13/2026	324.38
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	324.38		
		167579	Southwest Auto		07/13/2026	949.38
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	949.38		
		167587	Southwest Auto		07/13/2026	2,013.27
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	2,013.27		
Total	Southwest Auto			3,287.03		
		2026-2027 INVOICE	STUDENT ASSURANCE SERVICES, INC.		07/13/2026	925.00
01 1100 520 001			STUDENT INSURANCE	925.00		
Total	STUDENT ASSURANCE SERVICES, INC.			925.00		
		4187872	SUMMIT FIRE PROTECTION		07/13/2026	1,028.52
01 2610 431 003			Elem Upkeep of Building	1,028.52		
		4187909	SUMMIT FIRE PROTECTION		07/13/2026	994.02
01 2610 431 001			HS Upkeep of Building	994.02		
		4239084	SUMMIT FIRE PROTECTION		07/13/2026	519.95
01 2610 431 001			HS Upkeep of Building	519.95		
Total	SUMMIT FIRE PROTECTION			2,542.49		
		INV-32823	TCA OUTDOOR POWER		07/13/2026	72.87
01 2650 610 000			Vehicle Supplies	72.87		
Total	TCA OUTDOOR POWER			72.87		
		367065	TIME MANAGEMENT SYSTEMS		07/13/2026	3,996.00
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	3,996.00		
Total	TIME MANAGEMENT SYSTEMS			3,996.00		
		INV00486313	TIMECLOCK PLUS, LLC		07/13/2026	14.00
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	14.00		
Total	TIMECLOCK PLUS, LLC			14.00		
		3009627129	TK ELEVATOR CORPORATION		07/13/2026	269.64
01 2620 431 001			HS Repairs & Maintenance	269.64		
Total	TK ELEVATOR CORPORATION			269.64		
		95872	VILLAGE OF BENNET		07/13/2026	2,734.76
01 2610 621 003			Elem Utilities	36.56		
01 2610 410 003			Elem Water & Sewer	28.50		
01 2610 621 003			Elem Water & Sewer	1,385.84		
01 2610 621 003			Elem Water & Sewer	24.00		
01 2610 621 003			Elem Water & Sewer	1,259.86		
Total	VILLAGE OF BENNET			2,734.76		
		107003 - 06202	VILLAGE OF PALMYRA		07/13/2026	26.00
01 2610 410 001			HS Water & Sewer	26.00		
		230001 - 06202	VILLAGE OF PALMYRA		07/13/2026	26.00

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PO Number / Account Number		Invoice Numbe / Detail Description	Vendor Name	Amount	Invoice Date / Cost Center ID	Amount
01 2610 410 001			HS Water & Sewer	26.00		
		257001 - 06202	VILLAGE OF PALMYRA		07/13/2026	35.00
01 2610 410 001			HS Water & Sewer	35.00		
Total	VILLAGE OF PALMYRA			87.00		
		752	VINSON AC & MAINTENANCE		07/13/2026	145.00
01 2620 431 003			Elem Repairs & Maintenance	145.00		
Total	VINSON AC & MAINTENANCE			145.00		
		38013708	VOICE NEWS		07/13/2026	12.98
01 2310 540 000			BOE Advertising	12.98		
		38013709	VOICE NEWS		07/13/2026	17.97
01 2310 540 000			BOE Advertising	17.97		
		38013710	VOICE NEWS		07/13/2026	15.47
01 2310 540 000			BOE Advertising	15.47		
		38013711	VOICE NEWS		07/13/2026	13.48
01 2310 540 000			BOE Advertising	13.48		
		38013803	VOICE NEWS		07/13/2026	10.48
01 2310 540 000			BOE Advertising	10.48		
		38013804	VOICE NEWS		07/13/2026	12.98
01 2310 540 000			BOE Advertising	12.98		
Total	VOICE NEWS			83.36		
		1876240T059	WASTE CONNECTIONS OF NEBRASKA		07/13/2026	1,350.99
01 2610 431 001			HS Upkeep of Building	1,350.99		
Total	WASTE CONNECTIONS OF NEBRASKA			1,350.99		
		091969071 - JULY2026	WINDSTREAM		07/13/2026	195.28
01 2510 382 001			HS Telephone	195.28		
Total	WINDSTREAM			195.28		
		505945	WOODRIVER ENERGY LLC		07/13/2026	2,427.77
01 2610 621 001			HS Utilities	228.08		
01 2610 621 003			Elem Utilities	578.19		
01 2610 621 001			HS Utilities	1,621.50		
Total	WOODRIVER ENERGY LLC			2,427.77		
Fund Number				130,897.39		
Checking Account ID				130,897.39		

July 2026 Bills	$ 130,897.39
June 2026 Payroll	$ 737,463.54
	$ 868,360.93

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
1100	REGULAR INSTRUCTIONAL	6,200,838.58	33,953.76	4,504,381.34	72.98	1,696,457.24	0.00	20,713.49	1,675,743.75
1160	PROVERTY PROGRAMS	155,844.20	0.00	115,813.74	74.31	40,030.46	0.00	0.00	40,030.46
1190	EARLY CHILDHOOD ED PROGRAMS	209,311.08	160.68	187,668.40	89.66	21,642.68	0.00	0.00	21,642.68
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,297,720.64	3,600.25	880,418.30	67.84	417,302.34	0.00	0.00	417,302.34
1212	SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1291	SPECIAL EDUCATION AGES 3-5	88,259.08	0.00	75,492.03	85.53	12,767.05	0.00	0.00	12,767.05
1292	SPED AGE 0-2	540.80	0.00	0.00	0.00	540.80	0.00	0.00	540.80
1295	Unified Sports	0.00	0.00	3,829.03	0.00	(3,829.03)	0.00	0.00	(3,829.03)
1300	SUMMER SCHOOL	11,180.00	735.00	2,689.35	24.06	8,490.65	0.00	0.00	8,490.65
1400	ADULT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	213,586.58	250.00	179,595.54	84.09	33,991.04	0.00	0.00	33,991.04
2130	HEALTH SERVICES	11,744.00	174.80	7,153.99	60.92	4,590.01	0.00	0.00	4,590.01
2131	SPED NURSING SERVICES	96,000.00	0.00	82,616.66	86.06	13,383.34	0.00	0.00	13,383.34
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	SPED PSYCHOLOGY SERVICES	138,312.52	(746.10)	112,377.86	81.25	25,934.66	0.00	0.00	25,934.66
2150	SPEECH PATHOLOGY AND AUDIOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2151	SPED SPEECH PATHOLOGY AND AUDIOLOGY SERV	156,456.01	1,535.58	141,102.42	90.19	15,353.59	0.00	0.00	15,353.59
2152	SPED SPEECH AGE 3-5	9,627.92	0.00	7,815.48	81.18	1,812.44	0.00	0.00	1,812.44
2153	SPED SPEECH AGE 0-2	9,627.56	0.00	7,815.48	81.18	1,812.08	0.00	0.00	1,812.08
2160	OCCUPATIONAL THERAPY RELATED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2161	SPED OCCUPATIONAL THERAPY SERVICES	84,367.08	0.00	44,624.72	52.89	39,742.36	0.00	0.00	39,742.36
2162	OCCUPATIONAL THERAPY AGE 3-5	0.00	0.00	18,152.04	0.00	(18,152.04)	0.00	0.00	(18,152.04)
2163	OCCUPATIONAL THERAPY AGE 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2171	PHYSCIAL THERAPY SCHOOL AGE	54,600.00	0.00	27,364.56	50.12	27,235.44	0.00	0.00	27,235.44
2172	PHYSICAL THERAPY AGE 3-5	1,040.00	0.00	9,497.40	913.21	(8,457.40)	0.00	0.00	(8,457.40)
2173	PHYSICAL THERAPY AGE 0-2	3,120.00	0.00	0.00	0.00	3,120.00	0.00	0.00	3,120.00
2181	VISUALLY IMPAIRED	11,252.80	0.00	0.00	0.00	11,252.80	0.00	0.00	11,252.80
2211	SCHOOL IMPROVEMENT	2,080.00	0.00	6,673.27	320.83	(4,593.27)	0.00	0.00	(4,593.27)
2212	INST STAFF TRNG AND CURR DEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	152,748.60	8,304.83	109,964.11	71.99	42,784.49	0.00	0.00	42,784.49
2224	EDUCATIONAL TELEVISION SERVICES	18,387.20	635.74	8,894.59	48.37	9,492.61	0.00	0.00	9,492.61
2230	INSTRUCTION-RELATED TECHNOLOGY	167,280.41	2,178.28	135,570.16	81.04	31,710.25	0.00	0.00	31,710.25
2310	BOARD OF EDUCATION	260,405.60	573.36	39,629.88	15.22	220,775.72	0.00	0.00	220,775.72
2320	EXECUTIVE ADMINISTRATION	218,250.00	697.49	188,091.65	86.18	30,158.35	0.00	0.00	30,158.35
2330	DISTRICT LEGAL SERVICES	0.00	437.00	12,576.60	0.00	(12,576.60)	0.00	0.00	(12,576.60)
2410	OFFICE OF THE PRINCIPAL	402,122.74	560.00	375,873.83	93.47	26,248.91	0.00	0.00	26,248.91
2490	SCHOOL ADMIN - OTHER	754.00	0.00	0.00	0.00	754.00	0.00	0.00	754.00
2510	GENERAL ADMIN-BUSINESS SERVICE	189,381.92	17,790.29	141,407.51	74.67	47,974.41	0.00	0.00	47,974.41
2560	Public Info Services	0.00	2,875.00	2,875.00	0.00	(2,875.00)	0.00	0.00	(2,875.00)
2610	MAINTENANCE	975,880.80	41,923.14	741,533.23	75.99	234,347.57	0.00	0.00	234,347.57
2620	MAINTENANCE	378,428.00	2,848.64	253,544.86	67.00	124,883.14	0.00	0.00	124,883.14
2630	Care & Upkeep of Grounds	150,000.00	7,288.00	34,976.10	23.32	115,023.90	0.00	0.00	115,023.90
2650	VEHICLE OPERATION AND MAINTENANCE	27,776.00	72.87	13,842.63	49.84	13,933.37	0.00	0.00	13,933.37
2660	SECURITY/SAFETY	2,080.00	0.00	3,470.29	166.84	(1,390.29)	0.00	0.00	(1,390.29)
2710	BUS DRIVER REGULAR EDUCATION	395,449.60	1,034.73	296,057.12	74.87	99,392.48	0.00	0.00	99,392.48
2712	BUS DRIVER SPED	61,735.20	0.00	34,980.81	56.66	26,754.39	0.00	0.00	26,754.39
2713	PreK Bus Driver	0.00	0.00	18,458.89	0.00	(18,458.89)	0.00	0.00	(18,458.89)
2720	Transportation Director	104.00	0.00	4,597.70	4,420.87	(4,493.70)	0.00	0.00	(4,493.70)
2730	BUS & VEHICLE SERVICING & MAINTENANCE	162,240.00	3,287.03	103,930.32	64.06	58,309.68	0.00	0.00	58,309.68
2900	OTHER STUDENT SUPPORT SERVICES	19,518.40	0.00	7,817.74	40.05	11,700.66	0.00	0.00	11,700.66
3100	FOOD SERVICE OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	REC PROGRAM	58,136.00	83.30	56,229.77	96.72	1,906.23	0.00	0.00	1,906.23
3535	HAL - HIGH ABILITY LEARNERS	7,124.00	75.10	5,554.02	77.96	1,569.98	0.00	0.00	1,569.98

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
3540	STATE EARLY CHILDHOOD	66,133.90	0.00	41,096.93	62.14	25,036.97	0.00	0.00	25,036.97
3551	CAREER EDUCATION	2,500.00	398.00	7,246.37	289.85	(4,746.37)	0.00	0.00	(4,746.37)
3552	SCHOOL SAFETY AND SECURITY ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4400	IDEA SPECIAL ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4455	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4590	ARRA: STATE FISCAL STAB FUNDS NON-SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	69,836.62	0.00	49,023.41	70.20	20,813.21	0.00	0.00	20,813.21
6310	NCLB TITLE II PART A	0.00	0.00	12,719.33	0.00	(12,719.33)	0.00	0.00	(12,719.33)
6330	REAP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL	6,240.00	0.00	5,088.12	81.54	1,151.88	0.00	0.00	1,151.88
6408	IDEA ENROLLMENT/POVERTY	193,628.56	170.62	122,748.60	63.39	70,879.96	0.00	0.00	70,879.96
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	5,482.43	0.00	2,117.20	38.62	3,365.23	0.00	0.00	3,365.23
6418	IDEA Part B PEAK Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	ESU SCHOOL PSYCHOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	IDEA ARP AGES 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	NONPUBLIC IDEA ARP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6690	OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	CARL PERKINS FED VOCATIONAL&APPLIED TECH	0.00	0.00	823.76	0.00	(823.76)	0.00	0.00	(823.76)
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FEDERAL CATEGORY PROGRAMS	0.00	0.00	384.36	0.00	(384.36)	0.00	0.00	(384.36)
6992	REAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6996	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	CRRSA/ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
8000	TRANSFERS (OUTGOING)	435,000.00	0.00	72,432.75	16.65	362,567.25	0.00	0.00	362,567.25
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	13,184,132.83	130,897.39	9,318,639.25	70.84	3,865,493.58	0.00	20,713.49	3,844,780.09

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	13,184,132.83	130,897.39	9,318,639.25	70.84	3,865,493.58	0.00	20,713.49	3,844,780.09

Regular; Beginning Month 06/2026; Processing Month 06/2026

Fund: 01 GENERAL FUND

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
01 101		CASH IN BANK	5,275,997.02	695,983.65	835,373.07	5,136,607.60
01 900		Cash County Treasurer	510,371.65	0.00	0.00	510,371.65
	Total: Current Assets		5,786,368.67	695,983.65	835,373.07	5,646,979.25
Current Liabilities						
01 450		PAYROLL DEDUCTION PAYABLE	628.55	529.60	529.60	628.55
01 451		FICA PAYABLE	(1,715.50)	82,350.62	82,350.62	(1,715.50)
01 452		FIT PAYABLE	(132.77)	37,262.75	37,262.75	(132.77)
01 453		INSURANCE PAYABLE	14,659.95	132,380.74	132,479.25	14,758.46
01 454		RETIREMENT PAYABLE	(10,859.66)	81,258.69	81,159.35	(10,959.00)
01 455		SIT PAYABLE	0.00	16,095.94	16,095.94	0.00
	Total: Current Liabilities		2,580.57	349,878.34	349,877.51	2,579.74
Fund Balance						
01 704		Fund Balance - Regular Unspent	5,783,788.10	835,372.24	695,983.65	5,644,399.51
	Total: Fund Balance		5,783,788.10	835,372.24	695,983.65	5,644,399.51
Revenue						
01 1100		LOCAL PROPERTY TAXES	2,902,216.36	1,532.08	152,813.99	3,053,498.27
01 1115		CARLINE TAX	652.18	0.00	0.00	652.18
01 1120		In-Lieu 1957 Levy Tax	72.99	0.00	0.00	72.99
01 1125		MOTOR VEHICLE TAXES	368,713.30	0.00	38,575.14	407,288.44
01 1140		Interest Levied Tax	9,453.78	0.00	394.77	9,848.55
01 1312		SUMMER SCHOOL TUITION	5,725.00	0.00	415.00	6,140.00
01 1315		TUITION FROM DISTRICTS - SENCAP	5,201.91	0.00	0.00	5,201.91
01 1370		PRESCHOOL TUITION & FEES	38,070.00	0.00	0.00	38,070.00
01 1510		INTEREST ON INVESTMENTS	2,233.53	0.00	8,422.34	10,655.87
01 1800		REC PROGRAM - COMMUNITY SERVICES	31,849.79	0.00	490.45	32,340.24
01 1911		LOCAL LICENSE FEES	300.00	0.00	0.00	300.00
01 1990		OTHER LOCAL RECEIPTS	30.00	0.00	0.00	30.00
01 2110		COUNTY FINES & LICENSE FEES	38,148.15	0.00	3,912.29	42,060.44
01 2130		OTHER COUNTY RECEIPTS	632.61	0.00	0.00	632.61
01 2210		ESU RECEIPTS	4,868.43	0.00	0.00	4,868.43
01 3110		STATE AID	2,769,166.61	0.00	307,489.00	3,076,655.61
01 3120		SPED SCHOOL AGE	866,826.00	0.00	134,412.00	1,001,238.00
01 3125		SPED TRANSPORTATION	45,904.00	0.00	0.00	45,904.00
01 3130		HOMESTEAD EXEMPTION	77,486.67	82.80	25,906.93	103,310.80
01 3131		PROPERTY TAX CREDIT	2,085,723.02	634.58	0.00	2,085,088.44
01 3180		PRO-RATE MOTOR VEHICLE	10,436.31	0.00	0.00	10,436.31
01 3400		STATE APPORTIONMENT	171,296.17	0.00	0.00	171,296.17
01 3535		PAYMENTS FOR HIGH ABILITY LEARNERS	7,124.00	0.00	0.00	7,124.00
01 3599		OTHER STATE PROGRAMS	14,328.44	0.00	0.00	14,328.44
01 4105		UNIVERSAL SERVICES FUND ERATE	58,885.14	0.00	0.00	58,885.14
01 4505		TITLE 1 PART A - CARRY OVER	49,750.00	0.00	0.00	49,750.00
01 4509		Title II, Part A ESSA Princ & Teach	10,048.50	0.00	0.00	10,048.50
01 4516		IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	5,247.00	0.00	0.00	5,247.00
01 4518		IDEA ENROLLMENT/POVERTY	150,790.00	0.00	0.00	150,790.00
01 4521		IDEA PART B PROPORTIONATE	4,017.00	0.00	0.00	4,017.00
01 4525		CARL PERKINS - FED VOCATIONAL&APPLIED TECH	988.38	0.00	0.00	988.38
01 4530		OTHER FEDERAL RECEIPTS	1,971.36	0.00	0.00	1,971.36
01 4708		MEDICAID REIMBURSEMENT SPED	19,677.34	0.00	1,756.61	21,433.95
01 4969		TITLE IV, PART A	10,000.00	0.00	0.00	10,000.00
01 5690		OTHER NON-REVENUE RECEIPTS	1,000.00	0.00	0.00	1,000.00

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 9000	NON-PROGRAMMED RECEIPTS	2.00	0.00	0.00	2.00
Total: Revenue		9,768,835.97	2,249.46	674,588.52	10,441,175.03
Expenditure					
01 1100 111 001	HS Teacher Salary	1,049,292.01	116,779.83	1,366.40	1,164,705.44
01 1100 111 002	MS TEACHER SALARIES	199,393.94	21,460.84	230.81	220,623.97
01 1100 111 003	Elem Teacher Salary	997,594.92	111,535.47	746.30	1,108,384.09
01 1100 112 001	HS Para	25,200.24	1,218.00	0.00	26,418.24
01 1100 112 003	Elem Para	35,459.26	3,729.19	0.00	39,188.45
01 1100 113 001	HS Sub Teacher Salary	62,390.00	8,268.00	0.00	70,658.00
01 1100 113 003	Elem Sub Teacher Salary	68,364.00	9,799.00	0.00	78,163.00
01 1100 120 001	HS COMMUNITY COACH/ACTIVITY SPONSOR	8,319.00	328.00	0.00	8,647.00
01 1100 120 002	MS COMMUNITY COACH/ACTIVITY SPONSOR	2,242.00	0.00	0.00	2,242.00
01 1100 130 003	Overtime - Classified	107.92	4.95	0.00	112.87
01 1100 150 001	Non-instructional	2,242.44	249.16	0.00	2,491.60
01 1100 151 001	HS Coach/Gate/Sponsor - Teacher/Prof. Staff	89,591.40	8,707.65	0.00	98,299.05
01 1100 151 002	MS Coach/Gate/Sponsor - Teacher/Prof. Staff	23,080.87	2,315.43	0.00	25,396.30
01 1100 151 003	ELEM Coach/Gate/Sponsor - Teacher/Prof. Staff	4,213.90	357.10	0.00	4,571.00
01 1100 152 001	HS PARA COACH/ACTIVITY SPONSOR	10,062.00	0.00	0.00	10,062.00
01 1100 152 002	PARA COACH/ACTIVITY SPONSOR	2,562.00	0.00	0.00	2,562.00
01 1100 153 001	HS Coach/Gate/Sponsor - Substitute Teacher	6,165.00	0.00	0.00	6,165.00
01 1100 210 001	HS CLERICAL/PARA INSURANCE	9.33	1.05	0.00	10.38
01 1100 211 001	HS Teacher, BCBS, Life, Vision, Dental	326,180.44	36,612.09	831.41	361,961.12
01 1100 211 002	MS TEACHER BCBS, LIFE, VISION, DENTAL INSRU	72,166.49	6,610.28	62.22	78,714.55
01 1100 211 003	Elem Teacher BCBS, Life, Vision, Dental	349,538.82	39,285.18	341.81	388,482.19
01 1100 212 001	HS PARA INSURNCE	0.00	3.62	0.00	3.62
01 1100 212 003	Elem PARA INSURNCE	1,602.98	271.64	0.00	1,874.62
01 1100 213 001	HS SUBSTITUTE MEDICAL INS	889.40	288.95	0.02	1,178.33
01 1100 213 003	ELEM SUBSTITUTE MEDICAL INS	2,607.87	674.12	0.00	3,281.99
01 1100 220 001	HS Clerical FICA	808.71	44.24	0.00	852.95
01 1100 220 002	JH Community Coach FICA	171.50	0.00	0.00	171.50
01 1100 220 003	Elem Clerical FICA	8.27	0.38	0.00	8.65
01 1100 221 001	HS Teacher FICA	86,611.99	9,692.94	253.73	96,051.20
01 1100 221 002	MS TEACHER/PROFESSIONAL FICA	17,007.97	1,843.35	26.81	18,824.51
01 1100 221 003	Elem Teacher FICA/MEDICARE	75,888.55	8,629.00	218.77	84,298.78
01 1100 222 001	HS PARA FICA	2,697.60	93.18	0.00	2,790.78
01 1100 222 002	PARA FICA	195.98	0.00	0.00	195.98
01 1100 222 003	Elem Para FICA	2,639.45	285.33	0.00	2,924.78
01 1100 223 001	HS Substitute Teacher FICA	5,241.87	632.68	0.82	5,873.73
01 1100 223 003	Elem Substitute Teacher FICA	5,160.78	749.61	0.00	5,910.39
01 1100 230 001	HS CLERICAL/PARA RETIREMENT	164.88	18.32	0.00	183.20
01 1100 230 003	ELEM CLERICAL/PARA RETIREMENT	7.95	0.36	0.00	8.31
01 1100 231 001	HS Teacher Retirement	83,676.56	9,224.76	100.43	92,800.89
01 1100 231 002	HS Teacher Retirement	15,671.23	1,750.10	17.02	17,404.31
01 1100 231 003	Elem Teacher Retirement	73,537.11	8,213.07	54.86	81,695.32
01 1100 232 001	HS Para RETIREMENT	2,228.85	89.52	0.00	2,318.37
01 1100 232 002	Para RETIREMENT	188.31	0.00	0.00	188.31
01 1100 232 003	Elem PARAEDUCATOR RETIREMENT	2,293.73	237.63	0.00	2,531.36
01 1100 233 001	HS SUBSTITUTE TEACHER	2,489.74	86.90	0.00	2,576.64

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
	RETIREMENT				
01 1100 233 003	Elem SUBSTITUTE TEACHER RETIREMENT	2,803.93	273.84	0.00	3,077.77
01 1100 237 001	HS Increase Retirement Contributions	8,795.89	935.61	9.99	9,721.51
01 1100 237 002	Increase Retirement Contributions	1,575.11	173.80	1.69	1,747.22
01 1100 237 003	ELEM Increase Retirement Contributions	7,810.47	866.53	5.45	8,671.55
01 1100 281 001	HS Teacher CASH-IN-LIEU MED Ins	6,750.00	750.00	0.00	7,500.00
01 1100 281 002	MS Teacher CIL	750.00	250.00	0.00	1,000.00
01 1100 281 003	Elem Teacher CASH-IN-LIEU MED INSURANCE	4,500.00	500.00	0.00	5,000.00
01 1100 320 001	HS Services/Assessments	10,123.50	275.00	0.00	10,398.50
01 1100 320 003	ELEM PROFESSIONAL EDUCATIONAL SERVICES	1,525.00	0.00	0.00	1,525.00
01 1100 330 001	HS Professional Development	(3,408.00)	432.50	0.00	(2,975.50)
01 1100 330 002	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00
01 1100 330 003	Elem Professional Development	1,774.82	0.00	0.00	1,774.82
01 1100 333 001	HS Mileage	502.43	456.76	0.00	959.19
01 1100 333 003	Elem Mileage	434.70	0.00	0.00	434.70
01 1100 440 001	HS Copier Lease	15,081.71	1,689.14	0.00	16,770.85
01 1100 440 003	Elem Copier Lease	14,450.00	1,639.14	0.00	16,089.14
01 1100 520 001	STUDENT INSURANCE	0.00	0.00	0.00	0.00
01 1100 580 001	HS Teacher Travel Expenses	305.90	0.00	0.00	305.90
01 1100 580 003	TRAVEL EXPENSES	305.90	0.00	0.00	305.90
01 1100 610 001	HS General Supplies	40,977.73	1,597.48	0.00	42,575.21
01 1100 610 001 2 101	HS ART SUPPLIES	3,513.49	0.00	0.00	3,513.49
01 1100 610 001 2 102	HS INSTRUMENTAL SUPPLIES	15,221.02	241.08	0.00	15,462.10
01 1100 610 001 2 103	HS VOCAL SUPPLIES	1,683.26	0.00	0.00	1,683.26
01 1100 610 002	MS GENERAL SUPPLIES	253.29	0.00	0.00	253.29
01 1100 610 003	Elem General Supplies	19,509.68	290.64	0.00	19,800.32
01 1100 610 003 1 301	ELEM ART SUPPLIES	1,065.10	0.00	0.00	1,065.10
01 1100 610 003 1 302	ELEM MUSIC SUPPLIES	969.40	0.00	0.00	969.40
01 1100 640 001	HS Textbooks	3,742.04	0.00	0.00	3,742.04
01 1100 640 002	BOOKS AND PERIODICALS	658.20	0.00	0.00	658.20
01 1100 640 003	Elem Textbooks	160,282.44	0.00	0.00	160,282.44
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	6,125.30	0.00	0.00	6,125.30
01 1100 643 001	WEB/CLOUD BASED SOFTWARE	2,532.00	0.00	0.00	2,532.00
01 1100 643 003	WEB/CLOUD BASED SOFTWARE	2,887.00	0.00	0.00	2,887.00
01 1100 650 001	HS Technology Supplies	393.67	0.00	0.00	393.67
01 1100 650 002	TECHNOLOGY SUPPLIES	349.44	0.00	0.00	349.44
01 1100 650 003	Elem Technology Supplies	474.07	0.00	0.00	474.07
01 1100 734 001	HS Computer Hardware	1,987.88	0.00	0.00	1,987.88
01 1100 734 003	Elem Computer Hardware	952.05	0.00	0.00	952.05
01 1100 810 001	HS DUES AND FEES	608.00	0.00	0.00	608.00
01 1160 111 001	SALARIES OF TEACHERS/PROFESSIONAL STAFF	13,379.40	1,486.60	0.00	14,866.00
01 1160 111 003	Poverty Grant Teacher/Prof. Salaries	10,173.59	1,111.79	0.00	11,285.38
01 1160 112 001	Para/Nurse Salary	19,459.48	1,450.56	0.00	20,910.04
01 1160 112 003	Poverty Grant Para/Nurse Salary	41,871.44	3,598.75	0.00	45,470.19
01 1160 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	4,402.92	489.83	0.00	4,892.75
01 1160 211 003	Poverty Grant Teacher/Prof Insurance	4,326.52	488.15	0.00	4,814.67
01 1160 221 001	TEACHER/PROFESSIONAL FICA	1,009.11	114.13	2.01	1,121.23
01 1160 221 003	Poverty Grant Teacher/Prof FICA	769.93	85.36	1.25	854.04
01 1160 222 001	Poverty Nurse FICA	1,488.63	110.99	0.00	1,599.62

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1160 222 003	Elem PARA FICA	3,203.17	275.31	0.00	3,478.48
01 1160 231 001	TEACHER RETIREMENT	979.92	108.88	0.00	1,088.80
01 1160 231 003	Poverty Grant Teacher/Prof. Retirement	747.78	81.72	0.00	829.50
01 1160 232 001	Nurse Retirement	1,430.26	106.62	0.00	1,536.88
01 1160 232 003	Poverty Elem PARAEDUCATOR RETIREMENT	2,289.42	187.65	0.00	2,477.07
01 1160 237 001	Increase Retirement Contributions	239.34	21.40	0.00	260.74
01 1160 237 003	Increase Retirement Contributions	301.61	26.74	0.00	328.35
01 1190 110 003	SALARY PARA/DRIVER	0.00	0.00	0.00	0.00
01 1190 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	35,473.61	4,455.04	1,558.98	38,369.67
01 1190 112 003	PARAEDUCATORS SALARY	76,648.47	5,290.09	0.00	81,938.56
01 1190 113 003	ECEP SALARIES OF SUBSTITUTE TEACHERS	716.90	0.00	0.00	716.90
01 1190 130 003	OVERTIME FOR NON-INSTRUCTIONAL	22.12	23.53	0.00	45.65
01 1190 211 003	ECEP TEACHER BCBS, LIFE, VISION, DENTAL INSRU	11,704.08	1,490.02	190.39	13,003.71
01 1190 212 003	PreK Para Insurance	3,916.44	691.33	0.00	4,607.77
01 1190 220 003	ECEP NON-INSTRUCTIONAL FICA	1.71	1.80	0.00	3.51
01 1190 221 003	ECEP TEACHER/PROFESSIONAL FICA	2,839.63	361.47	141.06	3,060.04
01 1190 222 003	ECEP PARA FICA	5,679.88	404.76	0.00	6,084.64
01 1190 223 003	ECEP SUBSTITUTE TEACHER FICA	54.84	0.00	0.00	54.84
01 1190 230 003	ECEP NON-INSTRUCTIONAL RETIREMENT	1.63	1.73	0.00	3.36
01 1190 231 003	ECEP TEACHER RETIREMENT	2,607.30	327.45	114.59	2,820.16
01 1190 232 003	ECEP PARAEDUCATOR RETIREMENT	4,763.34	340.33	0.00	5,103.67
01 1190 233 003	ECEP SUBSTITUTE TEACHER RETIREMENT	52.68	0.00	0.00	52.68
01 1190 237 003	ECEP Increase Retirement Contributions	737.36	66.51	11.38	792.49
01 1190 281 003	ECEP CASH-IN-LIEU MEDICAL INSURANCE	1,750.00	250.00	250.00	1,750.00
01 1190 340 003	ECEP OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 1190 410 003	UTILITIES	0.00	0.00	0.00	0.00
01 1190 610 003	ECEP GENERAL SUPPLIES	27,780.10	19.97	0.00	27,800.07
01 1190 890 003	MISC. EXPENSES	650.00	650.00	0.00	1,300.00
01 1200 110 000	SPED Classified	11,063.94	1,300.28	0.00	12,364.22
01 1200 111 000	Director of SS Salary	60,975.63	6,775.07	0.00	67,750.70
01 1200 111 001	Sped HS Teacher Salary	201,416.25	22,453.08	154.98	223,714.35
01 1200 111 002	MS SPED TEACHER SALARY	17,293.50	1,921.50	0.00	19,215.00
01 1200 111 003	Sped Elem Teacher Salary	110,747.94	12,952.34	642.49	123,057.79
01 1200 112 001	HS SPED PARAEDUCATORS SALARY	29,575.40	1,916.65	0.00	31,492.05
01 1200 112 002	PARAEDUCATORS SALARY	64,002.16	4,457.31	0.00	68,459.47
01 1200 112 003	Sped Elem Para Salary	63,563.71	3,948.19	0.00	67,511.90
01 1200 113 001	Sped HS Substitute Teacher Salary	1,407.00	573.00	0.00	1,980.00
01 1200 113 003	Sped Elem Substitute Teacher Salary	15,521.50	0.00	0.00	15,521.50
01 1200 130 001	Overtime - Sped Para	308.04	0.00	0.00	308.04
01 1200 130 002	Para OT	486.88	31.11	0.00	517.99
01 1200 130 003	Overtime - Sped Para	117.06	0.00	0.00	117.06
01 1200 210 000	SPED Clerical Insurance	45.49	5.32	0.00	50.81
01 1200 210 001	HS SPED CLERICAL INSURANCE	46.71	0.00	0.00	46.71
01 1200 210 003	SPED Elem Clerical Insurance	0.34	0.00	0.00	0.34
01 1200 211 000	Dir. SS BCBS, LIFE, VISION, DENTAL INSRU	5,855.22	650.58	0.00	6,505.80

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1200 211 001	Sped HS Teacher Insurance	80,374.87	8,802.18	63.11	89,113.94
01 1200 211 002	MS SPED TEACHER BCBS, LIFE, VISION, DENTAL INSRU	6,623.78	737.11	0.00	7,360.89
01 1200 211 003	Sped Elem Teacher Insurance	22,462.10	2,836.66	337.16	24,961.60
01 1200 212 001	SPED PARA INSURANCE	778.91	0.00	0.00	778.91
01 1200 212 003	Elem Sped Para INSURNCE	2,378.90	418.84	0.00	2,797.74
01 1200 213 001	SUBSTITUTE MEDICAL INS	59.36	24.97	0.00	84.33
01 1200 213 003	SPED SUB MEDICAL INS	389.66	0.00	0.00	389.66
01 1200 220 000	SPED Clerical FICA	849.29	99.84	0.01	949.12
01 1200 220 001	HS Sped Clerical FICA	21.45	0.00	0.00	21.45
01 1200 220 002	MS SPED NON-INSTRUCTIONAL FICA	37.26	2.38	0.00	39.64
01 1200 220 003	Sped Elem Clerical FICA	8.93	0.00	0.00	8.93
01 1200 221 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	4,678.92	520.11	0.23	5,198.80
01 1200 221 001	Sped HS Teacher FICA	14,989.37	1,724.40	64.76	16,649.01
01 1200 221 002	MS SPED TEACHER/PROFESSIONAL FICA	1,310.71	147.51	1.88	1,456.34
01 1200 221 003	Sped Elem Teacher FICA	8,708.54	1,034.85	66.90	9,676.49
01 1200 222 001	Sped HS Para FICA	2,227.00	146.64	0.00	2,373.64
01 1200 222 002	JH SPED Para FICA	4,896.16	340.98	0.00	5,237.14
01 1200 222 003	Sped Elem Para FICA	4,758.37	302.04	0.00	5,060.41
01 1200 223 001	Sped HS Sub Teacher FICA	104.96	43.82	0.00	148.78
01 1200 223 003	Sped Elem Sub Teacher FICA	1,169.59	0.00	0.00	1,169.59
01 1200 230 000	SPED Clerical Retirement	813.17	95.60	0.00	908.77
01 1200 230 001	Sped HS Clerical Retirement	22.60	0.00	0.00	22.60
01 1200 230 002	JH SPED Para Retirement	35.78	2.29	0.00	38.07
01 1200 230 003	Sped Elem Clerical Retirement	8.60	0.00	0.00	8.60
01 1200 231 000	TEACHER RETIREMENT	4,481.73	497.97	0.00	4,979.70
01 1200 231 001	Sped HS Teacher Retirement	14,804.09	1,650.31	11.39	16,443.01
01 1200 231 002	MS SPED RETIREMENT	1,271.07	141.23	0.00	1,412.30
01 1200 231 003	Sped Elem Teacher Retirement	8,139.98	952.00	47.22	9,044.76
01 1200 232 001	Sped HS Para Retirement	1,904.35	108.03	0.00	2,012.38
01 1200 232 002	JH SPED Para Retirement	4,704.17	327.61	0.00	5,031.78
01 1200 232 003	Sped Para Elem Retirement	3,963.20	246.33	0.00	4,209.53
01 1200 233 001	HS SPED SUB TEACHER RETIREMENT	43.88	42.12	0.00	86.00
01 1200 233 003	ELEM SPED SUB TEACHER RETIREMENT	215.26	0.00	0.00	215.26
01 1200 237 000	Increase Retirement Contributions	525.86	58.94	0.00	584.80
01 1200 237 001	SPED HSIncrease Retirement Contributions	1,666.16	178.82	1.13	1,843.85
01 1200 237 002	JH SPED Para Increase Retirement	597.04	46.80	0.00	643.84
01 1200 237 003	SPED ELIncrease Retirement Contributions	1,224.26	119.03	4.69	1,338.60
01 1200 281 003	ELEM SPED CASH-IN-LIEU MEDICAL INSURANCE	4,500.00	500.00	0.00	5,000.00
01 1200 330 001	Sped HS Professional Development	955.00	0.00	0.00	955.00
01 1200 330 003	Sped Elem Professional Development	180.00	0.00	0.00	180.00
01 1200 591 000	SPED DIRECTOR FOR DIST	0.00	0.00	0.00	0.00
01 1200 591 001	HS SPED DIRECTOR	742.00	126.00	0.00	868.00
01 1200 591 003	ELEM SPED DIRECTOR	742.00	126.00	0.00	868.00
01 1200 610 001	Sped HS Supplies	1,919.78	29.08	0.00	1,948.86
01 1200 610 001 0 104	ASPIRE SUPPLIES	704.04	0.00	0.00	704.04
01 1200 610 002	MS SPED GENERAL SUPPLIES	188.77	0.00	0.00	188.77
01 1200 610 003	Sped Elem Supplies	1,483.50	0.00	0.00	1,483.50
01 1200 640 003	Sped Elem Textbooks	497.63	0.00	0.00	497.63

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1200 650 001	TECHNOLOGY SUPPLIES	461.50	0.00	0.00	461.50
01 1200 733 001	Sped HS Furniture and Equipment	2,313.76	0.00	0.00	2,313.76
01 1200 810 000	DUES AND FEES	0.00	435.00	0.00	435.00
01 1291 111 003	SPED PRESCHOOL TEACHER SALARY	26,901.00	2,989.00	0.00	29,890.00
01 1291 112 003	SPED PreK Para	22,195.08	1,388.33	0.00	23,583.41
01 1291 211 003	SPED Prek BCBS, LIFE, VISION, DENTAL INSRU	12,296.87	1,367.70	0.00	13,664.57
01 1291 221 003	TEACHER/PROFESSIONAL FICA	2,033.67	229.46	3.50	2,259.63
01 1291 222 003	PreK SPED Para FICA	1,697.88	106.22	0.00	1,804.10
01 1291 231 003	Prek SPED Retirement	1,977.21	219.69	0.00	2,196.90
01 1291 232 003	PreK SPED Para Retirement	1,592.52	102.05	0.00	1,694.57
01 1291 237 003	PreK SPED Teacher Increase Retirement Contributions	354.55	31.96	0.00	386.51
01 1291 610 003	SPED PRESCHOOL GENERAL SUPPLIES	12.34	0.00	0.00	12.34
01 1295 151 001	Unified Sports Coach	2,271.09	219.01	0.00	2,490.10
01 1295 211 001	Unified Insurance	870.89	79.10	0.00	949.99
01 1295 221 001	Unified FICA	171.00	16.77	0.17	187.60
01 1295 231 001	Unified Retirement	167.04	16.11	0.00	183.15
01 1295 237 001	Unified Increase Retirement Contributions	16.59	1.60	0.00	18.19
01 1300 111 001	SALARIES OF TEACHERS/PROFESSIONAL STAFF	0.00	561.60	0.00	561.60
01 1300 211 001	Summer School Teacher BCBS, Life, Vision, Dental	0.00	237.32	0.00	237.32
01 1300 221 001	Summer School Teacher FICA	0.00	43.11	0.59	42.52
01 1300 231 001	Summer School Teacher Retire.	0.00	41.26	0.00	41.26
01 1300 237 001	Summer School Increase Retirement Contributions	0.00	4.10	0.00	4.10
01 1300 610 001	GENERAL SUPPLIES	0.00	252.65	21.99	230.66
01 1300 610 003	Summer School Supplies	26.28	735.61	0.00	761.89
01 1300 890 003	MISC. EXPENSES	0.00	75.00	0.00	75.00
01 2120 111 001	Counselor HS Salary	53,517.60	5,946.40	0.00	59,464.00
01 2120 111 003	Counselor Elem Salary	40,024.08	4,447.12	0.00	44,471.20
01 2120 211 001	Counselor HS Insurance	17,611.24	1,959.24	0.00	19,570.48
01 2120 211 003	Counselor Elem Insurance	17,306.29	1,952.64	0.00	19,258.93
01 2120 221 001	Counselor HS FICA	4,036.04	456.49	8.05	4,484.48
01 2120 221 003	Counselor Elem FICA	3,028.50	341.39	4.98	3,364.91
01 2120 231 001	Counselor HS Retirement	3,919.68	435.52	0.00	4,355.20
01 2120 231 003	Counselor Elem Retirement	2,941.74	326.86	0.00	3,268.60
01 2120 237 001	COUNSELOR Inc Retirement Contributions	389.34	43.26	0.00	432.60
01 2120 237 003	COUNSELOR INC RETIREMENT CONT	292.23	32.47	0.00	324.70
01 2120 320 001	Counselor Contracted Service	770.00	0.00	0.00	770.00
01 2120 330 001	Counselor Professional Development	255.00	0.00	0.00	255.00
01 2120 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	405.00	0.00	0.00	405.00
01 2120 333 001	Counselor HS Mileage	0.00	0.00	0.00	0.00
01 2120 580 003	Counselor Travel Expenses	258.00	0.00	0.00	258.00
01 2120 610 001	Counselor HS Supplies	13,872.31	0.00	0.00	13,872.31
01 2120 610 003	Counselor Elem Supplies	3,816.29	0.00	0.00	3,816.29
01 2120 810 001	DUES AND FEES	385.00	0.00	0.00	385.00
01 2120 810 003	ELEM COUNSELOR DUES AND FEES	169.00	0.00	0.00	169.00
01 2120 890 001	Counselor HS Misc. Expenses	419.84	0.00	0.00	419.84
01 2130 330 000	HEALTH SERVICES PROFESSIONAL	0.00	200.00	0.00	200.00

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
	DEVELOPMENT				
01 2130 580 000	NURSE TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 2130 610 000	GENERAL SUPPLIES	968.60	0.00	0.00	968.60
01 2130 610 001	GENERAL SUPPLIES	3,447.84	0.00	0.00	3,447.84
01 2130 610 003	GENERAL SUPPLIES	2,112.75	0.00	0.00	2,112.75
01 2130 810 000	NURSE DUES AND FEES	0.00	250.00	0.00	250.00
01 2131 112 003	Sped Nursing Services	8,487.31	738.31	0.00	9,225.62
01 2131 222 003	PARA FICA	649.30	56.46	0.00	705.76
01 2131 232 003	SPED Nursing Retirement	286.05	21.32	0.00	307.37
01 2131 237 003	SPED Nurse Increase Retirement Contributions	28.43	2.12	0.00	30.55
01 2131 320 002	MS SPED CONTRACED NURSING SERVICES	64,492.04	7,855.32	0.00	72,347.36
01 2141 111 003	SPED ELEM PSYCHOLOGY SALARY	62,593.47	6,954.83	0.00	69,548.30
01 2141 211 003	SPED ELEM PSYCH INSURANCE	22,089.73	2,459.01	0.00	24,548.74
01 2141 221 003	SPED ELEM PSYCH FICA	4,470.82	533.90	37.22	4,967.50
01 2141 231 003	SPED ELEM PSYCHOLOGY RETIREMENT	4,600.62	511.18	0.00	5,111.80
01 2141 237 003	SPED PSYCH INC RETIREMENT CONTRIBUTIONS	456.92	50.77	0.00	507.69
01 2141 330 003	SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	659.00	0.00	0.00	659.00
01 2141 580 003	SPED PSYCHOLOGY TRAVEL EXPENSES	379.13	0.00	0.00	379.13
01 2141 591 003	ESU PSYCHOLOGY SERVICES	4,374.25	0.00	900.00	3,474.25
01 2141 610 003	SPED PSYCHOLOGY SUPPLIES	3,497.55	0.00	0.00	3,497.55
01 2141 810 003	SPED PSYCHOLOGY DUES AND FEES	430.00	0.00	0.00	430.00
01 2151 111 001	Sped Speech HS Salary	22,513.59	2,501.51	0.00	25,015.10
01 2151 111 003	Sped Speech Elem Salary	69,936.30	7,770.70	0.00	77,707.00
01 2151 211 001	Sped Speech HS Insurance	101.57	11.29	0.00	112.86
01 2151 211 003	Sped Speech ELEM Insurance	338.74	37.65	0.00	376.39
01 2151 221 001	Speech HS FICA	1,728.38	192.04	0.00	1,920.42
01 2151 221 003	Sped Speech Elem FICA	5,766.04	640.66	0.00	6,406.70
01 2151 231 001	Sped Speech HS Retirement	1,654.74	183.86	0.00	1,838.60
01 2151 231 003	Sped Speech Elem Retirement	5,140.42	571.16	0.00	5,711.58
01 2151 237 001	Sped Speech HS Salary	164.36	18.26	0.00	182.62
01 2151 237 003	Sped Speech Elem Inc Retirement Contr	510.57	56.73	0.00	567.30
01 2151 281 001	Sped Speech HS CASH-IN-LIEU MEDICAL INS.	0.00	0.00	0.00	0.00
01 2151 281 003	Sped Speech ElemCASH-IN-LIEU MEDICAL INS	5,175.00	575.00	0.00	5,750.00
01 2151 330 003	Sped Speech Elem Professional Developmen	1,155.00	0.00	0.00	1,155.00
01 2151 333 003	Sped Speech Elem MILEAGE PAID TO STAFF	361.13	245.06	0.00	606.19
01 2151 591 001	HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	4,760.62	760.10	0.00	5,520.72
01 2151 591 003	ELEM AUDIOLOGY SERVICES ESU/DISTRICT	4,760.62	760.10	0.00	5,520.72
01 2151 610 003	Sped Speech Elem Supplies	1,175.64	0.00	0.00	1,175.64
01 2152 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	6,052.77	672.53	0.00	6,725.30
01 2152 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	27.43	3.05	0.00	30.48
01 2152 221 003	TEACHER/PROFESSIONAL FICA	464.67	51.63	0.00	516.30
01 2152 231 003	TEACHER RETIREMENT	444.87	49.43	0.00	494.30
01 2152 237 003	Increase Retirement Contributions	44.19	4.91	0.00	49.10

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2153 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	6,052.77	672.53	0.00	6,725.30
01 2153 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	27.43	3.05	0.00	30.48
01 2153 221 000	TEACHER/PROFESSIONAL FICA	464.67	51.63	0.00	516.30
01 2153 231 000	TEACHER RETIREMENT	444.87	49.43	0.00	494.30
01 2153 237 000	Increase Retirement Contributions	44.19	4.91	0.00	49.10
01 2161 111 001	Sped Occupational Therapy HS Salary	6,558.77	728.75	0.00	7,287.52
01 2161 111 002	OT Services - Middle School	0.00	0.00	0.00	0.00
01 2161 111 003	Sped Occupational Therapy Elem Salary	16,396.81	1,821.87	0.00	18,218.68
01 2161 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	3,306.17	367.35	0.00	3,673.52
01 2161 211 002	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	0.00	0.00	0.00	0.00
01 2161 211 003	Sped Occupational Therapy Elem Insurance	8,265.04	918.34	0.00	9,183.38
01 2161 221 001	Sped HS TEACHER/PROFESSIONAL FICA	496.53	55.95	0.78	551.70
01 2161 221 002	OT Services Middle School - FICA	0.00	0.00	0.00	0.00
01 2161 221 003	Sped Occupational Therapy Elem FICA	1,241.06	139.86	1.96	1,378.96
01 2161 231 001	Sped Occupational Therapy HS Retirement	482.04	53.56	0.00	535.60
01 2161 231 002	TEACHER RETIREMENT	0.00	0.00	0.00	0.00
01 2161 231 003	Sped Occupational Therapy ElemRetirement	1,205.19	133.91	0.00	1,339.10
01 2161 237 001	Increase Retirement Contributions	47.88	5.32	0.00	53.20
01 2161 237 002	Increase Retirement Contributions	0.00	0.00	0.00	0.00
01 2161 237 003	Sped OT Inc. Retirement Contributions	119.70	13.30	0.00	133.00
01 2161 330 003	Sped Occupational Therapy Prof. Developm	419.00	0.00	0.00	419.00
01 2161 610 003	Sped Occupational Therapy Elem Supplies	1,851.06	0.00	0.00	1,851.06
01 2162 111 003	PreK OT Services	9,838.17	1,093.13	0.00	10,931.30
01 2162 211 003	OT Services PreK Insurance	4,959.18	551.02	0.00	5,510.20
01 2162 221 003	OT Services PreK - FICA	744.52	83.92	1.20	827.24
01 2162 231 003	OT Services PreK Retirement	723.15	80.35	0.00	803.50
01 2162 237 003	OT Services PreK Increase Retirement Contributions	71.82	7.98	0.00	79.80
01 2171 111 001	HS Physical Therapy	3,676.50	408.50	0.00	4,085.00
01 2171 111 003	Elem PT	14,706.00	1,634.00	0.00	16,340.00
01 2171 211 001	HS PT Insurance	17.01	1.89	0.00	18.90
01 2171 211 003	Elem PT Insurance	75.24	8.36	0.00	83.60
01 2171 221 001	PT FICA	282.24	31.36	0.00	313.60
01 2171 221 003	Elem PT FICA	1,249.92	138.88	0.00	1,388.80
01 2171 231 001	HS PT Retirement	271.26	30.14	0.00	301.40
01 2171 231 003	Elem PT Retirement	1,084.95	120.55	0.00	1,205.50
01 2171 237 001	HS PT Increase Retiremen	26.91	2.99	0.00	29.90
01 2171 237 003	Elem PT Increase Retirement	107.85	11.98	0.00	119.83
01 2171 281 001	CASH-IN-LIEU MEDICAL INSURANCE	0.00	0.00	0.00	0.00
01 2171 281 003	CASH-IN-LIEU MEDICAL INSURANCE	1,575.00	175.00	0.00	1,750.00
01 2171 333 003	MILEAGE PAID TO STAFF	0.00	77.21	0.00	77.21
01 2171 610 003	GENERAL SUPPLIES	1,205.82	0.00	0.00	1,205.82
01 2171 810 000	DUES AND FEES	445.00	0.00	0.00	445.00
01 2172 111 003	PT Ages 3-5	7,353.00	817.00	0.00	8,170.00
01 2172 211 003	PreK PT Insurance	34.02	3.78	0.00	37.80
01 2172 221 003	PreK PT FICA	564.48	62.72	0.00	627.20
01 2172 231 003	PreK PT Retirement	542.34	60.26	0.00	602.60

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2172 237 003	PreK PT Increase Retirement	53.82	5.98	0.00	59.80
01 2172 281 003	CASH-IN-LIEU MEDICAL INSURANCE	0.00	0.00	0.00	0.00
01 2173 111 000	Birth-2 Physical Therapy	0.00	0.00	0.00	0.00
01 2173 211 000	Birth-2 PT Insurance	0.00	0.00	0.00	0.00
01 2173 221 000	Birth-2 PT FICA	0.00	0.00	0.00	0.00
01 2173 231 000	Birth-3 PT Retirement	0.00	0.00	0.00	0.00
01 2173 237 000	Birth-3 PT Increase Retirement	0.00	0.00	0.00	0.00
01 2173 281 000	CASH-IN-LIEU MEDICAL INSURANCE	0.00	0.00	0.00	0.00
01 2211 320 000	Strategic Planning	6,000.00	0.00	0.00	6,000.00
01 2211 610 000	GENERAL SUPPLIES	673.27	0.00	0.00	673.27
01 2220 111 003	Elem Library Salary	51,239.97	5,693.33	0.00	56,933.30
01 2220 112 001	HS Library Para Salary	11,820.00	190.00	0.00	12,010.00
01 2220 211 003	Elem Library BCBS, Vision, Life, Dental	16,582.44	2,361.66	0.00	18,944.10
01 2220 221 003	Elem Library FICA	3,693.06	437.06	31.92	4,098.20
01 2220 231 003	Elem Library Retirement	3,538.44	393.54	0.00	3,931.98
01 2220 237 003	Elem Lib Inc Retirement Contributions	351.43	39.09	0.00	390.52
01 2220 281 003	Elem Library Teacher CASH-IN-LIEU Med In	500.00	0.00	0.00	500.00
01 2220 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	60.00	0.00	0.00	60.00
01 2220 610 001	HS Library Supplies	99.98	0.00	0.00	99.98
01 2220 610 003	Elem Library Supplies	4,611.20	0.00	0.00	4,611.20
01 2220 640 001	HS Library Books/Periodicals	80.00	0.00	0.00	80.00
01 2220 643 001	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 2220 643 003	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 2224 530 000	Internet Service	8,258.85	0.00	0.00	8,258.85
01 2230 111 000	Tech Coord.	62,768.97	6,974.33	0.00	69,743.30
01 2230 211 000	Tech Coord. BCBS, LIFE, VISION, DENTAL INSRU	13,174.72	1,464.67	0.00	14,639.39
01 2230 221 000	Tech Coord. FICA	4,728.20	535.41	10.06	5,253.55
01 2230 231 000	Tech Coord. RETIREMENT	4,613.50	512.61	0.00	5,126.11
01 2230 237 000	Tech Coord. Increase Retirement Contributions	458.20	50.91	0.00	509.11
01 2230 330 000	TECH PROFESSIONAL DEVELOPMENT	330.00	0.00	0.00	330.00
01 2230 333 001	MILEAGE PAID TO STAFF	516.60	274.05	0.00	790.65
01 2230 352 001	Network Wiring	1,323.00	0.00	0.00	1,323.00
01 2230 352 003	Network Wiring	1,323.00	0.00	0.00	1,323.00
01 2230 382 001	HS Distant Learning Connection	3,436.64	429.58	0.00	3,866.22
01 2230 382 003	Elem Distant Learning Connection	3,436.64	429.58	0.00	3,866.22
01 2230 591 000	PURCHASED SERVICE FROM ESU/DISTRICT	26,114.83	0.00	0.00	26,114.83
01 2230 610 001	GENERAL SUPPLIES	353.70	152.80	0.00	506.50
01 2310 330 000	BOARD PROFESSIONAL DEVELOPMENT	904.00	0.00	0.00	904.00
01 2310 520 000	BOE Insurance	27,877.34	0.00	0.00	27,877.34
01 2310 540 000	BOE Advertising	2,438.62	523.17	0.00	2,961.79
01 2310 610 000	GENERAL SUPPLIES	901.49	42.18	0.00	943.67
01 2310 810 000	BOE Dues and Fees	6,369.72	0.00	0.00	6,369.72
01 2320 105 000	Superintendent Salary	119,999.97	13,333.37	0.00	133,333.34
01 2320 215 000	Superintendent BCBS, Vision, Life, Denta	22,460.85	2,495.65	0.00	24,956.50
01 2320 225 000	Superintendent FICA	9,193.68	1,023.58	2.06	10,215.20
01 2320 235 000	Superintendent Retirement	8,820.00	980.00	0.00	9,800.00
01 2320 237 000	Superintendent Inc Retire Contributions	875.97	97.33	0.00	973.30
01 2320 330 000	Superintendent Professional Development	1,553.75	95.00	0.00	1,648.75

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2320 580 000	Superintendent Travel	67.94	0.00	0.00	67.94
01 2320 590 000	INTERAGNECY PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 2320 610 000	SUPERINTENDENT OFFICE SUPPLIES	584.55	39.99	0.00	624.54
01 2320 810 000	Superintendent Dues and Fees	834.60	0.00	0.00	834.60
01 2320 890 000	Superintendent Misc. Expenses	4,939.99	0.00	0.00	4,939.99
01 2330 317 000	District Legal Services	12,139.60	0.00	0.00	12,139.60
01 2410 110 001	HS Principal Secretary Salary	58,365.85	6,393.73	0.00	64,759.58
01 2410 110 003	Elem Principal Secretary Salary	28,867.36	3,416.68	0.00	32,284.04
01 2410 111 001	HS Principal Salary	83,999.97	9,333.33	0.00	93,333.30
01 2410 111 003	Elem Principal Salary	74,999.97	8,333.33	0.00	83,333.30
01 2410 130 001	Overtime for HS Secretary	1,100.47	179.21	0.00	1,279.68
01 2410 130 003	Overtime for Elem Secretary	567.18	0.00	0.00	567.18
01 2410 210 001	HS Secretary Principal Insurance	8,221.41	1,160.91	0.00	9,382.32
01 2410 211 001	HS Principal Insurance	22,577.49	2,508.61	0.00	25,086.10
01 2410 211 003	Elem Principal Insurance	356.67	39.63	0.00	396.30
01 2410 220 001	HS Secretary Principal FICA	4,222.73	502.84	16.54	4,709.03
01 2410 220 003	Elem Secretary Principal FICA	2,251.71	261.36	0.00	2,513.07
01 2410 221 001	HS Principal FICA	6,137.46	716.52	34.58	6,819.40
01 2410 221 003	Elem Principal FICA	5,930.37	658.93	0.00	6,589.30
01 2410 230 001	HS Secretary Principal Retirement	4,370.77	483.11	0.00	4,853.88
01 2410 230 003	Elem Secretary Principal Retirement	2,163.45	251.12	0.00	2,414.57
01 2410 231 001	HS Principal Retirement	5,929.20	658.80	0.00	6,588.00
01 2410 231 003	Elem Principal Retirement	5,512.50	612.50	0.00	6,125.00
01 2410 237 001	HS Principal Inc Retirement Contribution	1,022.98	113.42	0.00	1,136.40
01 2410 237 003	Elem Principal Inc Retire Contributions	762.36	85.78	0.00	848.14
01 2410 281 003	Elem Principal CASH-IN-LIEU Med Ins	2,250.00	250.00	0.00	2,500.00
01 2410 330 001	HS Principal Professional Development	3,193.00	235.00	0.00	3,428.00
01 2410 330 003	Elem Principal Professional Development	5,496.00	2,708.00	0.00	8,204.00
01 2410 440 003	LEASE OF MAILING MACHINE	180.39	0.00	0.00	180.39
01 2410 580 001	HS Principal Travel Expenses	2,025.08	0.00	0.00	2,025.08
01 2410 580 003	Elem Principal Travel Expenses	1,938.59	0.00	0.00	1,938.59
01 2410 610 001	HS Principal Supplies	2,401.52	27.68	0.00	2,429.20
01 2410 610 003	Elem Principal Supplies	510.98	0.00	0.00	510.98
01 2410 810 001	HS Principal Dues and Fees	385.00	0.00	0.00	385.00
01 2410 810 003	Elem Principal Dues and Fees	435.00	259.00	0.00	694.00
01 2510 110 000	BUSINESS MANAGER/HR/PAYROLL SALARY	70,679.84	7,368.37	0.00	78,048.21
01 2510 130 000	Overtime for Business Manager	2,792.19	166.30	0.00	2,958.49
01 2510 210 000	Superintendent Secretary Insurance	341.52	35.94	0.00	377.46
01 2510 220 000	Superintendent Secretary FICA	5,636.06	578.41	0.00	6,214.47
01 2510 230 000	Superintendent Secretary Retirement	5,405.63	553.76	0.00	5,959.39
01 2510 237 000	Super Secretary Inc Retire Contributions	536.93	55.01	0.00	591.94
01 2510 310 000	Employee Assistant Program	4,377.00	0.00	0.00	4,377.00
01 2510 315 000	Accounting and Auditing Services	7,840.00	0.00	0.00	7,840.00
01 2510 330 000	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	1,215.00	0.00	0.00	1,215.00
01 2510 382 001	HS Telephone	2,452.81	71.24	0.00	2,524.05
01 2510 382 003	Elem Telephone	628.26	71.25	0.00	699.51
01 2510 440 000	Superintendent Copier/Mail Lease	758.67	0.00	0.00	758.67
01 2510 531 001	HS Postage	2,509.85	0.00	0.00	2,509.85
01 2510 531 003	Elem Postage	1,014.85	0.00	0.00	1,014.85
01 2510 580 000	TRAVEL EXPENSES	337.98	0.00	0.00	337.98

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2510 610 000	CENTRAL OFFICE SUPPLIES	1,183.90	0.00	0.00	1,183.90
01 2510 643 000	WEB/CLOUD BASED SOFTWARE	77.00	2,581.50	0.00	2,658.50
01 2510 810 000	DUES AND FEES	1,135.00	0.00	0.00	1,135.00
01 2510 890 000	Superintendent Secretary Misc. Expenses	3,080.45	132.50	0.00	3,212.95
01 2560 530 000	COMMUNICATIONS	0.00	0.00	0.00	0.00
01 2610 110 001	HS Custodian Salary	52,394.65	5,671.86	0.00	58,066.51
01 2610 110 003	Elem Custodian Salary	40,437.19	4,179.55	0.00	44,616.74
01 2610 116 000	Maintenance Director	61,619.99	6,846.66	0.00	68,466.65
01 2610 130 001	OVERTIME for Custodial	22.32	0.00	0.00	22.32
01 2610 130 003	OVERTIME for Custodial	77.89	10.48	0.00	88.37
01 2610 210 000	NON - INSTRUCTIONAL INSURANCE	9.45	1.05	0.00	10.50
01 2610 210 001	HS Custodian Insurance	188.90	22.81	0.00	211.71
01 2610 210 003	Elem Custodian Insurance	51.12	5.68	0.00	56.80
01 2610 216 000	Professional Staff	257.49	28.61	0.00	286.10
01 2610 220 000	Maint. Director FICA	172.71	19.19	0.00	191.90
01 2610 220 001	HS Custodian FICA	4,022.70	435.40	0.00	4,458.10
01 2610 220 003	Elem Custodian FICA	3,099.41	320.54	0.00	3,419.95
01 2610 226 000	Professional Staff	4,730.49	525.61	0.00	5,256.10
01 2610 230 001	HS Custodian Retirement	3,864.94	418.34	0.00	4,283.28
01 2610 230 003	Elem Custodian Retirement	2,977.86	307.97	0.00	3,285.83
01 2610 236 000	Professional Staff	4,529.07	503.23	0.00	5,032.30
01 2610 237 000	Increase Retirement Contributions	449.82	49.98	0.00	499.80
01 2610 237 001	HS Custodian In Retire Contributions	383.85	41.55	0.00	425.40
01 2610 237 003	Elem Custodian Inc Retirement Contributi	295.76	30.59	0.00	326.35
01 2610 280 000	CASH-IN-LIEU Maint.	2,250.00	250.00	0.00	2,500.00
01 2610 290 003	Elem Custodian LTD	136.95	14.71	0.00	151.66
01 2610 410 001	HS Water & Sewer	18,139.38	349.91	0.00	18,489.29
01 2610 410 003	Elem Water & Sewer	8,797.49	2,496.90	0.00	11,294.39
01 2610 431 001	HS Upkeep of Building	11,890.66	0.00	0.00	11,890.66
01 2610 431 003	Elem Upkeep of Building	10,261.42	420.00	0.00	10,681.42
01 2610 520 001	HS Building Insurance	60,400.93	0.00	0.00	60,400.93
01 2610 520 003	Elem Building Insurance	60,400.93	0.00	0.00	60,400.93
01 2610 610 001	HS Custodian Supplies	39,757.98	1,476.75	0.00	41,234.73
01 2610 610 003	Elem Custodian Supplies	17,930.35	124.74	305.30	17,749.79
01 2610 621 001	HS Utilities	148,154.19	16,135.07	0.00	164,289.26
01 2610 621 003	Elem Utilities	91,641.10	9,881.22	0.00	101,522.32
01 2620 340 001	HS MAINTENANCE PROFESSIONAL SERVICE	305.00	240.00	0.00	545.00
01 2620 420 001	HS Cleaning Service	99,392.50	8,530.00	0.00	107,922.50
01 2620 420 003	Elem Cleaning Service	82,459.50	6,806.00	0.00	89,265.50
01 2620 431 001	HS Repairs & Maintenance	24,086.33	4,002.98	0.00	28,089.31
01 2620 431 003	Elem Repairs & Maintenance	13,917.40	1,441.66	0.00	15,359.06
01 2620 440 001	HS Rentals of land, building, equip	150.00	0.00	0.00	150.00
01 2620 733 003	Elem Building Furniture and Equipment	9,364.85	0.00	0.00	9,364.85
01 2630 431 001	CARE & UPKEEP OF FB FIELD	25,756.31	1,931.79	0.00	27,688.10
01 2650 431 000	Vehicle Repairs & Maintenance	616.17	1,622.25	0.00	2,238.42
01 2650 520 000	Vehicle Insurance	10,000.00	0.00	0.00	10,000.00
01 2650 610 000	Vehicle Supplies	1,249.97	107.24	0.00	1,357.21
01 2650 626 000	Vehicle Gasoline	174.13	0.00	0.00	174.13
01 2660 340 000	Security Service	550.00	0.00	0.00	550.00
01 2660 610 000	Security Supplies	2,920.29	0.00	0.00	2,920.29
01 2710 110 000	Bus Driver Regular Ed Salary	165,553.16	16,213.60	0.00	181,766.76
01 2710 210 000	Bus Driver Regular Ed Insurance	990.11	35.36	0.00	1,025.47

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2710 220 000	Bus Driver Regular Ed FICA	12,686.13	1,240.82	0.06	13,926.89
01 2710 230 000	Bus Driver Regular Ed Retirement	6,233.05	603.84	0.00	6,836.89
01 2710 237 000	Bus Increase Retire Contributions	618.90	59.99	0.00	678.89
01 2710 290 000	Bus Driver Regular Ed LTD	720.00	80.00	0.00	800.00
01 2710 330 000	BUS PROFESSIONAL DEVEOPMENT	1,200.00	270.00	0.00	1,470.00
01 2710 520 000	Bus Insurance	27,169.80	0.00	0.00	27,169.80
01 2710 610 000	BUS SUPPLIES	1,272.57	0.00	0.00	1,272.57
01 2710 626 000	Bus Gas and Oil	55,487.87	0.00	0.00	55,487.87
01 2710 810 000	DUES AND FEES	125.00	0.00	0.00	125.00
01 2710 890 000	Bus Misc. Expenses	4,042.25	420.00	0.00	4,462.25
01 2712 110 000	Bus Driver Sped Salary	25,281.29	2,345.51	0.00	27,626.80
01 2712 112 000	PARAEDUCATORS SALARY	1,885.74	113.36	0.00	1,999.10
01 2712 210 000	Bus Driver Sped Insurance	3.95	42.30	0.00	46.25
01 2712 212 000	Bus Driver Sped Salary	5.05	0.57	0.00	5.62
01 2712 220 000	Bus Driver Sped FICA	1,934.21	179.49	0.06	2,113.64
01 2712 222 000	PARA FICA	144.24	8.66	0.00	152.90
01 2712 230 000	Bus Driver Sped Retirement	1,811.00	167.40	0.00	1,978.40
01 2712 232 000	PARAEDUCATOR RETIREMENT	138.57	8.33	0.00	146.90
01 2712 237 000	SPED Bus Inc Retire Contributions	193.77	17.44	0.01	211.20
01 2712 610 000	GENERAL SUPPLIES	700.00	0.00	0.00	700.00
01 2713 110 003	PreK Bus Driver	6,897.10	0.00	0.00	6,897.10
01 2713 112 003	PreK Bus Rider Para Salary	8,673.91	1,048.26	0.00	9,722.17
01 2713 210 003	PreK Driver Insurance	15.72	0.00	0.00	15.72
01 2713 220 003	PreK Driver FICA	528.54	0.00	0.00	528.54
01 2713 222 003	PreK Bus Rider Para FICA	663.60	80.19	0.00	743.79
01 2713 230 003	PreK Driver Retirement	501.73	0.00	0.00	501.73
01 2713 237 003	PreK Driver Increase Retirement Contributions	49.84	0.00	0.00	49.84
01 2720 111 000	Transportation Monitoring Services	2,754.00	306.00	0.00	3,060.00
01 2720 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	952.02	105.78	0.00	1,057.80
01 2720 221 000	TEACHER/PROFESSIONAL FICA	209.43	23.50	0.23	232.70
01 2720 231 000	TEACHER RETIREMENT	202.41	22.49	0.00	224.90
01 2720 237 000	Increase Retirement Contributions	20.07	2.23	0.00	22.30
01 2730 431 000	BUS & VEHICLE SERVICING & MAINTENANCE	93,869.80	6,773.49	0.00	100,643.29
01 2900 610 001	HS Field Trips	953.00	0.00	0.00	953.00
01 2900 610 001 0 001	Athletics	6,336.70	0.00	0.00	6,336.70
01 2900 610 001 2	Commencement	311.95	0.00	0.00	311.95
01 2900 890 001	EDUCATION QUEST	216.09	0.00	0.00	216.09
01 3100 110 000	Food Service Salary	182.76	16,589.11	16,771.87	0.00
01 3100 130 000	OVERTIME for Food Services	0.00	140.88	140.88	0.00
01 3100 210 000	NON - INSTRUCTIONAL INSURANCE	0.00	716.30	716.30	0.00
01 3100 220 000	Food Service FICA	13.98	1,279.85	1,293.83	0.00
01 3100 230 000	Food Service Retirement	0.00	1,132.48	1,132.48	0.00
01 3100 237 000	Food Service Inc Retire Contributions	0.00	112.48	112.48	0.00
01 3300 110 003	Rec Program Salary	39,698.99	3,214.30	58.10	42,855.19
01 3300 130 003	Rec Program OT	11.26	0.00	0.00	11.26
01 3300 220 003	Rec Program FICA	1,573.60	137.54	0.00	1,711.14
01 3300 230 003	Rec Program Retirement	1,511.95	132.16	0.00	1,644.11
01 3300 237 003	REC Inc Retirement Contributions	150.18	13.12	0.00	163.30
01 3300 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	80.53	0.00	0.00	80.53
01 3300 610 003	Rec Program Supplies	5,443.88	190.87	0.00	5,634.75
01 3300 890 003	Rec Program Misc. Expenses	49.14	3,997.05	0.00	4,046.19

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 3535 110 003	HAL Para/Transportation	388.89	0.00	0.00	388.89
01 3535 111 003	HAL TEACHER SALARY	308.00	561.60	0.00	869.60
01 3535 113 003	HAL Sub	336.00	0.00	0.00	336.00
01 3535 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	81.88	225.97	0.00	307.85
01 3535 220 003	HAL Para/Transportation	29.75	0.00	0.00	29.75
01 3535 221 003	TEACHER/PROFESSIONAL FICA	23.44	43.11	0.29	66.26
01 3535 223 003	SUBSTITUTE TEACHER FICA	25.70	0.00	0.00	25.70
01 3535 230 003	HAL Transportation Retirement	8.88	0.00	0.00	8.88
01 3535 231 003	TEACHER/PROFESSIONAL RETIREMENT	22.64	41.28	0.00	63.92
01 3535 233 003	HAL Sub Retirement	24.70	0.00	0.00	24.70
01 3535 237 003	HAL Sub Increase Retirement Contributions	5.58	4.10	0.00	9.68
01 3535 610 000	HAL Supplies	3,107.25	240.44	0.00	3,347.69
01 3540 110 003	Preschool Para/Bus Driver/Custodian Sala	0.00	0.00	0.00	0.00
01 3540 111 003	Preschool Teacher/Principal Salary	30,359.70	4,270.00	0.00	34,629.70
01 3540 211 003	Preschool Teacher/Principal Insurance	179.58	26.30	0.00	205.88
01 3540 220 003	Preschool Para/Bus Driver/Custodian FICA	0.00	0.00	0.00	0.00
01 3540 221 003	Preschool Teacher/Principal FICA	2,366.63	346.89	0.25	2,713.27
01 3540 230 003	Preschool Para/BD/custodian RETIREMENT	0.00	0.00	0.00	0.00
01 3540 231 003	Preschool Teacher/Principal Retirement	2,231.47	313.85	0.00	2,545.32
01 3540 237 003	Preschool Inc Retire Contributions	221.59	31.17	0.00	252.76
01 3540 281 003	Preschool Teacher CASH-IN-LIEU MED. INS	500.00	250.00	0.00	750.00
01 3551 330 001	CTE PROFESSIONAL DEVELOPMENT	90.00	0.00	0.00	90.00
01 3551 610 001	CAREER EDUCATION SUPPLIES	6,758.37	0.00	0.00	6,758.37
01 6200 111 003	Title 1 Teacher Salary	31,768.74	3,529.86	0.00	35,298.60
01 6200 211 003	Title 1 Teacher Insurance	6,074.65	683.27	0.00	6,757.92
01 6200 221 003	Title 1 Teacher FICA	2,438.83	270.98	0.00	2,709.81
01 6200 231 003	Title 1 Teacher Retirement	2,335.04	259.45	0.00	2,594.49
01 6200 237 003	Title 1 Inc Retirement Contributions	231.93	25.77	0.00	257.70
01 6200 610 003	Title 1 Supplies	1,404.89	0.00	0.00	1,404.89
01 6310 111 000	SALARIES NCLB TITLE II A	8,700.00	0.00	0.00	8,700.00
01 6310 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	2,654.38	0.00	0.00	2,654.38
01 6310 221 000	TEACHER/PROFESSIONAL FICA NCLB TITLE IIA	661.97	0.00	0.00	661.97
01 6310 231 000	RETIREMENT NCLB TITLE II A	639.43	0.00	0.00	639.43
01 6310 237 000	Increase Retirement Contributions	63.55	0.00	0.00	63.55
01 6406 112 003	PARAEDUCATORS SALARY	4,118.35	278.02	0.00	4,396.37
01 6406 130 003	OVERTIME FOR NON-INSTRUCTIONAL	0.10	0.00	0.00	0.10
01 6406 220 003	IDEA FICA	0.01	0.00	0.00	0.01
01 6406 222 003	PARA FICA	315.12	21.26	0.00	336.38
01 6406 230 003	IDEA Retirement	0.01	0.00	0.00	0.01
01 6406 232 003	PARAEDUCATOR RETIREMENT	302.67	20.43	0.00	323.10
01 6406 237 003	Increase Retirement Contributions	30.12	2.03	0.00	32.15
01 6408 111 000	IDEA BIRTH-4 TEACHER SALARY	71,236.35	7,915.15	0.00	79,151.50
01 6408 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	6,850.79	825.53	101.51	7,574.81
01 6408 112 003	IDEA ENROLLMENT/POVERTY PARA SALARY	4,529.31	407.19	0.00	4,936.50
01 6408 211 000	IDEA BIRTH-4 TEACHER INSURANCE	10,831.21	1,204.39	0.00	12,035.60

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 6408 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	2,911.72	370.47	45.56	3,236.63
01 6408 221 000	IDEA BIRTH-4 TEACHER FICA	5,446.71	607.63	2.44	6,051.90
01 6408 221 003	TEACHER/PROFESSIONAL FICA	521.74	63.44	8.33	576.85
01 6408 222 003	IDEA ENROLLMENT/POVERTY PARA FICA	346.48	31.15	0.00	377.63
01 6408 231 000	IDEA BIRTH-4 TEACHER RETIREMENT	5,238.72	582.08	0.00	5,820.80
01 6408 231 003	TEACHER RETIREMENT	503.57	60.68	7.46	556.79
01 6408 232 003	IDEA ENROLLMENT/POVERTY PARA RETIREMENT	332.89	29.93	0.00	362.82
01 6408 237 000	Increase Retirement Contributions	520.26	57.81	0.00	578.07
01 6408 237 003	Increase Retirement Contributions	83.07	9.00	0.75	91.32
01 6408 281 000	IDEA BIRTH-4 CASH-IN-LIEU MED INS	0.00	0.00	0.00	0.00
01 6408 395 000	ECH ESU/DISTRICT CONTRACTED	528.95	84.45	0.00	613.40
01 6408 395 003	PREK CONTRACTED ESU SERVICES	528.91	84.45	0.00	613.36
01 6412 111 003	IDEA NONPUBLIC SALARIES	1,639.71	182.19	0.00	1,821.90
01 6412 211 003	IDEA NONPUBLIC TEACHER INSURANCE	7.41	0.82	0.00	8.23
01 6412 221 003	IDEA NONPUBLIC TEACHER FICA	125.88	13.99	0.00	139.87
01 6412 231 003	IDEA NONPUBLIC TEACHER RETIREMENT	120.51	13.39	0.00	133.90
01 6412 237 003	Increase Retirement Contributions	11.97	1.33	0.00	13.30
01 6700 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	525.00	0.00	0.00	525.00
01 6700 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	216.54	0.00	0.00	216.54
01 6700 221 000	TEACHER/PROFESSIONAL FICA	39.80	0.00	0.00	39.80
01 6700 231 000	TEACHER RETIREMENT	38.59	0.00	0.00	38.59
01 6700 237 000	Increase Retirement Contributions	3.83	0.00	0.00	3.83
01 6990 610 001	GENERAL SUPPLIES	384.36	0.00	0.00	384.36
01 8000 912 000	FUND TRANSFERS TO LUNCH FUND	71,691.30	741.45	0.00	72,432.75
Total: Expenditure		8,376,014.21	841,435.59	29,707.94	9,187,741.86
Total: 01		29,717,587.52	2,724,919.28	2,585,530.69	30,922,875.39

Fund: 02 Depreciation

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
02 101			CASH	494,762.35	830.25	0.00	495,592.60
	Total:	Current Assets		494,762.35	830.25	0.00	495,592.60
Fund Balance							
02 704			FUND BALANCE	494,762.35	0.00	830.25	495,592.60
	Total:	Fund Balance		494,762.35	0.00	830.25	495,592.60
Revenue							
02 1510			INTEREST ON INVESTMENTS	404.98	0.00	830.25	1,235.23
	Total:	Revenue		404.98	0.00	830.25	1,235.23
Expenditure							
02 2900 732 000			VEHICLES	129,500.00	0.00	0.00	129,500.00
	Total:	Expenditure		129,500.00	0.00	0.00	129,500.00
	Total:	02		1,119,429.68	830.25	1,660.50	1,121,920.43

Fund: 03 Employee Benefit Fund

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
03 101		CASH	45,089.66	2,950.19	914.72	47,125.13
Total:	Current Assets		45,089.66	2,950.19	914.72	47,125.13
Fund Balance						
03 704		FUND BALANCE	35,967.58	273.00	35.22	35,729.80
03 704 3001		M. BATMAN	0.00	416.66	416.66	0.00
03 704 3002		A. CONN	3,749.94	0.00	416.66	4,166.60
03 704 3003		D. DOWDING	1,999.98	0.00	333.33	2,333.31
03 704 3005		K. LINKE	1,364.94	0.00	416.66	1,781.60
03 704 3006		R. PETSKA	400.09	225.06	516.66	691.69
03 704 3007		B. BROWN	1,052.89	0.00	125.00	1,177.89
03 704 3008		A. EASTEP	(168.10)	0.00	120.00	(48.10)
03 704 3009		R. GILL-ROSE	(333.55)	0.00	120.00	(213.55)
03 704 3010		M. KOTIK	(825.83)	0.00	275.00	(550.83)
03 704 3011		B. MCCREIGHT	365.00	0.00	25.00	390.00
03 704 3012		C. PESTER	1,416.61	0.00	0.00	1,416.61
03 704 3013		S. SULLIVAN	(97.70)	0.00	100.00	2.30
03 704 3014		K.VODICKA	197.81	0.00	50.00	247.81
Total:	Fund Balance		45,089.66	914.72	2,950.19	47,125.13
Revenue						
03 1510		INTEREST ON INVESTMENTS	35.26	0.00	35.22	70.48
03 5200 3001		M. BATMAN FUND TRANSFER	3,749.94	0.00	416.66	4,166.60
03 5200 3002		A. CONN FUND TRANSFERS	3,749.94	0.00	416.66	4,166.60
03 5200 3003		D. DOWDING FUND TRANSFER	2,999.97	0.00	333.33	3,333.30
03 5200 3005		K. LINKE FUND TRANSFERS	3,749.94	0.00	416.66	4,166.60
03 5200 3006		R. PETSKA FUND TRANSFERS	4,649.94	0.00	516.66	5,166.60
03 5200 3007		B. BROWN FUND TRANSFERS	1,125.00	0.00	125.00	1,250.00
03 5200 3008		A. EASTEP FUND TRANSFERS	1,342.78	0.00	120.00	1,462.78
03 5200 3009		R. GILL-ROSE FUND TRANSFERS	1,122.47	0.00	120.00	1,242.47
03 5200 3010		M. KOTIK FUND TRANSFERS	2,782.05	0.00	275.00	3,057.05
03 5200 3011		B. MCCREIGHT FUND TRANSFERS	225.00	0.00	25.00	250.00
03 5200 3012		C. PESTER FUND TRANSFERS	416.65	0.00	0.00	416.65
03 5200 3013		S. SULLIVAN FUND TRANSFERS	900.00	0.00	100.00	1,000.00
03 5200 3014		K. VODICKA FUND TRANSFERS	791.20	0.00	50.00	841.20
Total:	Revenue		27,640.14	0.00	2,950.19	30,590.33
Expenditure						
03 2900 291 000 0 601		M. BATMAN FSA/DEPENDENT CARE EXPENSE	3,749.94	416.66	0.00	4,166.60
03 2900 291 000 0 602		A. CONN FSA/DEPENDENT CARE	4,999.92	0.00	0.00	4,999.92
03 2900 291 000 0 603		D. DOWDING FSA/DEPENDENT CARE	2,249.97	0.00	0.00	2,249.97
03 2900 291 000 0 605		K. LINKE FSA/DEPENDENT CARE	2,385.00	0.00	0.00	2,385.00
03 2900 291 000 0 606		R. PETSKA	4,284.36	225.06	0.00	4,509.42
03 2900 291 000 0 607		B. BROWN FSA/DEPENDENT CARE	3,143.91	0.00	0.00	3,143.91
03 2900 291 000 0 608		A. EASTEP FSA/DEPENDENT CARE	1,659.06	0.00	0.00	1,659.06
03 2900 291 000 0 609		R. GILL FSA/DEPENDENT CARE	1,495.55	0.00	0.00	1,495.55
03 2900 291 000 0 610		M. KOTIK FSA/DEPENDENT CARE	3,607.05	0.00	0.00	3,607.05
03 2900 291 000 0 613		S. SULLIVAN FSA/DEPENDENT CARE	1,933.56	0.00	0.00	1,933.56
03 2900 291 000 0 614		K. VODICKA FSA/DEPENDENT CARE	648.39	0.00	0.00	648.39
03 2900 890 000		OTHER MISC EXPENSES	4,985.73	273.00	0.00	5,258.73
Total:	Expenditure		35,142.44	914.72	0.00	36,057.16
Total:	03		152,961.90	4,779.63	6,815.10	160,897.75

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
Current Assets					
05 101	CASH	280,214.82	16,435.43	20,613.14	276,037.11
Total: Current Assets		280,214.82	16,435.43	20,613.14	276,037.11
Fund Balance					
05 704 0001	ATHLETICS	34,558.12	3,088.31	1,709.32	33,179.13
05 704 0002	ANNUAL	10,930.78	0.00	0.00	10,930.78
05 704 0003	BAND	5,289.53	0.00	0.00	5,289.53
05 704 0004	ELEMENTARY UNIT	10,158.47	75.62	0.00	10,082.85
05 704 0005	STUDENT COUNCIL	8,309.33	0.00	0.00	8,309.33
05 704 0006	FFA	31,981.68	226.91	0.00	31,754.77
05 704 0007	HIGH SCHOOL UNIT	939.07	42.52	0.00	896.55
05 704 0008	LIFE SKILLS	1,353.81	0.00	0.00	1,353.81
05 704 0009	FCCLA	(1,729.32)	7,069.26	7,304.73	(1,493.85)
05 704 0010	MISC ACCOUNT	4,103.11	0.00	0.00	4,103.11
05 704 0011	ART CLUB	303.27	0.00	0.00	303.27
05 704 0012	NATIONAL HONOR SOCIETY	1,334.29	0.00	0.00	1,334.29
05 704 0013	SPEECH	317.59	0.00	0.00	317.59
05 704 0014	1ST GRADE	677.58	0.00	0.00	677.58
05 704 0015	BOYS BASKETBALL	1,487.14	650.00	0.00	837.14
05 704 0016	CONCESSIONS	13,334.23	34.72	0.00	13,299.51
05 704 0017	GIRLS BASKETBALL	853.35	1,640.00	840.00	53.35
05 704 0019	INTEREST	1,476.62	0.00	466.60	1,943.22
05 704 0021	HS TRACK	7,181.76	0.00	304.00	7,485.76
05 704 0022	FIELDS SCHOLARSHIP	4,063.80	0.00	0.00	4,063.80
05 704 0023	CROSS COUNTRY	2,099.57	0.00	0.00	2,099.57
05 704 0024	INDUSTRIAL ARTS SHOP	3,222.78	0.00	0.00	3,222.78
05 704 0025	LIBRARY	914.09	0.00	0.00	914.09
05 704 0026	PARTY GROUP	769.76	0.00	0.00	769.76
05 704 0028	MUSICAL/DRAMA	10,844.08	0.00	0.00	10,844.08
05 704 0029	WRESTLING	3,795.78	0.00	0.00	3,795.78
05 704 0030	GENERAL FUND REIMBURSEMENT	0.00	0.00	0.00	0.00
05 704 0031	ELEM STUDENT COUNCIL	1,297.62	0.00	0.00	1,297.62
05 704 0032	WEIGHTS	6,754.97	0.00	0.00	6,754.97
05 704 0033	VOLLEYBALL ACCOUNT	3,359.99	657.53	0.00	2,702.46
05 704 0034	IMPREST FUND	2,000.00	0.00	0.00	2,000.00
05 704 0035	JH TRACK	364.50	0.00	0.00	364.50
05 704 0036	CHEERLEADING	3,572.29	2,200.00	3,536.68	4,908.97
05 704 0037	BENNET BACK-PACK PROGRAM	1,006.62	0.00	0.00	1,006.62
05 704 0039	FAMILY PASSES	10,435.00	0.00	0.00	10,435.00
05 704 0040	STUDENT FEES	9,040.00	0.00	0.00	9,040.00
05 704 0041	QUIZ BOWL	830.08	0.00	0.00	830.08
05 704 0042	JR HIGH BASKETBALL	614.00	0.00	0.00	614.00
05 704 0043	PANTHER STORE	4,727.95	166.21	120.00	4,681.74
05 704 0044	ELEM FUN RUN	20,152.11	0.00	0.00	20,152.11
05 704 0048	CHESS CLUB	127.80	0.00	0.00	127.80
05 704 0049	SHOW CHOIR/CHOIR	523.10	0.00	0.00	523.10
05 704 0050	CHROMEBOOK INSURANCE	13,725.23	0.00	0.00	13,725.23
05 704 0051	GOLF	1,466.91	0.00	83.00	1,549.91
05 704 0052	CIRCLE OF FRIENDS	1,379.13	0.00	0.00	1,379.13
05 704 0053	CLASS OF 2031	681.74	0.00	0.00	681.74
05 704 0054	UNIFIED SPORTS	940.69	0.00	0.00	940.69
05 704 0055	FOOTBALL	11,060.66	4,483.10	0.00	6,577.56
05 704 0056	ASPIRE ACADEMY	5,900.09	278.96	0.00	5,621.13
05 704 0057	CHICK-FIL-A GRANT/PLAYGROUND	1,050.00	0.00	0.00	1,050.00

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
05 704 0058	CLASS OF 2025	0.00	0.00	0.00	0.00
05 704 0059	CLASS OF 2026	648.66	0.00	0.00	648.66
05 704 0060	CLASS OF 2027	4,261.31	0.00	0.00	4,261.31
05 704 0061	CLASS OF 2028	1,253.34	0.00	85.00	1,338.34
05 704 0062	CLASS OF 2029	1,656.33	0.00	0.00	1,656.33
05 704 0063	HOSPITALITY FUND	3,331.61	0.00	1,631.10	4,962.71
05 704 0064	CLASS OF 2030	1,196.76	0.00	0.00	1,196.76
05 704 0065	JR HIGH VOLLEYBALL	198.84	0.00	0.00	198.84
05 704 0066	GIRLS WRESTLING REVENUE	946.50	0.00	0.00	946.50
05 704 0067	BASEBALL	5,282.35	0.00	0.00	5,282.35
05 704 0068	SOFTBALL	1,745.70	0.00	355.00	2,100.70
05 704 0069	PANTHER PRINT	112.67	0.00	0.00	112.67
Total: Fund Balance		280,214.82	20,613.14	16,435.43	276,037.11
Revenue					
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	37,773.14	0.00	0.00	37,773.14
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	3,052.00	0.00	0.00	3,052.00
05 1790 0001	OTHER ACTIVITY REVENUE	8,086.88	0.00	1,709.32	9,796.20
05 1790 0002	ANNUAL REVENUE	1,170.00	0.00	0.00	1,170.00
05 1790 0003	BAND REVENUE	18,008.12	0.00	0.00	18,008.12
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	627.90	0.00	0.00	627.90
05 1790 0005	STUDENT COUNCIL REVENUE	3,649.00	0.00	0.00	3,649.00
05 1790 0006	FFA REVENUE	23,116.09	0.00	0.00	23,116.09
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	20.70	0.00	0.00	20.70
05 1790 0008	LIFE SKILLS REVENUE	1,279.57	0.00	0.00	1,279.57
05 1790 0009	FCCLA REVENUE	9,302.60	0.00	7,304.73	16,607.33
05 1790 0010	MISC ACCOUNT REVENUE	24,824.34	0.00	0.00	24,824.34
05 1790 0011	ART CLUB REVENUE	119.54	0.00	0.00	119.54
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	1,164.40	0.00	0.00	1,164.40
05 1790 0013	SPEECH REVENUE	486.44	0.00	0.00	486.44
05 1790 0015	BOYS BASKETBALL HS REVENUE	2,689.00	0.00	0.00	2,689.00
05 1790 0016	CONCESSIONS REVENUE	49,507.19	0.00	0.00	49,507.19
05 1790 0017	GIRLS BASKETBALL HS REVENUE	720.00	0.00	840.00	1,560.00
05 1790 0019	INTEREST REVENUE	230.94	0.00	466.60	697.54
05 1790 0021	HS TRACK	4,823.00	0.00	304.00	5,127.00
05 1790 0023	CROSS COUNTRY REVENUE	1,802.21	0.00	0.00	1,802.21
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	1,813.45	0.00	0.00	1,813.45
05 1790 0025	LIBRARY REVENUE	26.00	0.00	0.00	26.00
05 1790 0028	MUSICAL/DRAMA REVENUE	2,359.00	0.00	0.00	2,359.00
05 1790 0029	WRESTLING REVENUE	1,506.75	0.00	0.00	1,506.75
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	11,356.59	0.00	0.00	11,356.59
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	537.55	0.00	0.00	537.55
05 1790 0032	WEIGHTS REVENUE	1,225.00	0.00	0.00	1,225.00
05 1790 0033	VOLLEYBALL REVENUE	4,311.00	0.00	0.00	4,311.00
05 1790 0035	JH TRACK REVENUE	1,019.50	0.00	0.00	1,019.50
05 1790 0036	CHEERLEADING REVENUE	7,904.09	0.00	3,536.68	11,440.77
05 1790 0039	FAMILY PASSES REVENUE	10,565.00	0.00	0.00	10,565.00
05 1790 0040	STUDENT FEES REVENUE	9,080.00	0.00	0.00	9,080.00
05 1790 0041	QUIZ BOWL REVENUE	55.00	0.00	0.00	55.00
05 1790 0042	JR HIGH BASKETBALL REVENUE	120.00	0.00	0.00	120.00
05 1790 0043	PANTHER STORE	17,411.04	0.00	120.00	17,531.04
05 1790 0044	ELEM FUN RUN REVENUE	20,213.45	0.00	0.00	20,213.45
05 1790 0049	SHOW CHOIR/CHOIR REVENUE	1,724.05	0.00	0.00	1,724.05

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	555.00	0.00	0.00	555.00
05 1790 0051	GOLF REVENUE	1,962.60	0.00	83.00	2,045.60
05 1790 0053	CLASS OF 2031 REVENUE	306.74	0.00	0.00	306.74
05 1790 0054	UNIFIED SPORTS REVENUE	600.00	0.00	0.00	600.00
05 1790 0055	FOOTBALL	7,189.70	0.00	0.00	7,189.70
05 1790 0056	ASPIRE ACADEMY REVENUE	8,484.18	0.00	0.00	8,484.18
05 1790 0058	CLASS OF 2025	(1,458.78)	0.00	0.00	(1,458.78)
05 1790 0059	CLASS OF 2026	66.01	0.00	0.00	66.01
05 1790 0060	CLASS OF 2027	5,362.36	0.00	0.00	5,362.36
05 1790 0061	CLASS OF 2028	356.76	0.00	85.00	441.76
05 1790 0062	CLASS OF 2029	321.76	0.00	0.00	321.76
05 1790 0063	HOSPITALITY FUND	0.00	0.00	1,631.10	1,631.10
05 1790 0064	CLASS OF 2030	381.76	0.00	0.00	381.76
05 1790 0065	JR HIGH VOLLEYBALL	393.96	0.00	0.00	393.96
05 1790 0066	GIRLS WRESTLING REVENUE	3,343.60	0.00	0.00	3,343.60
05 1790 0067	BASEBALL REVENUE	8,760.08	0.00	0.00	8,760.08
05 1790 0068	SOFTBALL	1,745.70	0.00	355.00	2,100.70
05 1790 0069	PANTHER PRINT	112.67	0.00	0.00	112.67
Total: Revenue		322,164.63	0.00	16,435.43	338,600.06
Expenditure					
05 2900 610 000 0 001	ATHLETIC EXPENSE	91,801.50	3,088.31	0.00	94,889.81
05 2900 610 000 0 003	BAND EXPENSE	15,222.56	0.00	0.00	15,222.56
05 2900 610 000 0 004	ELEMENTARY PRINCIPAL EXPENSE	1,179.61	75.62	0.00	1,255.23
05 2900 610 000 0 005	STUDENT COUNCIL EXPENSE	2,946.39	0.00	0.00	2,946.39
05 2900 610 000 0 006	FFA EXPENSE	17,148.85	226.91	0.00	17,375.76
05 2900 610 000 0 007	HIGH SCHOOL PRINCIPAL EXPENSE	474.44	42.52	0.00	516.96
05 2900 610 000 0 008	LIFE SKILLS EXPENSE	742.31	0.00	0.00	742.31
05 2900 610 000 0 009	FCCLA EXPENSE	13,244.61	7,069.26	0.00	20,313.87
05 2900 610 000 0 010	MISC. ACCOUNT EXPENSE	24,082.16	0.00	0.00	24,082.16
05 2900 610 000 0 011	ART CLUB EXPENSE	464.49	0.00	0.00	464.49
05 2900 610 000 0 012	NATIONAL HONOR SOCIETY EXPENSE	882.62	0.00	0.00	882.62
05 2900 610 000 0 013	SPEECH EXPENSE	412.23	0.00	0.00	412.23
05 2900 610 000 0 015	BOYS BASKETBALL HS EXPENSE	1,838.22	650.00	0.00	2,488.22
05 2900 610 000 0 016	CONCESSION EXPENSE	44,205.50	34.72	0.00	44,240.22
05 2900 610 000 0 017	GIRLS BASKETBALL EXPENSE	1,673.35	1,640.00	0.00	3,313.35
05 2900 610 000 0 021	HS TRACK	4,207.96	0.00	0.00	4,207.96
05 2900 610 000 0 023	CROSS COUNTRY	1,705.76	0.00	0.00	1,705.76
05 2900 610 000 0 024	INDUSTRIAL ARTS SHOP EXPENSE	360.96	0.00	0.00	360.96
05 2900 610 000 0 025	LIBRARY EXPENSE	67.81	0.00	0.00	67.81
05 2900 610 000 0 028	MUSICAL/DRAMA EXPENSE	4,889.94	0.00	0.00	4,889.94
05 2900 610 000 0 029	WRESTLING EXPENSE	524.00	0.00	0.00	524.00
05 2900 610 000 0 030	GENERAL FUND REIMBURSEMENT EXPENSE	1,821.59	0.00	0.00	1,821.59
05 2900 610 000 0 031	ELEM STUDENT COUNCIL EXPENSE	842.56	0.00	0.00	842.56
05 2900 610 000 0 032	WEIGHTS EXPENSE	3,291.79	0.00	0.00	3,291.79
05 2900 610 000 0 033	VOLLEYBALL EXPENSE	3,972.46	657.53	0.00	4,629.99
05 2900 610 000 0 035	JH TRACK EXPENSE	655.00	0.00	0.00	655.00
05 2900 610 000 0 036	CHEERLEADING EXPENSE	10,347.20	2,200.00	0.00	12,547.20
05 2900 610 000 0 037	BENNET BACK-PACK PROGRAM EXPENSE	418.85	0.00	0.00	418.85
05 2900 610 000 0 039	FAMILY PASSES EXPENSE	130.00	0.00	0.00	130.00
05 2900 610 000 0 040	STUDENT FEES EXPENSE	40.00	0.00	0.00	40.00
05 2900 610 000 0 041	QUIZ BOWL EXPENSE	55.00	0.00	0.00	55.00

Fund: 05 Activity Fund

			Beginning Balance	Debits	Credits	Ending Balance
05 2900 610 000 0 042		JR HIGH BASKETBALL EXPENSE	160.00	0.00	0.00	160.00
05 2900 610 000 0 043		PANTHER STORE	17,380.94	166.21	0.00	17,547.15
05 2900 610 000 0 044		ELEM FUN RUN EXPENSE	811.34	0.00	0.00	811.34
05 2900 610 000 0 049		SHOW CHOIR/CHOIR EXPENSE	1,306.38	0.00	0.00	1,306.38
05 2900 610 000 0 050		CHROMEBOOK INSURANCE EXPENSE	7,600.00	0.00	0.00	7,600.00
05 2900 610 000 0 051		GOLF EXPENSE	1,866.85	0.00	0.00	1,866.85
05 2900 610 000 0 054		UNIFIED SPORTS	724.90	0.00	0.00	724.90
05 2900 610 000 0 055		FOOTBALL	5,247.16	4,483.10	0.00	9,730.26
05 2900 610 000 0 056		ASPIRE ACADEMY	8,058.02	278.96	0.00	8,336.98
05 2900 610 000 0 059		CLASS OF 2026	3,022.53	0.00	0.00	3,022.53
05 2900 610 000 0 060		CLASS OF 2027	2,219.38	0.00	0.00	2,219.38
05 2900 610 000 0 063		HOSPITALITY FUND	2,904.96	0.00	0.00	2,904.96
05 2900 610 000 0 065		JR HIGH VOLLEYBALL	4,350.64	0.00	0.00	4,350.64
05 2900 610 000 0 066		GIRLS WRESTLING	3,572.10	0.00	0.00	3,572.10
05 2900 610 000 0 067		BASEBALL	3,477.73	0.00	0.00	3,477.73
Total:	Expenditure		312,352.65	20,613.14	0.00	332,965.79
Total:	05		1,194,946.92	57,661.71	53,484.00	1,223,640.07

Fund: 06 LUNCH FUND

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
06 101			CASH	17,827.57	11,551.04	27,246.61	2,132.00
	Total:	Current Assets		17,827.57	11,551.04	27,246.61	2,132.00
Fund Balance							
06 704			FUND BALANCE	17,827.57	27,246.61	11,551.04	2,132.00
	Total:	Fund Balance		17,827.57	27,246.61	11,551.04	2,132.00
Revenue							
06 1510			INTEREST ON INVESTMENTS	31.61	0.00	3.49	35.10
06 1620			DAILY SALES OF BREAK/LUNCH/MILK	238,480.59	0.00	2,462.13	240,942.72
06 3150			STATE REIMBURSEMENT(OF NUTRITION PROG)	2,386.59	0.00	0.00	2,386.59
06 4210			FEDERAL REIMBURSEMENT OF NUTR PROGRAM	103,823.20	0.00	9,085.42	112,908.62
06 5200			TRANSFER OF FUNDS	50,000.00	0.00	0.00	50,000.00
06 5690			OTHER NON-REVENUE RECEIPTS	825.85	0.00	0.00	825.85
	Total:	Revenue		395,547.84	0.00	11,551.04	407,098.88
Expenditure							
06 3100 110 000			SALARIES TO NON-INSTRUCTIONAL EMPLOYEES	202,689.86	16,912.75	0.00	219,602.61
06 3100 290 000			LUNCH PROGRAM EMPLOYEE BENEFITS	35,566.35	3,255.09	0.00	38,821.44
06 3100 330 000			LUNCH TRAINING & DEVELOPMENT SERVICES	210.00	0.00	0.00	210.00
06 3100 333 000			MILEAGE PAID TO STAFF	78.40	0.00	0.00	78.40
06 3100 570 000			LUNCH PROGRAM SUPPLIES AND MATERIALS	923.05	1,457.25	0.00	2,380.30
06 3100 610 000			LUNCH SUPPLIES	6,517.84	182.60	0.00	6,700.44
06 3100 630 000			LUNCH PROGRAM FOOD EXPENSES	204,960.05	5,177.32	0.00	210,137.37
06 3100 810 000			DUES AND FEES	3,821.27	261.60	0.00	4,082.87
06 3100 890 000			LUNCH PROGRAM MISC. EXPENSES	350.65	0.00	0.00	350.65
	Total:	Expenditure		455,117.47	27,246.61	0.00	482,364.08
	Total:	06		886,320.45	66,044.26	50,348.69	893,726.96

Fund: 07 2021 REFINANCED (2016) A & B BONDS

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
07 101			CASH	409,322.90	61,714.94	454.06	470,583.78
07 101 1300			CASH	810,221.71	0.00	0.00	810,221.71
07 900			Cash County Treasurer	411,820.80	0.00	0.00	411,820.80
	Total:	Current Assets		1,631,365.41	61,714.94	454.06	1,692,626.29
Fund Balance							
07 704			FUND BALANCE	1,631,365.41	454.06	61,714.94	1,692,626.29
	Total:	Fund Balance		1,631,365.41	454.06	61,714.94	1,692,626.29
Revenue							
07 1100			LOCAL PROPERTY TAXES	548,195.93	444.98	44,464.94	592,215.89
07 1115			CARLINE TAXES	12.71	0.00	51.68	64.39
07 1125			MOTOR VEHICLE TAXES	0.00	0.00	0.00	0.00
07 1140			Interest Levied Tax	1,410.83	0.00	32.44	1,443.27
07 1510			INTEREST	315.07	0.00	736.11	1,051.18
07 3130			HOMESTEAD EXEMPTION	8,378.27	9.08	2,840.42	11,209.61
07 3131			PROPERTY TAX CREDIT	44,604.61	0.00	13,589.35	58,193.96
07 3180			PRO-RATE MOTOR VEHICLE	1,244.93	0.00	0.00	1,244.93
	Total:	Revenue		604,162.35	454.06	61,714.94	665,423.23
Expenditure							
07 5000 830 000			DEBT-RELATED EXPENSES	400.00	0.00	0.00	400.00
07 5000 831 000			REDEMPTION OF PRINCIPAL	540,000.00	0.00	0.00	540,000.00
07 5000 832 000			INTEREST ON LONG-TERM DEBT	123,777.50	0.00	0.00	123,777.50
07 5000 833 000			BOND & OTHER RELATED COSTS	400.00	0.00	0.00	400.00
	Total:	Expenditure		664,577.50	0.00	0.00	664,577.50
	Total:	07		4,531,470.67	62,623.06	123,883.94	4,715,253.31

Fund: 08 Special Building Fund

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
08 101		CASH - FARMER & MERCHANTS BANK	414,888.84	6,318.08	266.20	420,940.72
08 101 1400		CASH	841,820.10	0.00	0.00	841,820.10
08 101 1600		CASH	66,232.83	0.00	0.00	66,232.83
08 106		SAVINGS CERTIFICATES	50,000.00	0.00	0.00	50,000.00
08 106 1		SAVINGS CERTIFICATES	512,922.15	0.00	0.00	512,922.15
08 900		Cash County Treasurer	35,716.59	0.00	0.00	35,716.59
Total:	Current Assets		1,921,580.51	6,318.08	266.20	1,927,632.39
Fund Balance						
08 704		FUND BALANCE	1,921,580.51	266.20	6,318.08	1,927,632.39
Total:	Fund Balance		1,921,580.51	266.20	6,318.08	1,927,632.39
Revenue						
08 1100		LOCAL PROPERTY TAXES	72,925.00	52.79	5,273.90	78,146.11
08 1115		CARLINE TAXES	3.65	0.00	0.00	3.65
08 1140		Interest Levied Tax	179.90	0.00	4.63	184.53
08 1510		INTEREST on CD'S AND INVESTMENTS	511,090.62	0.00	698.80	511,789.42
08 3130		HOMESTEAD EXEMPTION	1,012.02	3.41	340.75	1,349.36
08 3131		PROPERTY TAX CREDIT	44,460.44	0.00	0.00	44,460.44
08 3180		PRO-RATE MOTOR VEHICLE	218.16	0.00	0.00	218.16
08 5690		OTHER NON-REVENUE RECIEPTS	710.42	0.00	0.00	710.42
Total:	Revenue		630,600.21	56.20	6,318.08	636,862.09
Expenditure						
08 2610 720 000		BUILDINGS	695,769.58	0.00	0.00	695,769.58
08 2610 810 000		DUES AND FEES	500,000.00	0.00	0.00	500,000.00
08 4500 610 000		CONSTRUCTION GENERAL SUPPLIES	0.00	210.00	0.00	210.00
Total:	Expenditure		1,195,769.58	210.00	0.00	1,195,979.58
Total:	08		5,669,530.81	6,850.48	12,902.36	5,688,106.45

Fund: 09 Qualified Capital Purpose Fund

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
09 101			CASH	118,062.28	4,521.68	53.74	122,530.22
	Total:	Current Assets		118,062.28	4,521.68	53.74	122,530.22
Other Assets							
09 900			Cash County Treasurer	11,401.36	0.00	0.00	11,401.36
	Total:	Other Assets		11,401.36	0.00	0.00	11,401.36
Fund Balance							
09 704			FUND BALANCE	129,463.64	53.74	4,521.68	133,931.58
	Total:	Fund Balance		129,463.64	53.74	4,521.68	133,931.58
Revenue							
09 1100			LOCAL PROPERTY TAXES	73,160.23	36.58	3,647.72	76,771.37
09 1115			CARLINE TAXES	16.72	0.00	0.00	16.72
09 1140			Interest Levied Tax	216.66	0.00	2.71	219.37
09 1510			INTEREST ON INVESTMENTS	196.84	0.00	252.86	449.70
09 3130			HOMESTEAD EXEMPTION	1,849.65	1.98	618.39	2,466.06
09 3131			PROPERTY TAX CREDIT	49,953.30	15.18	0.00	49,938.12
09 3180			PRO-RATE MOTOR VEHICLE	263.30	0.00	0.00	263.30
	Total:	Revenue		125,656.70	53.74	4,521.68	130,124.64
Expenditure							
09 5000 830 000			DEBT-RELATED EXPENSES	200.00	0.00	0.00	200.00
09 5000 831 000			REDEMPTION OF PRINCIPAL	270,000.00	0.00	0.00	270,000.00
09 5000 832 000			INTEREST ON LONG-TERM DEBT	13,257.50	0.00	0.00	13,257.50
09 5000 833 000			BOND & OTHER DEBT RELATED COSTS	200.00	0.00	0.00	200.00
	Total:	Expenditure		283,657.50	0.00	0.00	283,657.50
	Total:	09		668,241.48	4,629.16	9,097.10	681,645.30

Fund: 13 2022 Bond

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
13 101			CASH	821,352.14	62,980.59	593.57	883,739.16
	Total:	Current Assets		821,352.14	62,980.59	593.57	883,739.16
Fund Balance							
13 704			FUND BALANCE	821,352.14	593.57	62,980.59	883,739.16
	Total:	Fund Balance		821,352.14	593.57	62,980.59	883,739.16
Revenue							
13 1100			LOCAL PROPERTY TAXES	1,102,997.90	537.36	53,611.98	1,156,072.52
13 1115			CARLINE TAXES	205.50	0.00	0.00	205.50
13 1140			Interest Levied Tax	5,702.34	0.00	123.93	5,826.27
13 1510			INTEREST ON INVESTMENTS	603.65	0.00	1,575.05	2,178.70
13 3130			HOMESTEAD EXEMPTION	62,354.16	24.51	7,668.55	69,998.20
13 3131			PROPERTY TAX CREDIT	113,051.44	31.70	1.08	113,020.82
13 3180			PRO-RATE MOTOR VEHICLE	2,902.96	0.00	0.00	2,902.96
	Total:	Revenue		1,287,817.95	593.57	62,980.59	1,350,204.97
Expenditure							
13 5000 830 000			DEBT-RELATED EXPENSES	280,600.00	0.00	0.00	280,600.00
13 5000 831 000			REDEMPTION OF PRINCIPAL	388,368.76	0.00	0.00	388,368.76
13 5000 832 000			INTEREST ON LONG-TERM DEBT	607,118.76	0.00	0.00	607,118.76
13 5000 833 000			BOND & OTHER DEBT RELATED COSTS	600.00	0.00	0.00	600.00
	Total:	Expenditure		1,276,687.52	0.00	0.00	1,276,687.52
	Total:	13		4,207,209.75	64,167.73	126,554.75	4,394,370.81

Fund: 14 RIVERSTONE BANK - CONSTRUCTION

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
14 101		CASH	129,328.40	558.06	0.00	129,886.46
Total:	Current Assets		129,328.40	558.06	0.00	129,886.46
Fund Balance						
14 704		FUND BALANCE	129,328.40	0.00	558.06	129,886.46
Total:	Fund Balance		129,328.40	0.00	558.06	129,886.46
Revenue						
14 1510		INTEREST ON INVESTMENTS	9,510.84	0.00	558.06	10,068.90
Total:	Revenue		9,510.84	0.00	558.06	10,068.90
Expenditure						
14 2610 720 000		BUILDINGS	722,002.54	0.00	0.00	722,002.54
Total:	Expenditure		722,002.54	0.00	0.00	722,002.54
Total:	14		990,170.18	558.06	1,116.12	991,844.36

Fund: 16 RIVERSTONE BANK - SPECIAL BUILDING

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
16 101		CASH	110,551.39	1,770.68	36.35	112,285.72
Total:	Current Assets		110,551.39	1,770.68	36.35	112,285.72
Fund Balance						
16 704		FUND BALANCE	110,551.39	36.35	1,770.68	112,285.72
Total:	Fund Balance		110,551.39	36.35	1,770.68	112,285.72
Revenue						
16 1100		LOCAL PROPERTY TAXES	46,507.34	10.27	1,015.30	47,512.37
16 1115		CARLINE TAXES	23.26	0.00	0.00	23.26
16 1140		Interest Levied Tax	152.90	0.00	11.60	164.50
16 1510		INTEREST ON INVESTMENTS	153.90	0.00	18.32	172.22
16 3130		HOMESTEAD EXEMPTION	2,176.98	0.00	725.46	2,902.44
16 3131		PROPERTY TAX CREDIT	41,666.74	26.08	0.00	41,640.66
16 3180		PRO-RATE MOTOR VEHICLE	190.72	0.00	0.00	190.72
16 5200		TRANSFERS	722,002.54	0.00	0.00	722,002.54
Total:	Revenue		812,874.38	36.35	1,770.68	814,608.71
Expenditure						
16 4500 610 000		GENERAL SUPPLIES	53,085.65	0.00	0.00	53,085.65
16 4500 720 000		BUILDINGS	715,470.17	0.00	0.00	715,470.17
Total:	Expenditure		768,555.82	0.00	0.00	768,555.82
Total:	16		1,802,532.98	1,843.38	3,577.71	1,807,735.97

THE EDTECH TRIANGLE

VERSION 3.0

This framework is a research-based synthesis of the EdTech practices, tools, and skills that optimize learning, support well-being, and protect against some of tech's negative outcomes. EdTech can be powerful in the classroom, and it should be used in line with current research.

NOT ALL EDTECH IS EQUAL

TRANSFORMATIVE — Produces a unique outcome or develops a high-level skill

SUPPORTIVE — Supports learning in helpful ways; use in moderation

RESTRICTIVE — Restricts learning outcomes; use sparingly

DISRUPTIVE — Disrupts learning and/or breeds habitual use; avoid using

TRANSFORMATIVE: Robotics, coding, computational thinking, computer animation, website design, graphic design, advanced photo, video, or music editing, digital marketing, spreadsheet creation, digital citizenship, any tech that helps students with special needs.

SUPPORTIVE: Digital images or articles not available in print, audiobooks, podcasts, supplementary videos, keyboarding, intentional use of sharing platforms used to update parents on student work, use of video conferencing or collaborative apps and platforms when the learning outcome is not easily replicated with a traditional or face-to-face method.

RESTRICTIVE: E-texts in place of print, prioritizing typing over handwriting (except in final work), using software or applications that have already been mastered by the student (such as taking pictures with a tablet), points-based learning games, overcomplicated tech use by teachers, screen-based tech whose learning outcomes are easily replicated with a traditional or face-to-face method.

DISRUPTIVE: Any platform that exposes students to age-inappropriate content or bullying, unrestricted access to cell phones during school hours, tech for tech's sake, needless screen-based homework assignments, using screen time as a reward, for behavior management, or as a choice during free time, too much screen time.*

***SCREEN TIME LIMIT RECOMMENDATIONS**

In order to optimize academic outcomes and support student well-being, technology is most effective when it's Supportive or Transformative; however, tech use is not imperative for academic success, and the EdTech Triangle does not endorse a minimum amount of tech use or screen time per grade. Moreover, all types of screen-based EdTech (even Transformative) can isolate students from their teachers or peers and decrease in-person social skills. We encourage teachers to check student screen time totals on school-issued devices periodically (when possible) in order to evaluate the cost-benefit and remain aligned with a tech-healthy school culture.

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RESOLUTION APPROVING STAFF TRAININGS

WHEREAS, the School District is required by various state and federal laws to train staff on numerous topics; and,

WHEREAS, Nebraska law defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

WHEREAS, to ensure that the District's planned training requirements for the 2026-2027 school year comply with Nebraska's statutory requirements, and to ensure the Board of Education is aware of and approves of other required staff trainings during the 2026-2027 school year, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

NOW, THEREFORE, **BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope, and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness and Intervention	Neb. Rev. Stat. § 79-262.01	Staff Presentation at the beginning of the school year	4 hours January 2027
Behavioral Awareness	Neb. Rev. Stat. § 79-3602 & 3603	Staff Presentation at the beginning of the school year	1 hour October 2026
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	Staff Presentation at the beginning of the school year	1 hour August 2026
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	Online training	2 hours August 2026
Concussion Awareness	Neb. Rev. Stat. § 71-9104	Coaches meeting beginning of the school year and prior to sport specific activity seasons as needed.	1 hour August 2026
Intruder/Security Awareness and Preparedness	Neb. Rev. Stat. § 79-2,144(5)	Staff Presentation at the beginning of the school year	2 hours August 2026 October 2026
Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F	Review with staff through handbooks and policy reminders at the beginning of the school year.	1 hour August 2026
Anti-Harassment and Discrimination	Title IX, 20 U.S. Code § 1681	Staff presentation at the beginning of the school year	1 hour August 2026

Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	Conducted in person by our certified school health team.	1 hour August 2026
CPR Training	Provided to all coaches, drivers, and health team members	Conducted in person by our certified school health team.	8 hours Combination of online training and in-person practical applications. May 2026
Driver Training	All coaches and sponsors	Certified Driver training instructors	Online training and in-person presentations August 2026
Technology Usage Review	All staff	Staff presentation at the beginning of the school year	1 hour August 2026
Staff Handbook Review	All staff	Handbooks are required to have staff signature	1 hour Resources are provided as needed. August 2026

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

DATED this **13th day of July, 2026.**

District OR-1 Public Schools

BY: _____
President

District OR #1: Strategic Plan 2026-2031

Board of Education Approved: **Monday, April 13, 2026**

2026-2031 Strategic Planning District Team

Parents/Community Members

Paul Mayo
Peter Simmons
Jami Kassebaum
Allison Werger
Rhonda Widick
Nancy Davis
Bryce Wilson
Hank Oetjen
Scott Ringland
Quinn Beecham
Kristin Beede
Kate Brooks
Courtney Johnson
Steve Robb
Erika Wood
Ivan Bruss
Carmen Cochrane
Kord Haight
Matt Stall
Jordan Goodrich
Pam Eisenhauer
Julie Hippen
Amber Morrison
Kristi Sittner
Carmen Sizer
Kourtney Grimes
Brian Kujath
Jordan and Jessica Duensing
Amy Wheatley
Rachel Barth
Ashley May
Megan Pitrat

Students

Owen Ramaekers
Micah Hathaway
Amilya Johnson
Samantha Schroeder

Board Members

Dee Moore
Brandon Desh
Jaimi Calfee

Staff

Michael Hart
Jared Haag
Heath Johnson
Linde Walter
Kori Vodicka
Kloreace Linke
Aaron Hoeft
Burke Brown
Austin Lahmon
Taylor Baumert
Caitlin Peterson
John Furrow
Zach Wemhoff

External Facilitators

Matt Dominy
Josh Fields

*** A special thank you to this team who gave several hours of their time to ensure the story of our district is stronger tomorrow than it is today. May you see your work for students come to fruition now and well into the future.*

Mission:

Together, we prepare our students to successfully meet the challenges of the future.

Beliefs:

1. We believe in providing a safe learning environment for all students.
2. We believe in teaching, modeling, and reinforcing acceptance and respect for self and others.
3. We believe in developing the skills for effective communication and critical thinking.
4. We believe in fostering a sense of individual responsibility and integrity in order to contribute to the community and become a successful member of society.
5. We believe in providing academic and extra-curricular opportunities for every student to develop to their full potential.

Principles:

1. We will responsibly manage and optimize our facilities and resources for the best interest of students and the community.
2. We will foster an engaging learning culture that values growth, celebrates accomplishments, and learns from mistakes.
3. We will recruit, hire, support, develop, and retain quality staff to fulfill our high expectations.
4. We will make decisions in the best interests of the whole student by providing the support needed to thrive in all aspects of development.
5. We will have consistent, evidence-based processes and systems in place to guide data-informed decisions.
6. We will equip students with essential life skills through academic and extra-curricular opportunities.

Driving Goals and Action Statements

Instructional Leadership

All students will be given the opportunity to engage in quality learning.

1. We will develop an MTSS process that gives all students access to support in academic, social-emotional, and HAL needs.
2. We will expand opportunities for students to pursue different pathways.
3. We will examine Curriculum, Instruction, and Assessment practices, policies, and systems district-wide.
4. We will create a district-wide literacy program to increase student proficiency.

Community Partnerships and Communication

All students will benefit from strong partnerships between the school and the community built on clear communication.

1. We will develop common expectations regarding the branding of the district.
2. We will develop systems to support communication- website, social media, Print media.
3. We will create partnerships with local businesses.
4. We will develop opportunities for job shadowing and internships.

School Safety and Student Supports

All students will feel safe, supported, and have a sense of belonging.

1. We will build mental health systems that will support all students' mental health needs.
2. We will provide education and opportunities for staff and the community to collaborate and foster a positive culture.
3. We will build a schedule/calendar to meet the academic/social-emotional needs of students, staff, and families.
4. We will use all available resources to keep students and staff safe.

Technology, Facilities, and Operations

All students will have access to quality facilities for all activities and technology to maximize student potential.

1. We will provide a balance of technology.
2. We will develop a facility use plan to determine current usage and additional needs.
3. We will analyze operational efficiencies and evaluate potential improvements.
4. We will create a competitive environment that encourages a winning culture.

Driving Goal #1:

All students will be given the opportunity to engage in quality learning.

Driving Goal	1	All students will be given the opportunity to engage in quality learning.
Action Plan #	1	We will develop an MTSS process that gives all students access to support in academic, social-emotional, and HAL needs.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Analyze current action planning items for the district MTSS committee				
2	Explore and analyze the implementation of the MTSS framework in the high school and elementary school				
3	Review decision-making rules within the MTSS structure for the student, including ICU, interventions				
4	Evaluate the intervention toolkit for district-wide MTSS implementation				
5	Monitor intervention and data on student progress.				
6	Explore best practices for HAL identification and opportunities (i.e., HAL District Wide Guidelines)				
7	Identify and provide ongoing professional development for the MTSS framework for academic tiers, SEL tiers, and HAL programming.				
8	Analyze tier 1 curriculum data for student proficiency				
9	Standardize, document, and communicate MTSS processes K-12				
10	Implement MTSS process, including tier 1 core curriculum, tier 2 interventions (ICU) & tier 3 comprehensive supports.				
11	Evaluate district-wide academic and behavior data for tiered MTSS programs.				

Position Responsible for Action Plan:

Driving Goal #	1	All students will be given the opportunity to engage in quality learning.
Action Plan #	2	We will expand opportunities for students to pursue different pathways.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate current opportunities for students to explore career pathways, specifically business & finance, and dual credit opportunities				
2	Research other similar-sized schools to determine appropriate career pathway opportunities				
3	Evaluate student interest correlated with current course offerings and dual credit				
4	Provide age-appropriate career exploration opportunities, including but not limited to guest speakers, career fairs, and field trips				
5	Collaborate with local colleges on “dual credit” opportunities that also align with district goals and teacher certification requirements.				
6	Evaluate our local H3 careers to determine course offerings. (H3: High wage, high skill, high demand)				
7	Identify opportunities to integrate business, CTE, and finance in the current course structure and, if necessary, add additional courses to address these areas.				
8	Implement consistent programs of study within CTE to allow students to pursue areas of interest.				
9	Celebrate and promote the completion of programs of study throughout the district, including certifications within the career pathway.				
10	Evaluate overall staff and effectiveness using teacher & student feedback.				
11	Evaluate staff certifications and maximize dual credit opportunities by maximizing staffing efficiencies				

	Position Responsible for Action Plan

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.
Action Plan # 3		We will examine assessment practices, policies, and systems district-wide.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review existing grading practices, assessment systems, attendance, and extra-curricular activity policies.				
2	Provide staff training on grading practices (K-12) and standards-based grading (K-5).				
3	Define consistent grading practices that align with learning goals, including expectations for formative vs summative assessment, reassessment opportunities, and grade reporting.				
4	Create common grading guidelines at K-5, 6-12. Evaluate the 10-point vs. 7-point grading scales in 6-12.				
5	Build a comprehensive assessment guide that outlines assessment types, frequency, purpose, and alignment to standards to ensure balanced and meaningful measurement of student learning.				
6	Research similar-sized/area schools' report cards (K-5 and 6-12) to identify strengths and weaknesses we want to address in our report card				
7	Create uniform report cards (K-5 and 6-12); provide opportunity for staff & parental feedback on updated report card				
8	Update student handbook(s) and code of conduct to include policies for tardiness, behavior, etc.				
9	Evaluate policies & procedures regularly to stay up to date and relevant to student & staff needs.				
10	Evaluate the usage of the instructional model in relation to NEE standards				

	Position Responsible for Action Plan:

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.				
Action Plan # 4		We will examine Curriculum practices, policies, and systems district-wide.				
#	Action Steps		Assigned to	Starting date	Ending Date	Completed Date
1	Review existing curriculum maps and K–12 curriculum guides to identify gaps, redundancies, and misalignment.					
2	Research curriculum frameworks from comparable school districts to identify strengths and best practices.					
3	Provide staff training on curriculum mapping, vertical alignment, and prioritizing essential standards (K–12).					
4	Define essential standards and priority learning outcomes at each grade level and content area.					
5	Create vertically aligned curriculum maps that clearly outline pacing, sequencing, and instructional priorities (K–12).					
6	Develop consistent K–12 curriculum guides that include standards, units, pacing, and key learning targets.					
7	Build a system for ongoing review and revision of curriculum maps and guides based on student data and staff feedback.					
8	Publish and present curriculum storyboards to stakeholders.					
9	Facilitate a process to eliminate or replace outdated resources (ie, textbooks, curriculum, technology, etc).					
9	Evaluate the effectiveness of systems in place and make adjustments as needed.					

	Position Responsible for Action Plan:

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.
Action Plan # 5		We will examine Instruction, practices, policies, and systems district-wide.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review current instructional practices and classroom environments to identify strengths and gaps in cognitive engagement, feedback, and teacher-student relationships (K–12).				
2	Define and communicate clear expectations for high-quality instruction, emphasizing rigorous student thinking, meaningful feedback, and relationship-driven classrooms.				
3	Provide professional development aligned to NEE Indicator 1.2 (Cognitive Engagement) and 7.4 (Assessment), focusing on designing tasks that require deep thinking, using feedback to move learning forward, and building strong connections with students.				
4	Implement modeling, coaching, and PLC structures that prioritize questioning strategies, student discourse, and actionable feedback.				
5	Strengthen teacher-student relationships by establishing consistent practices that promote belonging, engagement, and high expectations for all learners.				
6	Monitor consistent implementation of the instructional model evaluation framework through regular walkthroughs and observations with a focus on cognitive engagement, quality feedback, and classroom culture.				
7	Provide timely, specific feedback to teachers that supports growth in engaging students in higher-level thinking and using feedback to improve proficiency.				
8	Evaluate and establish a system for ongoing monitoring and refinement using evaluation data, student performance data, and student voice to measure impact on proficiency.				

Position Responsible for Action Plan:

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.
Action Plan #	6	We will create a district-wide literacy program to increase student proficiency.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review current literacy programs, resources, and student performance data across K–12 to identify gaps and opportunities.				
2	Define clear literacy goals and proficiency targets for each grade level, aligned to standards and district expectations.				
3	Provide professional development for teachers focused on evidence-based literacy practices, differentiated instruction, and assessment for learning.				
4	Develop and implement a vertically aligned district-wide literacy framework that includes scope and sequence, instructional strategies, and assessment practices.				
5	Implement interactive coaching, modeling, and collaborative planning to ensure consistent implementation of literacy strategies across classrooms.				
6	Establish systems for regular monitoring of literacy instruction and student progress using formative and summative data.				
7	Provide timely, actionable feedback to teachers to refine instruction and increase student proficiency.				
8	Engage families and the community in supporting literacy development through resources, workshops, and home-school connections.				
9	Evaluate proficiency scores.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

DG #1	1	All students will be given the opportunity to engage in quality learning.

COSTS	BENEFITS
Tangible: -Cost associated with MTSS/HAL professional development -Provide staff training on grading practices (K-12) and standards-based grading (K-5) has cost. -Materials associated with expansion of CTE programs -Increase in staff salary to accommodate dual credit opportunities -Cost associated with staff training on curriculum mapping, vertical alignment, and prioritizing essential standards	**Tangible:** -More access to certified professionals -consistent grading procedures -More dual credit opportunities for students
Intangible: -Time associated with research and aligning curriculum/grading policies -Time associated with collaborating with local colleges on “dual credit” opportunities that also align with district goals and teacher certification requirements.	***Intangible:** *Allows for unified offerings across the curriculum. *Builds shared awareness of current practices across grade levels *Promotes a culture of reflection and continuous improvement *Increases staff voice and ownership in identifying needs *Encourages transparency in what is actually being taught

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

Driving Goal #2:

All students will benefit from strong partnerships between the school and the community built on clear communication.

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	1	We will develop common expectations regarding branding of the district.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate the utilization of our current branding by staff and school-sponsored groups (ie, boosters) and its purpose.				
2	Research recognition of our branding in the community and surrounding areas.				
3	Communicate the definition and purpose of District OR-1 branding.				
4	Develop and implement branding guidelines to fit the needs of the overall school community and how they are expected to be utilized.				
5	Value our communities and opportunities for renaming to identify our location.				
6	Evaluate usage of branding guidelines by staff and community members.				

Position Responsible for Action Plan:

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	2	We will develop systems to support communication: Website, Social Media, Print media.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate utilization of our school website, social media interactions, school newsletters, and parent two-way messenger tool.				
2	Gather feedback on district communications, including what mediums community members would like us to use and patron priorities.				
3	Research platforms that would maximize our communications with stakeholders, including parent two-way messaging tools.				
4	Communicate with area schools on their communication platforms and processes on what is most effective.				
5	Create a system and communications plan that maximizes the functionality of school-supported digital platforms for staff, students, and parents.				
6	Create a searchable archive for all previous newsletters & communications to the community.				
7	Identify the staff responsible for communication throughout our district.				
8	Implement a high-quality communication plan.				
9	Evaluate and adjust the effectiveness of our communication plan.				
10	Evaluation of a social media/communications "position" to manage social media posts throughout the district K-12.				

Position Responsible for Action Plan

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	3	We will create partnerships with local businesses and individuals.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate the current partnerships and develop systems for communicating & staying relevant with current practices.				
2	Gather feedback from business & industry partners on best practices for engagement with school and students.				
3	Establish a communication platform to advocate for, celebrate, & advertise local business & industry partnerships.				
4	Implement a local business & industry partnership advisory board.				
5	Evaluate the value of student and business & industry partnerships.				
6	Evaluate return on investment with the varying partnerships.				
7	Establish a list of businesses that reside in or have student-enrollment ties in the district				
8	Establish an advisory committee to facilitate district-wide upgrades that utilize private donations(video boards)				
9	Establish a list of businesses that reside in or have student-enrollment ties in the district to include direct advertising and student work-based learning.				

Position Responsible for Action Plan:

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	4	We will develop opportunities for job shadowing and internships.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Research student interest in job shadowing & internships.				
2	Assess current schedule restraints and eligibility parameters.				
3	Define the differences between Work-Based Learning and our current programming with work release. Evaluate the educational value of the experience(s).				
4	Implement a strong Work-Based Learning program with a qualified staff member (WBL certified), including shared goals and programming structure.				
5	Identify staffing responsible for high-quality Work-Based Learning opportunities throughout our district.				
6	Utilize our business & industry partnerships to connect students with relevant career opportunities.				
7	Evaluate program effectiveness & continued feasibility.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

Strategy #:	**2**	All students will benefit from strong partnerships between the school and the community built on clear communication.

COSTS	**BENEFITS**
Tangible: ● Rebranding would require all current signage to be updated and changed, which would be a high cost to the district. ● Cost of new website ● Time away from curriculum and core instruction	**Tangible:** ● People will have a stronger sense of identity within our community. ● Easy access to district communication and marketing ● Additional sponsorships, community organizations, and benefits ● Real-life experiences at these opportunities
Intangible: ● People potentially could be upset about a name change or ostracizing one community or the other. People have a hard time with change. ● The time cost of building a new website and transferring current data. ● Potential inequities from community partnerships amongst buildings and teams.	**Intangible:** o Have a recognizable district that outside community members in the state of Nebraska know and understand the location and identity of. o Better sense of identity. o Improved positive community relationships o Future employment and/or relationships that could result in future opportunities

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

Driving Goal #3:

All students will feel safe, supported and have a sense of belonging.

Driving Goal #	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	1	We will build mental health systems that will support all students' mental health needs.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate current MTSS practices and how they relate to SEL and mental health programming				
2	Utilize data from evaluations from student/teacher surveys (SAEBRS)				
3	Examine the current responsibilities of our mental health professionals on staff.				
4	Research different options for readily available resources for students to have access to mental health via telehealth or additional mental health professionals (LMHP) on staff.				
5	Define roles and responsibilities within the district mental health team, including general education staff, and communicate those responsibilities to staff.				
6	Explore times where mental health professionals from both buildings have an opportunity to collaborate about student needs, including transition to PHS.				
7	Communicate the OR-1 MTSS mental health system				
8	Evaluate district mental health and MTSS behavioral practices through data analysis.				

Position Responsible for Action Plan:

Driving Goal #	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	2	We will provide education and opportunities for staff and the community to collaborate and foster a positive culture.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Analyze previous school surveys to develop district priorities and previous initiatives.				
2	Develop a district-wide survey system that utilizes common surveys annually, which are reviewed and reported back to staff.				
3	Review survey data to develop priority items to focus on for each school year.				
4	Explore opportunities for activities that can bring all communities within our district together				
5	Define and research district-wide culture and ideal outcomes				
6	Provide opportunities for stakeholder engagement within the schools (parent-community events such as Grandparents' Day, Science Fair, etc.)				
7	Evaluate this plan through internal and external surveys.				

Position Responsible for Action Plan:

Driving Goal	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	3	We will build a schedule/calendar to meet the academic/social-emotional needs of students, staff, and families.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Examine current scheduling practices and research surrounding school calendars				
2	Research and gather feedback from stakeholders regarding the district calendar				
3	Create an annual calendar committee with action steps and responsibilities assigned, taking into account Academic/Social Emotional & Activity-based needs				
4	Evaluate the new after-school program to determine next steps for before/after-school programming				
5	Explore recess, PE, and free-play time to maximize movement activities. (screen-free time)				
6	Research the feasibility of changing the length of the school day and/or transitioning to block from standard periods.				
7	Fully implement the new activities calendar and educate staff members on the systems				
8	Implement and communicate calendar updates and changes.				
9	Evaluate the calendar yearly to assess functionality.				
8	Evaluate this plan through staff and community feedback				

Position Responsible for Action Plan:

Driving Goal#	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	4	We will use all available resources to keep students and staff safe.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Examine and evaluate current safety plans				
2	Examine data from yearly safety audits and implement feedback when possible.				
3	Evaluate camera locations and coverage.				
4	Evaluate interior safety and explore best practices for limiting visibility into classrooms.				
6	Create an enhanced interschool communication process to include consideration for radios, crisis messaging for staff, etc.				
7	Research best practices in preventing vape use and other substance use.				
8	Research additional tools for district-wide tipline. ie, safe to help				
9	Implement a yearly review of unused spaces and safety protocols for classrooms (ie, locked doors)				
8	Evaluate this plan through yearly safety audits.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

Strategy	**3**	All students will feel safe, supported and have a sense of belonging.
COSTS		**BENEFITS**
Tangible: ● Cameras ● Vape Detectors ● Window Coverings ● Radios ● Degradation of equipment		**Tangible:** ● Student well-being ● Less parental/ staff anxiety ● Less vaping
Intangible: ● Time ● Additional teacher commitment ● Does more security = less welcoming? ● Transparency to the community ● Loss of staff or students ● Unrealistic fear		**Intangible:** ● Trust ● Culture of vigilance and awareness ● Increased enrollment

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

Driving Goal #4:

All students will have access to quality facilities for all activities and technology to maximize student potential.

Driving Goal	4	All students will have access to quality facilities for all activities and technology to maximize student potential.			
Action Plan #	1	We will provide a balance of technology.			
#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review network bandwidth and Wi-Fi coverage (building-wide consistency) Maintain or implement 1:1 device programs (Chromebooks, desktops, laptops, etc.)				
2	Establish device replacement cycles (e.g., every * years)				
3	Improve cybersecurity measures (firewalls, MFA, backups)				
4	Investigate equitable access for all students (including at-home connectivity and special needs students)				
5	Explore a well-balanced curriculum integration between screen-based instruction and paper/pencil-based instruction				
6	Research and improve our digital citizenship curriculum				
7	Evaluate and manage how student device usage is appropriately supervised				
8	Develop and implement clear acceptable use policies, including A.I.				
9	Research engaging parents and students in digital awareness, including minimizing screen time and developing students' ability to manage their own screen time and digital habits.				
10	Provide outside professional development on balancing technology in the classroom.				
11	Explore different technologies for staff that would meet their needs.	What does that mean? Macintosh and Laptops?			
12	Evaluate overall technology effectiveness,	How will this be			

	use, and implementation.	measured?			

Position Responsible for Action Plan:

Driving Goal#	4	All students will have access to quality facilities for all activities and technology to maximize student potential.
Action Plan #	2	We will develop a facility use plan to determine current usage and additional needs.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate the current facility use and time availability for all 7-12 activities, including youth programs and community use.				
2	Create a facilities calendar made public with generic “school activity” blocking out when it is used.				
3	Research similarly sized districts and their facilities usage plans, and the number of available facilities.				
4	Develop a facility use plan that prioritizes 7-12 school programs first, and determine additional needs for youth and the community. (This includes looking at an Auditorium or additional rec facility areas that can be used for both 7-12, youth, and community activities, with possible partnerships with outside donors)				
5	Implement a facilities plan that reflects the findings of similar-sized districts, as well as our developing district needs, with a limited tax burden to our patrons.				
6	Evaluate the effectiveness of the calendar and facilities use, with priority given to school activities.				

Position Responsible for Action Plan:

Driving Goal #	4	All students will have access to quality facilities for all activities and technology to maximize student potential.
Action Plan #	3	We will analyze operational efficiencies and evaluate potential improvements.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate our current maintenance/custodial staff at both the HS and Elem with similarly sized districts.				
2	Research current HVAC systems to best control classroom temperatures suitable for learning and activities.				
3	Utilize a facility plan that keeps pace with upgrades needed to maintain facilities to an acceptable standard.				
4	Analyze the current square footage of our facilities and identify staff maximization for cleaning and maintenance.				
5	Identify opportunities where maintenance can support athletic setup.				
6	Evaluate and research current transportation practices and identify inefficiencies through route system management and shuttle routes.				

Position Responsible for Action Plan:

Driving Goal#	4	All students will have access to quality facilities for all activities and technology to maximize student potential.
Action Plan #	4	We will create a competitive environment that encourages a winning culture.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Analyze the current state of athletic/activities culture in the 7-12 building.				
2	Evaluate current programs within and outside the district that have a good culture.				
3	Explore other high-level/performing districts to determine their processes and how they handle adversity/challenges from outside of their district.				
4	Explore alignment among school activities and youth-sports activities				
5	Implement/enforce policies to align with other high-performing districts, along with what we are striving to develop.				
6	Develop a school-wide culture of success that bridges the classroom and the playing field.				
7	Develop an evaluation tool of what a “winning” culture is and define what a winning culture is.				
8	Evaluate extracurricular activities and their success and participation rates.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

DG #:	4	All students will have access to quality facilities for all activities and technology to maximize student potential.

COSTS	BENEFITS
Tangible: ● Cost of technology upgrades and upkeep ● Paying someone for maintenance ● Costs of updated devices ● Purchase of a web-based program for reaching all stakeholders - social media/website (students, parents, community members)	**Tangible:** o Well-informed parents & stakeholders o Students benefit from the use of current technological devices to prepare for the ever-changing technological landscape
Intangible: o Time	**Intangible:** o Feeling pride in our school community o Informed parents

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

District OR-1 Public Schools

2026 Board of Education: Committee Assignments:

Updated: ***January 12, 2026***

- **Negotiations Committee:**
  - **Purpose:** Policy # 8152
  - **Meetings:** Several meetings in November -January
  - **Members:** Jaimi Calfee, Dean Busch, and Josh Penterman
- **Curriculum, Committee on American Civics:**
  - **Purpose:** Policy #8153
  - **Meetings:** At least twice a year -- one where public testimony is accepted:
  - **Members:** Jaimi Calfee, Dean Busch, and Dee Moore
- **Transportation/Facilities Committee:**
  - **Purpose:** Discuss and analyse the transportation and facility needs of the district, as well as vehicle replacements and maintenance proposals.
  - **Meetings:** At least quarterly; more frequently when needed:
  - **Members:** Dean Busch and Tim Cheney
- **Finance/Budget Committee:**
  - **Purpose**: Studies financial documents of the district, as well as finance and facilities proposals.
  - **Meetings:** At least quarterly; more frequently when needed
  - **Members:** Josh Penterman and Tim Cheney
- **Policy and Government Relations Committee:**
  - **Purpose:** Review proposed policy revisions and adoptions and make recommendations to the full Board. Participates in government relations activities, such as NASB legislative meetings, visiting with senators, and testifying before the legislature if needed.
  - **Meetings:** As needed and potentially more frequent during the legislative session
  - **Members:** Brandon Desh, Josh Penterman, and Dee Moore
- **Strategic Planning Committee:**
  - **Purpose:** Serve on the district strategic planning committee (when in the SP process) and report meeting progress back to the full board.
  - **Meetings:** As needed during the strategic planning process
  - **Members:** Brandon Desh and Dee Moore
- **School Improvement Steering Committee:**
  - **Purpose:** *Assist in the SIP goal-setting process.*
  - **Meetings:** *As needed during the school accreditation and goal-setting process.*
  - **Members:** Jaimi Calfee and Dee Moore
- **Administration Review Committee:**
  - **Purpose:** Completes the annual evaluation of the Superintendent, with input from the Board as a whole.
  - **Meetings:** 1-3 times before the Superintendent's evaluation.
  - **Member:** Board President
- **Foundation for Knowledge:**
  - **Purpose:** Serves as the BOE representative on the *Foundation for Knowledge* Board.
  - **Meetings:** As needed
  - **Member:** Jaimi Calfee
- **Proposed Adjunct Committees:**
  - As needed

District OR #1: Strategic Plan 2026-2031

Board of Education Approved: **Monday, April 13, 2026**

2026-2031 Strategic Planning District Team

Parents/Community Members

Paul Mayo
Peter Simmons
Jami Kassebaum
Allison Werger
Rhonda Widick
Nancy Davis
Bryce Wilson
Hank Oetjen
Scott Ringland
Quinn Beecham
Kristin Beede
Kate Brooks
Courtney Johnson
Steve Robb
Erika Wood
Ivan Bruss
Carmen Cochrane
Kord Haight
Matt Stall
Jordan Goodrich
Pam Eisenhauer
Julie Hippen
Amber Morrison
Kristi Sittner
Carmen Sizer
Kourtney Grimes
Brian Kujath
Jordan and Jessica Duensing
Amy Wheatley
Rachel Barth
Ashley May
Megan Pitrat

Students

Owen Ramaekers
Micah Hathaway
Amilya Johnson
Samantha Schroeder

Board Members

Dee Moore
Brandon Desh
Jaimi Calfee

Staff

Michael Hart
Jared Haag
Heath Johnson
Linde Walter
Kori Vodicka
Kloreace Linke
Aaron Hoeft
Burke Brown
Austin Lahmon
Taylor Baumert
Caitlin Peterson
John Furrow
Zach Wemhoff

External Facilitators

Matt Dominy
Josh Fields

*** A special thank you to this team who gave several hours of their time to ensure the story of our district is stronger tomorrow than it is today. May you see your work for students come to fruition now and well into the future.*

Mission:

Together, we prepare our students to successfully meet the challenges of the future.

Beliefs:

1. We believe in providing a safe learning environment for all students.
2. We believe in teaching, modeling, and reinforcing acceptance and respect for self and others.
3. We believe in developing the skills for effective communication and critical thinking.
4. We believe in fostering a sense of individual responsibility and integrity in order to contribute to the community and become a successful member of society.
5. We believe in providing academic and extra-curricular opportunities for every student to develop to their full potential.

Principles:

1. We will responsibly manage and optimize our facilities and resources for the best interest of students and the community.
2. We will foster an engaging learning culture that values growth, celebrates accomplishments, and learns from mistakes.
3. We will recruit, hire, support, develop, and retain quality staff to fulfill our high expectations.
4. We will make decisions in the best interests of the whole student by providing the support needed to thrive in all aspects of development.
5. We will have consistent, evidence-based processes and systems in place to guide data-informed decisions.
6. We will equip students with essential life skills through academic and extra-curricular opportunities.

Driving Goals and Action Statements

Instructional Leadership

All students will be given the opportunity to engage in quality learning.

1. We will develop an MTSS process that gives all students access to support in academic, social-emotional, and HAL needs.
2. We will expand opportunities for students to pursue different pathways.
3. We will examine Curriculum, Instruction, and Assessment practices, policies, and systems district-wide.
4. We will create a district-wide literacy program to increase student proficiency.

Community Partnerships and Communication

All students will benefit from strong partnerships between the school and the community built on clear communication.

1. We will develop common expectations regarding the branding of the district.
2. We will develop systems to support communication- website, social media, Print media.
3. We will create partnerships with local businesses.
4. We will develop opportunities for job shadowing and internships.

School Safety and Student Supports

All students will feel safe, supported, and have a sense of belonging.

1. We will build mental health systems that will support all students' mental health needs.
2. We will provide education and opportunities for staff and the community to collaborate and foster a positive culture.
3. We will build a schedule/calendar to meet the academic/social-emotional needs of students, staff, and families.
4. We will use all available resources to keep students and staff safe.

Technology, Facilities, and Operations

All students will have access to quality facilities for all activities and technology to maximize student potential.

1. We will provide a balance of technology.
2. We will develop a facility use plan to determine current usage and additional needs.
3. We will analyze operational efficiencies and evaluate potential improvements.
4. We will create a competitive environment that encourages a winning culture.

Driving Goal #1:

All students will be given the opportunity to engage in quality learning.

Driving Goal	1	All students will be given the opportunity to engage in quality learning.
Action Plan #	1	We will develop an MTSS process that gives all students access to support in academic, social-emotional, and HAL needs.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Analyze current action planning items for the district MTSS committee				
2	Explore and analyze the implementation of the MTSS framework in the high school and elementary school				
3	Review decision-making rules within the MTSS structure for the student, including ICU, interventions				
4	Evaluate the intervention toolkit for district-wide MTSS implementation				
5	Monitor intervention and data on student progress.				
6	Explore best practices for HAL identification and opportunities (i.e., HAL District Wide Guidelines)				
7	Identify and provide ongoing professional development for the MTSS framework for academic tiers, SEL tiers, and HAL programming.				
8	Analyze tier 1 curriculum data for student proficiency				
9	Standardize, document, and communicate MTSS processes K-12				
10	Implement MTSS process, including tier 1 core curriculum, tier 2 interventions (ICU) & tier 3 comprehensive supports.				
11	Evaluate district-wide academic and behavior data for tiered MTSS programs.				

Position Responsible for Action Plan:

Driving Goal #	1	All students will be given the opportunity to engage in quality learning.
Action Plan #	2	We will expand opportunities for students to pursue different pathways.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate current opportunities for students to explore career pathways, specifically business & finance, and dual credit opportunities				
2	Research other similar-sized schools to determine appropriate career pathway opportunities				
3	Evaluate student interest correlated with current course offerings and dual credit				
4	Provide age-appropriate career exploration opportunities, including but not limited to guest speakers, career fairs, and field trips				
5	Collaborate with local colleges on “dual credit” opportunities that also align with district goals and teacher certification requirements.				
6	Evaluate our local H3 careers to determine course offerings. (H3: High wage, high skill, high demand)				
7	Identify opportunities to integrate business, CTE, and finance in the current course structure and, if necessary, add additional courses to address these areas.				
8	Implement consistent programs of study within CTE to allow students to pursue areas of interest.				
9	Celebrate and promote the completion of programs of study throughout the district, including certifications within the career pathway.				
10	Evaluate overall staff and effectiveness using teacher & student feedback.				
11	Evaluate staff certifications and maximize dual credit opportunities by maximizing staffing efficiencies				

	Position Responsible for Action Plan

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.
Action Plan # 3		We will examine assessment practices, policies, and systems district-wide.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review existing grading practices, assessment systems, attendance, and extra-curricular activity policies.				
2	Provide staff training on grading practices (K-12) and standards-based grading (K-5).				
3	Define consistent grading practices that align with learning goals, including expectations for formative vs summative assessment, reassessment opportunities, and grade reporting.				
4	Create common grading guidelines at K-5, 6-12. Evaluate the 10-point vs. 7-point grading scales in 6-12.				
5	Build a comprehensive assessment guide that outlines assessment types, frequency, purpose, and alignment to standards to ensure balanced and meaningful measurement of student learning.				
6	Research similar-sized/area schools' report cards (K-5 and 6-12) to identify strengths and weaknesses we want to address in our report card				
7	Create uniform report cards (K-5 and 6-12); provide opportunity for staff & parental feedback on updated report card				
8	Update student handbook(s) and code of conduct to include policies for tardiness, behavior, etc.				
9	Evaluate policies & procedures regularly to stay up to date and relevant to student & staff needs.				
10	Evaluate the usage of the instructional model in relation to NEE standards				

	Position Responsible for Action Plan:

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.				
Action Plan # 4		We will examine Curriculum practices, policies, and systems district-wide.				
#	Action Steps		Assigned to	Starting date	Ending Date	Completed Date
1	Review existing curriculum maps and K–12 curriculum guides to identify gaps, redundancies, and misalignment.					
2	Research curriculum frameworks from comparable school districts to identify strengths and best practices.					
3	Provide staff training on curriculum mapping, vertical alignment, and prioritizing essential standards (K–12).					
4	Define essential standards and priority learning outcomes at each grade level and content area.					
5	Create vertically aligned curriculum maps that clearly outline pacing, sequencing, and instructional priorities (K–12).					
6	Develop consistent K–12 curriculum guides that include standards, units, pacing, and key learning targets.					
7	Build a system for ongoing review and revision of curriculum maps and guides based on student data and staff feedback.					
8	Publish and present curriculum storyboards to stakeholders.					
9	Facilitate a process to eliminate or replace outdated resources (ie, textbooks, curriculum, technology, etc).					
9	Evaluate the effectiveness of systems in place and make adjustments as needed.					

	Position Responsible for Action Plan:

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.
Action Plan # 5		We will examine Instruction, practices, policies, and systems district-wide.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review current instructional practices and classroom environments to identify strengths and gaps in cognitive engagement, feedback, and teacher-student relationships (K–12).				
2	Define and communicate clear expectations for high-quality instruction, emphasizing rigorous student thinking, meaningful feedback, and relationship-driven classrooms.				
3	Provide professional development aligned to NEE Indicator 1.2 (Cognitive Engagement) and 7.4 (Assessment), focusing on designing tasks that require deep thinking, using feedback to move learning forward, and building strong connections with students.				
4	Implement modeling, coaching, and PLC structures that prioritize questioning strategies, student discourse, and actionable feedback.				
5	Strengthen teacher-student relationships by establishing consistent practices that promote belonging, engagement, and high expectations for all learners.				
6	Monitor consistent implementation of the instructional model evaluation framework through regular walkthroughs and observations with a focus on cognitive engagement, quality feedback, and classroom culture.				
7	Provide timely, specific feedback to teachers that supports growth in engaging students in higher-level thinking and using feedback to improve proficiency.				
8	Evaluate and establish a system for ongoing monitoring and refinement using evaluation data, student performance data, and student voice to measure impact on proficiency.				

Position Responsible for Action Plan:

Driving Goal#	1	All students will be given the opportunity to engage in quality learning.
Action Plan #	6	We will create a district-wide literacy program to increase student proficiency.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review current literacy programs, resources, and student performance data across K–12 to identify gaps and opportunities.				
2	Define clear literacy goals and proficiency targets for each grade level, aligned to standards and district expectations.				
3	Provide professional development for teachers focused on evidence-based literacy practices, differentiated instruction, and assessment for learning.				
4	Develop and implement a vertically aligned district-wide literacy framework that includes scope and sequence, instructional strategies, and assessment practices.				
5	Implement interactive coaching, modeling, and collaborative planning to ensure consistent implementation of literacy strategies across classrooms.				
6	Establish systems for regular monitoring of literacy instruction and student progress using formative and summative data.				
7	Provide timely, actionable feedback to teachers to refine instruction and increase student proficiency.				
8	Engage families and the community in supporting literacy development through resources, workshops, and home-school connections.				
9	Evaluate proficiency scores.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

DG #1	1	All students will be given the opportunity to engage in quality learning.

COSTS	BENEFITS
Tangible: -Cost associated with MTSS/HAL professional development -Provide staff training on grading practices (K-12) and standards-based grading (K-5) has cost. -Materials associated with expansion of CTE programs -Increase in staff salary to accommodate dual credit opportunities -Cost associated with staff training on curriculum mapping, vertical alignment, and prioritizing essential standards	**Tangible:** -More access to certified professionals -consistent grading procedures -More dual credit opportunities for students
Intangible: -Time associated with research and aligning curriculum/grading policies -Time associated with collaborating with local colleges on “dual credit” opportunities that also align with district goals and teacher certification requirements.	***Intangible:** *Allows for unified offerings across the curriculum. *Builds shared awareness of current practices across grade levels *Promotes a culture of reflection and continuous improvement *Increases staff voice and ownership in identifying needs *Encourages transparency in what is actually being taught

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

Driving Goal #2:

All students will benefit from strong partnerships between the school and the community built on clear communication.

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	1	We will develop common expectations regarding branding of the district.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate the utilization of our current branding by staff and school-sponsored groups (ie, boosters) and its purpose.				
2	Research recognition of our branding in the community and surrounding areas.				
3	Communicate the definition and purpose of District OR-1 branding.				
4	Develop and implement branding guidelines to fit the needs of the overall school community and how they are expected to be utilized.				
5	Value our communities and opportunities for renaming to identify our location.				
6	Evaluate usage of branding guidelines by staff and community members.				

Position Responsible for Action Plan:

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	2	We will develop systems to support communication: Website, Social Media, Print media.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate utilization of our school website, social media interactions, school newsletters, and parent two-way messenger tool.				
2	Gather feedback on district communications, including what mediums community members would like us to use and patron priorities.				
3	Research platforms that would maximize our communications with stakeholders, including parent two-way messaging tools.				
4	Communicate with area schools on their communication platforms and processes on what is most effective.				
5	Create a system and communications plan that maximizes the functionality of school-supported digital platforms for staff, students, and parents.				
6	Create a searchable archive for all previous newsletters & communications to the community.				
7	Identify the staff responsible for communication throughout our district.				
8	Implement a high-quality communication plan.				
9	Evaluate and adjust the effectiveness of our communication plan.				
10	Evaluation of a social media/communications "position" to manage social media posts throughout the district K-12.				

Position Responsible for Action Plan

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	3	We will create partnerships with local businesses and individuals.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate the current partnerships and develop systems for communicating & staying relevant with current practices.				
2	Gather feedback from business & industry partners on best practices for engagement with school and students.				
3	Establish a communication platform to advocate for, celebrate, & advertise local business & industry partnerships.				
4	Implement a local business & industry partnership advisory board.				
5	Evaluate the value of student and business & industry partnerships.				
6	Evaluate return on investment with the varying partnerships.				
7	Establish a list of businesses that reside in or have student-enrollment ties in the district				
8	Establish an advisory committee to facilitate district-wide upgrades that utilize private donations(video boards)				
9	Establish a list of businesses that reside in or have student-enrollment ties in the district to include direct advertising and student work-based learning.				

Position Responsible for Action Plan:

Driving Goal #	2	All students will benefit from strong partnerships between the school and the community built on clear communication.
Action Plan #	4	We will develop opportunities for job shadowing and internships.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Research student interest in job shadowing & internships.				
2	Assess current schedule restraints and eligibility parameters.				
3	Define the differences between Work-Based Learning and our current programming with work release. Evaluate the educational value of the experience(s).				
4	Implement a strong Work-Based Learning program with a qualified staff member (WBL certified), including shared goals and programming structure.				
5	Identify staffing responsible for high-quality Work-Based Learning opportunities throughout our district.				
6	Utilize our business & industry partnerships to connect students with relevant career opportunities.				
7	Evaluate program effectiveness & continued feasibility.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

Strategy #:	**2**	All students will benefit from strong partnerships between the school and the community built on clear communication.

COSTS	**BENEFITS**
Tangible: ● Rebranding would require all current signage to be updated and changed, which would be a high cost to the district. ● Cost of new website ● Time away from curriculum and core instruction	**Tangible:** ● People will have a stronger sense of identity within our community. ● Easy access to district communication and marketing ● Additional sponsorships, community organizations, and benefits ● Real-life experiences at these opportunities
Intangible: ● People potentially could be upset about a name change or ostracizing one community or the other. People have a hard time with change. ● The time cost of building a new website and transferring current data. ● Potential inequities from community partnerships amongst buildings and teams.	**Intangible:** o Have a recognizable district that outside community members in the state of Nebraska know and understand the location and identity of. o Better sense of identity. o Improved positive community relationships o Future employment and/or relationships that could result in future opportunities

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

Driving Goal #3:

All students will feel safe, supported and have a sense of belonging.

Driving Goal #	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	1	We will build mental health systems that will support all students' mental health needs.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate current MTSS practices and how they relate to SEL and mental health programming				
2	Utilize data from evaluations from student/teacher surveys (SAEBRS)				
3	Examine the current responsibilities of our mental health professionals on staff.				
4	Research different options for readily available resources for students to have access to mental health via telehealth or additional mental health professionals (LMHP) on staff.				
5	Define roles and responsibilities within the district mental health team, including general education staff, and communicate those responsibilities to staff.				
6	Explore times where mental health professionals from both buildings have an opportunity to collaborate about student needs, including transition to PHS.				
7	Communicate the OR-1 MTSS mental health system				
8	Evaluate district mental health and MTSS behavioral practices through data analysis.				

Position Responsible for Action Plan:

Driving Goal #	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	2	We will provide education and opportunities for staff and the community to collaborate and foster a positive culture.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Analyze previous school surveys to develop district priorities and previous initiatives.				
2	Develop a district-wide survey system that utilizes common surveys annually, which are reviewed and reported back to staff.				
3	Review survey data to develop priority items to focus on for each school year.				
4	Explore opportunities for activities that can bring all communities within our district together				
5	Define and research district-wide culture and ideal outcomes				
6	Provide opportunities for stakeholder engagement within the schools (parent-community events such as Grandparents' Day, Science Fair, etc.)				
7	Evaluate this plan through internal and external surveys.				

Position Responsible for Action Plan:

Driving Goal	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	3	We will build a schedule/calendar to meet the academic/social-emotional needs of students, staff, and families.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Examine current scheduling practices and research surrounding school calendars				
2	Research and gather feedback from stakeholders regarding the district calendar				
3	Create an annual calendar committee with action steps and responsibilities assigned, taking into account Academic/Social Emotional & Activity-based needs				
4	Evaluate the new after-school program to determine next steps for before/after-school programming				
5	Explore recess, PE, and free-play time to maximize movement activities. (screen-free time)				
6	Research the feasibility of changing the length of the school day and/or transitioning to block from standard periods.				
7	Fully implement the new activities calendar and educate staff members on the systems				
8	Implement and communicate calendar updates and changes.				
9	Evaluate the calendar yearly to assess functionality.				
8	Evaluate this plan through staff and community feedback				

Position Responsible for Action Plan:

Driving Goal#	3	All students will feel safe, supported and have a sense of belonging.
Action Plan #	4	We will use all available resources to keep students and staff safe.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Examine and evaluate current safety plans				
2	Examine data from yearly safety audits and implement feedback when possible.				
3	Evaluate camera locations and coverage.				
4	Evaluate interior safety and explore best practices for limiting visibility into classrooms.				
6	Create an enhanced interschool communication process to include consideration for radios, crisis messaging for staff, etc.				
7	Research best practices in preventing vape use and other substance use.				
8	Research additional tools for district-wide tipline. ie, safe to help				
9	Implement a yearly review of unused spaces and safety protocols for classrooms (ie, locked doors)				
8	Evaluate this plan through yearly safety audits.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

Strategy	**3**	All students will feel safe, supported and have a sense of belonging.
COSTS		**BENEFITS**
Tangible: ● Cameras ● Vape Detectors ● Window Coverings ● Radios ● Degradation of equipment		**Tangible:** ● Student well-being ● Less parental/ staff anxiety ● Less vaping
Intangible: ● Time ● Additional teacher commitment ● Does more security = less welcoming? ● Transparency to the community ● Loss of staff or students ● Unrealistic fear		**Intangible:** ● Trust ● Culture of vigilance and awareness ● Increased enrollment

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

Driving Goal #4:

All students will have access to quality facilities for all activities and technology to maximize student potential.

Driving Goal	4	All students will have access to quality facilities for all activities and technology to maximize student potential.			
Action Plan #	1	We will provide a balance of technology.			
#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Review network bandwidth and Wi-Fi coverage (building-wide consistency) Maintain or implement 1:1 device programs (Chromebooks, desktops, laptops, etc.)				
2	Establish device replacement cycles (e.g., every * years)				
3	Improve cybersecurity measures (firewalls, MFA, backups)				
4	Investigate equitable access for all students (including at-home connectivity and special needs students)				
5	Explore a well-balanced curriculum integration between screen-based instruction and paper/pencil-based instruction				
6	Research and improve our digital citizenship curriculum				
7	Evaluate and manage how student device usage is appropriately supervised				
8	Develop and implement clear acceptable use policies, including A.I.				
9	Research engaging parents and students in digital awareness, including minimizing screen time and developing students' ability to manage their own screen time and digital habits.				
10	Provide outside professional development on balancing technology in the classroom.				
11	Explore different technologies for staff that would meet their needs.	What does that mean? Macintosh and Laptops?			
12	Evaluate overall technology effectiveness,	How will this be			

	use, and implementation.	measured?			

Position Responsible for Action Plan:

Driving Goal#	4	All students will have access to quality facilities for all activities and technology to maximize student potential.
Action Plan #	2	We will develop a facility use plan to determine current usage and additional needs.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate the current facility use and time availability for all 7-12 activities, including youth programs and community use.				
2	Create a facilities calendar made public with generic “school activity” blocking out when it is used.				
3	Research similarly sized districts and their facilities usage plans, and the number of available facilities.				
4	Develop a facility use plan that prioritizes 7-12 school programs first, and determine additional needs for youth and the community. (This includes looking at an Auditorium or additional rec facility areas that can be used for both 7-12, youth, and community activities, with possible partnerships with outside donors)				
5	Implement a facilities plan that reflects the findings of similar-sized districts, as well as our developing district needs, with a limited tax burden to our patrons.				
6	Evaluate the effectiveness of the calendar and facilities use, with priority given to school activities.				

Position Responsible for Action Plan:

Driving Goal #	4	All students will have access to quality facilities for all activities and technology to maximize student potential.
Action Plan #	3	We will analyze operational efficiencies and evaluate potential improvements.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Evaluate our current maintenance/custodial staff at both the HS and Elem with similarly sized districts.				
2	Research current HVAC systems to best control classroom temperatures suitable for learning and activities.				
3	Utilize a facility plan that keeps pace with upgrades needed to maintain facilities to an acceptable standard.				
4	Analyze the current square footage of our facilities and identify staff maximization for cleaning and maintenance.				
5	Identify opportunities where maintenance can support athletic setup.				
6	Evaluate and research current transportation practices and identify inefficiencies through route system management and shuttle routes.				

Position Responsible for Action Plan:

Driving Goal#	4	All students will have access to quality facilities for all activities and technology to maximize student potential.
Action Plan #	4	We will create a competitive environment that encourages a winning culture.

#	Action Steps	Assigned to	Starting date	Ending Date	Completed Date
1	Analyze the current state of athletic/activities culture in the 7-12 building.				
2	Evaluate current programs within and outside the district that have a good culture.				
3	Explore other high-level/performing districts to determine their processes and how they handle adversity/challenges from outside of their district.				
4	Explore alignment among school activities and youth-sports activities				
5	Implement/enforce policies to align with other high-performing districts, along with what we are striving to develop.				
6	Develop a school-wide culture of success that bridges the classroom and the playing field.				
7	Develop an evaluation tool of what a “winning” culture is and define what a winning culture is.				
8	Evaluate extracurricular activities and their success and participation rates.				

Position Responsible for Action Plan:

COST-BENEFIT ANALYSIS

DG #:	4	All students will have access to quality facilities for all activities and technology to maximize student potential.

COSTS	BENEFITS
Tangible: ● Cost of technology upgrades and upkeep ● Paying someone for maintenance ● Costs of updated devices ● Purchase of a web-based program for reaching all stakeholders - social media/website (students, parents, community members)	**Tangible:** o Well-informed parents & stakeholders o Students benefit from the use of current technological devices to prepare for the ever-changing technological landscape
Intangible: o Time	**Intangible:** o Feeling pride in our school community o Informed parents

(Have you considered opportunity costs?
Does this action plan have sufficient return on investment?)

DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2025

Updated January 12th, 2026

Policy Review Schedule for the 2026 calendar year

Policy Series	Topic	Date of Last Review	New Review Date	Status
1000	Community Relations	April 14, 2025	April 13, 2026	Scheduled
2000	Administration	April 14, 2025	April 13, 2026	Scheduled
3000	Business Operations	April 14, 2025	April 13, 2026	Scheduled
4000	Personnel	August 11, 2025	August 10, 2026	Scheduled
5000	Students	August 11, 2025	August 10, 2026	Scheduled
6000	Instruction	November 10, 2025	November 9, 2026	Scheduled
7000	New Construction	November 10, 2025	November 9, 2026	Scheduled
8000	Internal Board Policies	February 10, 2025	February 9, 2026	Scheduled
9000	Bylaws of the Board	February 10, 2025	February 9, 2026	Scheduled

Students

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

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

The following process will apply to short-term suspensions:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary *not to exceed an additional 48 hours* following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or

recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt

to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. *If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.*

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

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

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

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending

school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed--to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended unless the student (1) brings a deadly weapon to school grounds, a school vehicle, or a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

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

   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
   b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to

pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat, which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
   c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
   d. Head wear including hats, caps, bandannas, and scarves.
   e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
   f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the

educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

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

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

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

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously

submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

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

3. Electronic Devices

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

a. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, music devices, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered

instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

b. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students may be permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for

family contacts, so the family can give the student updates on the parent's condition).

c. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the parent/guardian in a consistent and orderly way.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

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

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

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. **1st Offense**: Student will be confronted and directed to cease.
2. **2nd Offense**: Student will be confronted, directed to cease, and parents will be notified.
3. **3rd Offense**: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296, 79-2,160

Date of Adoption: March 13, 2017
Date of Revision: May 11, 2026

Students

Anti-Bullying Policy

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

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

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

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

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-29
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: March 13, 2017
Date of Revision: August 14,2023

Instruction

Parental/Community Involvement in Schools

District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form that may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information, including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision-makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decision-maker, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decision-makers when their child may be subjected to a standard norm-referenced or criterion-referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision-makers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decision-maker of such student shall be prohibited unless a parent, guardian, or educational decision-maker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decision-makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:\

    - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decision-maker;
    - Mental or psychological problems of the student or the student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision-makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: February 13, 2017
Date of Review: July 13, 2026

District OR1 Parental Involvement Policy
Title 1

P.L. 103-381 affirms the principle that parental involvement is a vital part of the Title 1 program.

At the district level, it is the policy of District OR-1 that parents of all participating children shall be given the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district shall provide coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district shall encourage parent involvement and support the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools. An annual evaluation of this parental involvement policy will be conducted to determine the effectiveness of this policy, the barriers of this policy for increasing parent involvement, and any necessary revisions of this policy.

It is the policy of District OR1 that:

1. This jointly developed, written policy is distributed to parents of participating Title 1 children at the fall open house, through mailings if the parent does not attend the open house, and when new families enroll.

2. An annual meeting is held in the spring, for all parents of participating children, both public and private. Parents will be notified by school newsletters, letters and mailings.

3. Parents shall be informed of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program at the annual meeting and parent-teacher conferences.

4. Parents shall receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results at the annual meeting and parent-teacher conferences. Student's progress shall be reported to parents each quarter through progress reports.

5. Parents shall receive timely response to all parent recommendations through both verbal and written responses. All information sent to parents is in the native language used in the home. Full opportunities are provided for all parents to participate in Title 1 activities.

6. A school-parent compact was jointly developed with parents, and reviewed annually. The compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement. The compact is sent to all parents at the beginning of the year for review and signature. Parents and after school program staff meet at the beginning of the year to plan Title 1 programs and activities, and throughout the year to review their progress. The compact is discussed during parent-teacher conferences and available to sign at conferences as well.

7. Parents are encouraged to communicate with school personnel. Title 1 personnel shall be readily accessible to parents. Parents are welcome to observe any Title 1 activities.

8. The Title 1 program shall provide opportunities for parents to become partners with the school in promoting the education of their child at home and at school. The school shall provide reasonable support for parental involvement activities as requested by parents through publications and staff and parent awareness activities.

9. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate through publications and staff and parent awareness activities.

10. Each spring the Title 1 program shall assess and review, through a written survey completed by parents, the effectiveness of the program and design strategies for school improvement. Results of the survey will be reported in a newsletter to parents. Opportunities will be given to parents to be involved in using these findings to plan, design, and implement the Title 1 program for the following year.

Examples of how the Parental Involvement Policy is being met:

1. The Parental Involvement Policy is shared by the Title Teacher to all parents of students who receive Title services in August/September.. This policy is also in the District newsletter.

2. A parent meeting is scheduled each spring in the month of February or March. A letter is sent home to inform parents about this meeting, as well as included in the school newsletter. We have tried holding this meeting during winter parent teacher conferences or Family Reading Night to see where we get the most feedback and attendance.

3. Parents are sent a progress report each quarter updating student individual progress. Parents are informed in September about their child qualifying for Title services. This is also reinforced at parent teacher conferences.

4. Parents are provided updates on individual State testing, as well as district testing in the fall when results are shared from NDE. Dibels assessment information is provided to parents at fall/winter parent teacher conferences and in May. Progress reports are provided to all students who receive Title services each quarter. Several examples are included in this drive..

5. The Parent student compact is reviewed annually at the spring parent meeting.

6. Title teacher is available to discuss data, and students progress at any time. The title teacher does attend Problem Solving Team meetings for individual students and parent teacher conferences.

7. The title teacher sends home summer packets and information for extra practice in the district newsletter. Example is attached.

8. A parent survey is sent home to parents in April/May in order to receive feedback on the Title program.

Instruction

Multicultural Education

District OR-1 Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the

responsibility to provide the administration with reports on: (a) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723
Nebraska State Board of Education Rule 10

Date of Adoption: February 13, 2017
Date of Review: NJuly 13.2026

DR. BRIAN L. MAHER, COMMISSIONER
TEL 402.471.2295
FAX 402.471.0117
P.O. Box 94987
Lincoln, NE 68509-4987
education.ne.gov

June 8, 2026

Administrator
Palmyra District OR-1
425 F ST PO Box 130
Palmyra, NE 68418

RE: Accreditation for 2026-2027 School Year

Dear Administrator,

On June 5, 2026, the State Board of Education voted to grant accreditation to Palmyra District OR-1 for the 2026–2027 school year.

This action is based upon records indicating that Palmyra District OR-1 operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*.

This grants Palmyra District OR-1 the legal authority to satisfy the provisions of the compulsory education law. The approval period is effective from July 1, 2026, through June 30, 2027.

Thank you for your ongoing commitment to educational excellence and the students you serve.

Sincerely,

Decua Jean-Baptiste Ed. D.
Director of Accreditation
Office of Accreditation, Certification, & Approval
Nebraska Department of Education

Certificate of Accreditation

The Nebraska Department of Education

Recognizes

Palmyra District OR-1

AS AN ACCREDITED SCHOOL
FOR THE SCHOOL YEAR 2026-2027

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

Brian L. Maher, Ed.D.
Commissioner of Education

Jane Stavem, Ed.D.
Deputy Commissioner of Education

Appendix "1" to the 2026-2027 Student Fees Policy for District OR-1 Public Schools For Board Approval: July 13.2026

Additional Information Regarding Required Materials and Fees

Bennet Elementary School (Pre-school – 5th grade)	General Description	Amount of Fee or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee / Insurance
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) *Please note: Limited instruments are available for use by students.*
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from the class supply lists
Field Trips	Transportation and admission costs	Field trip costs may vary based on location and event logistics. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch-eligible students.
Summer Enrichment	Classes offered during the summer	$75 per child. Fees may be reduced or eliminated based on the student's IEP or free/reduced lunch eligibility.
Credit Recovery	Classes are offered to students in Grades 9-12 at the end of the school year.	$100.00 per class.
Lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of

		$65.00
Yearbooks: This is an optional expense.	School Book	Yearbooks are published and made available for purchase every year.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		**Student Breakfast Prices:** ● **Grades K-5--$2.35** ● **Grades 6- 12-- $ 2.60** **Student Lunch Prices:** ● **Grades K-5--$3.40** ● **Grades 6-12: $3.50** **Student Milk Prices:** ● **Grades 6-12--$ .50** ***Additional Information:*** ● *Ala carte and "extra" entrees for PHS students are available on a daily basis. Students can charge these "extras" to their lunch accounts with parent permission or pay cash at the point of sale.* ● *Students' lunch accounts must hold a positive balance. If an account has a negative balance, students will not be able to charge "extra" entrees to their account.* ● *Please also be aware that if a student is eligible for free or reduced lunch, "extra" entrees (or à la carte items) will be charged at full price to their account.* ● *Please note: The free or reduced price only applies to the first student lunch. If a student's lunch account has a negative balance, they will not be able to charge à la carte or extra entrees to their account.*
Before/After School Recreation per hour ● *This service is for the Elementary School Only*	Champions Club	**Before School:** **After School:** ● *The prices are listed on the Champions program information sheet.* ● *Please contact the Bennet Elementary School office at **(402) 782-3535** for more information.*

Secondary Program Grades 6-12	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair is provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	School-owned musical instrument rental	**$50.00** per year or **$25.00** per semester for school-owned instrument rental fees and cleaning. Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some limited-function calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
SENCAP: "Dual credit" college classes	Tuition and fees for college courses taken for credit while in high school.	"Dual Credit" class costs are to be paid directly by students to the college.

End-of-year lost or damaged books	Damage fee or replacement cost	Fees and fines of up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $65.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about $50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee

Extracurricular and other programs	**General Description of Fee or Material**	**Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		
Admission	Spectator fees for admission to events	**$6.00** per event maximum. Students may purchase an activity pass for **$40.00** per year. For District and Conference events hosted by the School, the cost is to be set by NSAA but not to exceed **$20.00** per event. Senior Citizen pass: **$5.00** per person per school year
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.

<table>
<tr>
<td>Equipment and Attire</td>
<td>Students are responsible for the required equipment and attire appropriate to the sport or activity that are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.

Uniform items are checked out to students.

If lost or damaged, students will be assessed fees in the amount of the replacement cost.</td>
<td>Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel.

Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads, and personal medical devices (braces, orthopedic inserts, etc.).

Additional required items for particular sports or activities include:
<table>
<tr><td>Basketball</td><td>No additional costs</td></tr>
<tr><td>Football</td><td>Mouthpiece</td></tr>
<tr><td>Golf</td><td>Golf bag & clubs</td></tr>
<tr><td>Speech</td><td>Dress attire, copies of research</td></tr>
<tr><td>Track</td><td>No additional costs</td></tr>
<tr><td>Volleyball</td><td>Volleyball knee pads</td></tr>
<tr><td>Wrestling</td><td>Wrestling headgear</td></tr>
<tr><td>Softball</td><td>No additional costs</td></tr>
<tr><td>Baseball</td><td>No additional costs</td></tr>
<tr><td>Cheerleading and Flag Team Squads</td><td>Shoes, approved uniforms (top & skirt, jacket), poms, and other accessories</td></tr>
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<tr>
<td>Travel meals</td>
<td>Meals</td>
<td>Students are responsible for their meals while traveling.</td>
</tr>
<tr>
<td>Camps and clinics</td>
<td>Registration and other costs of camps or clinics</td>
<td>Students are responsible for the cost of all clinics, camps, and conditioning programs.
Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</td>
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Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their musical instruments and accessories and for their uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00. ● For High School Band Students, a $10.00 uniform cleaning fee is requested. *This is paid to the Music Boosters* ● For Junior High Band Students, a $10.00 uniform cleaning fee is requested. *This is paid to the Music Boosters* ● For High School Vocal students, a $10.00 choir robe cleaning fee is requested. *This is paid to the Music Boosters*
Vocal Music Group	Coordinating group attire	Students will pay for the outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Future Farmers (FFA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.
National Honor Society	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories not to exceed $150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Cheerleading	Uniforms	Uniforms TBA covered by parents
Social & Recognition Activities		
School plays, musicals, and social activities	Admission to events	$10.00 per play or activity

School dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
Senior Prom Fee	Starting in 7th grade and through their junior year, each student will pay a $15 fee that will go towards their senior prom. Leftover money from the prom fees will go towards the costs of the cap and gown. Please note: Graduating classes of *2026 and 2027* will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th-grade year. Graduating classes of 2028 will have enough money from fees to cover prom expenses.	$15.00 per year
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

Reviewed: **7.13.2026**

Board Approved: **7.13.2026**

Instruction

Parental/Community Involvement in Schools

District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form that may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information, including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision-makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decision-maker, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decision-makers when their child may be subjected to a standard norm-referenced or criterion-referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision-makers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decision-maker of such student shall be prohibited unless a parent, guardian, or educational decision-maker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decision-makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:\

    - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decision-maker;
    - Mental or psychological problems of the student or the student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision-makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: February 13, 2017
Date of Review: July 13, 2026

District OR1 Parental Involvement Policy
Title 1

P.L. 103-381 affirms the principle that parental involvement is a vital part of the Title 1 program.

At the district level, it is the policy of District OR-1 that parents of all participating children shall be given the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district shall provide coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district shall encourage parent involvement and support the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools. An annual evaluation of this parental involvement policy will be conducted to determine the effectiveness of this policy, the barriers of this policy for increasing parent involvement, and any necessary revisions of this policy.

It is the policy of District OR1 that:

1. This jointly developed, written policy is distributed to parents of participating Title 1 children at the fall open house, through mailings if the parent does not attend the open house, and when new families enroll.

2. An annual meeting is held in the spring, for all parents of participating children, both public and private. Parents will be notified by school newsletters, letters and mailings.

3. Parents shall be informed of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program at the annual meeting and parent-teacher conferences.

4. Parents shall receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results at the annual meeting and parent-teacher conferences. Student's progress shall be reported to parents each quarter through progress reports.

5. Parents shall receive timely response to all parent recommendations through both verbal and written responses. All information sent to parents is in the native language used in the home. Full opportunities are provided for all parents to participate in Title 1 activities.

6. A school-parent compact was jointly developed with parents, and reviewed annually. The compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement. The compact is sent to all parents at the beginning of the year for review and signature. Parents and after school program staff meet at the beginning of the year to plan Title 1 programs and activities, and throughout the year to review their progress. The compact is discussed during parent-teacher conferences and available to sign at conferences as well.

7. Parents are encouraged to communicate with school personnel. Title 1 personnel shall be readily accessible to parents. Parents are welcome to observe any Title 1 activities.

8. The Title 1 program shall provide opportunities for parents to become partners with the school in promoting the education of their child at home and at school. The school shall provide reasonable support for parental involvement activities as requested by parents through publications and staff and parent awareness activities.

9. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate through publications and staff and parent awareness activities.

10. Each spring the Title 1 program shall assess and review, through a written survey completed by parents, the effectiveness of the program and design strategies for school improvement. Results of the survey will be reported in a newsletter to parents. Opportunities will be given to parents to be involved in using these findings to plan, design, and implement the Title 1 program for the following year.

Examples of how the Parental Involvement Policy is being met:

1. The Parental Involvement Policy is shared by the Title Teacher to all parents of students who receive Title services in August/September.. This policy is also in the District newsletter.

2. A parent meeting is scheduled each spring in the month of February or March. A letter is sent home to inform parents about this meeting, as well as included in the school newsletter. We have tried holding this meeting during winter parent teacher conferences or Family Reading Night to see where we get the most feedback and attendance.

3. Parents are sent a progress report each quarter updating student individual progress. Parents are informed in September about their child qualifying for Title services. This is also reinforced at parent teacher conferences.

4. Parents are provided updates on individual State testing, as well as district testing in the fall when results are shared from NDE. Dibels assessment information is provided to parents at fall/winter parent teacher conferences and in May. Progress reports are provided to all students who receive Title services each quarter. Several examples are included in this drive..

5. The Parent student compact is reviewed annually at the spring parent meeting.

6. Title teacher is available to discuss data, and students progress at any time. The title teacher does attend Problem Solving Team meetings for individual students and parent teacher conferences.

7. The title teacher sends home summer packets and information for extra practice in the district newsletter. Example is attached.

8. A parent survey is sent home to parents in April/May in order to receive feedback on the Title program.

School Wellness Policy

District OR-1 is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

- The health curriculum will include information on good nutrition and healthy living habits.
- Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- The district will collaborate with public and private entities to promote student wellness.
- Water will be made available to students throughout the school day.

2. Goals for Physical Activity

The district will promote healthy physical activity choices for all students.

- The school district's curriculum shall include instruction on physical activity and habits for healthy living.
- Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

The district will provide healthy facilities and promote collaboration among partner entities for the wellness of all students.

- The district will participate in state and federal child nutrition programs as appropriate.
- The district will provide professional development, support, and resources for staff about student wellness.
- Students will be provided sufficient time in which to eat school-provided meals.
- The district's lunchrooms will be attractive and well-lighted.
- The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

- The district may partner with other individuals or entities in the community to support the implementation of this policy.
- The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- The district will use evidence-based strategies to develop, structure, and support student wellness.
- The district will promote and encourage healthy lifestyles to its employees. Evidence supports that when staff lead a healthy lifestyle, it promotes and encourages students to do the same.

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

The district will promote healthy food choices for all students.

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

    - USDA National School Lunch and School Breakfast nutrition standards
    - USDA Smart Snacks in School nutrition standards.

- The district will offer students a variety of age-appropriate, healthy food and beverage selections, which may include fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

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

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

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

6. Food and Beverage Marketing

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

- This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

- The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

- All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a scoreboard with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

7. Public Participation

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

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

The district will regulate sales of food not meeting nutrition standards to facilitate healthy food choices for all students.

- Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

- Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

    - It shall not be sold in competition with school meals in the food service area during the meal service.
    - It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for

breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

- The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
- This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at:

- https://api.healthiergeneration.org/resource/2

Date of Adoption: **June 13, 2017**

Date of Review: **July 12.2021**

Date of Revision: **February 12, 2024**

District OR-1 (Bennet- Palmyra) Public Schools

(402) 780-5327 **425 F Street Palmyra, NE 68418** **www.districtor1.org**

Michael Hart	Linde Walter	Heath Johnson	Jared Haag	Aaron Hoeft
Superintendent	Student Programs	Secondary Principal	Elementary Principal	Activities Director

District Wellness Summary Document
Updated: January 23, 2024

District OR-1 (Bennet- Palmyra) Public Schools is committed to student wellness, both mind and body. This dedication is a critical component of the district's educational philosophy, woven into every thread of the daily experience for our students and staff.

The concept of the "whole child" shines brightly at District OR-1. Here, education extends far beyond textbooks and tests. We recognize the myriad of variables present in each student's life, and we understand that academic success thrives alongside emotional and physical well-being. From kindergarten to graduation, a comprehensive range of programs and initiatives fosters this holistic approach to wellness.

A strong foundation of this philosophy is our district wellness program. Nutritious meals that fuel young minds, comprehensive cognitive and physical exercises assessing individual growth, and our consistent social-emotional learning (SEL) curricula equip students with the tools to navigate life's challenges. District OR-1 Public Schools' focus on student wellness can empower learners to thrive and maximize learning. By nurturing the whole child, body, mind, and spirit, we strive to cultivate not just academic excellence, but well-rounded individuals ready to face the world with confidence and empathy.

Below are the results of our wellness assessment:

- School Wellness Policy (SWP) Triennial Assessment

The three goals of our district Wellness Plan moving forward are:

1. **Nutrition Promotion Goal -** The district will re-engage our district Wellness Committee and seek out diversity and a wellness-focused mindset in selecting members to be a part of the committee. The district will also recruit representatives from various stakeholder groups (school, student, and community leaders) to collaborate and implement the plan.
2. **Physical Activity Goal** - To organize and facilitate student and community use of the future wellness center and district facilities (Olson Complex, building playground and gymnasiums) across all grade levels.
3. **Student and Staff Wellness Goa**l – District OR-1 will work to promote and facilitate healthy lifestyles among its employees and students.

The District OR-1 **Wellness Policy # 5417** was reviewed at the July 2023 Board of Education Meeting according to our Board Policy Schedule.

Please call our central office at (402) 780-5327 or email hart.mic@districtor1.net for additional questions regarding this policy.

2026-2027
TEACHER (CERTIFIED STAFF)
HANDBOOK
PALMYRA DISTRICT OR-1

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District OR-1 Teacher Handbook
2026-2027 School Year

Section 1: **Intent of Handbook**
Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2025-2026** and subsequent school years unless replaced by a later edition.

Section 2: Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students began attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. The Palmyra building now serves student grades (6-12) and the elementary site at Bennet serves grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years and with continued economic development ith the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth is projected to continue in the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population..

Section 3: **School Mission Statement**
The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future". Our governing principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and support staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
    - Is based on state standards in reading, writing, speaking, listening,

mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
    - Is appropriate for the developmental level of the students;
    - Addresses diverse learning needs;
    - Instills a passion for learning and the importance of life-long learning;
    - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
    - Develops expected work ethics, as well as group participation and leadership skills;
    - Incorporates character education and multicultural education, including respect for diversity;
    - Provides for application of technology in all learning areas;
    - Provides access to advanced courses; and
    - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
    - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
    - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and

Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4: **Members of the Board of Education**

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee - Vice President	moebabbs@aol.com
Tim Cheney	tcheneyor1@gmail.com
Brandon Desh - President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Section 5: Administrative Staff

Name	Position
Michael Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services and Programs
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Taylor Black	Elementary	Pre-School
Brittany Eisenhauer	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/SPED Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1
Kristi Field	Elementary	1
Rachel Petska	Elementary	1
Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2

Katie Anderson	Elementary	3
Gracie Burwell	Elementary	3
Dana Christensen	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Carley Donovan	Elementary	5
Jennifer Borg	Elementary	5
Payton Partida	Elementary	5
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Technology	K-5
Zachary Wemhoff	Physical Education	K-5
Chrissy Garris	Art Teacher	K-5
Brianne Lahmon	Special Education	Pre-K-5
Abby Eastep	Special Education	K-5
Mikayla Batman	Special Education	K-12
Ann Fritsch	Special Education	K-12
Austin Lahmon	Guidance Counselor	K-5
Beth McCreight	Vocal Music	K-12

John Furrow	Instrumental Music	5-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Media Specialist	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Amanda Malone	Jr. - Sr. High School	6-8 Math
Elise Stoike	Jr. - Sr. High School	6-8 English
Matt Murphy	Jr. - Sr. High School	6-8 Science
Tammy Harris	Jr. - Sr. High School	6-8 Social Studies
Jacob Wieseler	English	7-12
Zac Kassebaum	English	7-12
McKenna Webel	English	7-12
Michelle Paxton	Family & Consumer Science	7-12
Grant Fritsch	Industrial Technology	7-12
Liz Beach	AG	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12

Jonna Pester	Math	7-12
Madison Welker	Science	7-12
Jon Davenport	Science	7-12
Mark James	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Jeff Panko	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Jennifer Whyman	Special Education	6-12
Jordan Linke	Physical Education	7-12
Taylor Baumert	Physical Education / Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Kori Vodicka	Counselor	6-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Daryl Hopp		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Ronda Wheatley		Bus Driver
Sharon Dowding		Bus Driver
Glenn Steffenmeier		Bus Driver
TBD		Bus Driver
Audrea Severe	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	District Support Assistant
Melissa Ostrander	Elementary	Main Office Secretary
Kristi Norman	Jr.-Sr. High School	Main Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Jen Oswald	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance / Facilities Director	District Office
Patricia Long	Jr.-Sr. High School	Custodial
Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
Melinda Tramp	Jr.-Sr. High School	Paraeducator / ICU / Substitute Teacher
Shea Spaulding	Jr.-Sr. High School	FT Substitute Teacher

Emily Purvis	Jr.-Sr. High School	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Aimee Smallcomb	Preschool	Paraeducator
Carrie Ellis	Preschool	Paraeducator
Carrie Mullendore-Dilsaver	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
TBD	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator
TBD	Elementary	Paraeducator
Sydnie Wright	Elementary	Paraeducator
Mitch Muma	Elementary	Paraeducator
Selena Hiett	Elementary	Paraeducator
Shonna Rulla	Elementary	Paraeducator
Deb Wood	Jr.-Sr. High School	Paraeducator
Sarah Moss	Jr.-Sr. High School	Paraeducator
Elli Lamprecht	Elementary/Jr.-Sr. High School	Food Service Director
TBD	Jr.-Sr. High School	Kitchen Supervisor
Darla Hoffman	Jr.-Sr. High School	Bennet Kitchen Manager
Camie Exantus	Jr.-Sr. High School	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 Public Schools

2026-2027 School Calendar

Board Approved: January 12, 2026

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5-11	Staff Development Days - No school for students
10	Start of Fall Practices
12	First Day of School for Students (K-12)
17	Preschool First Day of School
19	Teacher days
14	Student days

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7	Labor Day	
23	PT Conferences 2-8 pm (1:00 p.m. dismissal)	
24	PT Conferences: 8 AM -12 PM /Staff Development: PM	
25	No School for Staff or Students	
20	Teacher Days	Total Teacher Days: 39
19	Student Days	Total Student Days: 33

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7	Bluez Festival: No School for Students/ PD Day for staff	
14	End of First Quarter	
15	Staff Development Day	
16	No school for staff or students	
21	Teacher Days	Total Teacher Days: 60
19	Student Days	Total Student Days: 52

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16	Start of Winter Practices	
17	Staff Development - No School for students / ECNC One Act	
25-27	Thanksgiving Break - No School	
18	Teacher Days	Total Teacher Days: 78
17	Student Days	Total Student Days: 69

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18	End of Second Quarter - Early Dismissal 1:00pm	
21-31	Winter Vacation - No School	
23-27	Five day moratorium period est. by NSAA	
14	Teacher Days	Total Teacher Days: 92
14	Student Days	Total Student Days: 83

First Semester Days:	Staff Days: 92 Student Days: 83

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	Winter Vacation - No School
4	Staff Development - No School for students
5	Start of Second Semester: Students Return
18	Martin Luther King Day - No School
19	Teacher Days
18	Student Days

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10	PT Conferences 2-8 pm (1:00 p.m. dismissal)	
11	PT Conferences: 8 AM -12 PM /Staff Development: PM	
12	No School for Staff or Students	
19	Teacher Days	Total Teacher Days: 38
18	Student Days	Total Student Days: 36

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1	Spring Practices Begin	
4	End of Third Quarter	
5	Spring Break - No School	
12	No school for Staff or Students	
26-29	No school for Staff or Students: Easter Break	
31	Quiz Bowl (MUDECAS) Elementary Full Day of School: HS: No school	
19	Teacher Days	Total Teacher Days: 57
18	Student Days	Total Student Days: 54

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15	Staff Development - No School for students	
16	No school for students or staff	
21	Teacher Days	Total Teacher Days: 78
20	Student Days	Total Student Days: 74

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
20	31					

8	High School Graduation	
20	End of 2nd Semester: 1:00pm Dismissal for 6-12 / No school K-5	
21	Last Day for Certified Staff	
31	Memorial Day	
15	Teacher Days	Total Teacher Days: 93
14	Student Days	Total Student Days: 88

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-10	Summer Enrichment: Week 1
14-17	Summer Enrichment: Week 2
21-24	Summer Enrichment: Week 3

Second Semester Days:	Staff Days: 83 Student Days: 88

July 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Approved: 1/12/2026

Teacher Days:	186
Student Days:	171

	No School Days for Students and Staff
	Staff Development Day for Staff: No School for Students
	1:00 p.m. Early Dismissal for all students
	Bennet Elementary Last Day of School

	First Day of School for K-12
	First Day of School for Preschool Students
	High School Graduation

Section 2 Daily Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Section 3 Shortened Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely

return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 Contract Days

Teachers are contracted for 185 contract days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 1 - School Calendar and Schedules

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by District OR-1 when the teacher signs the teacher's contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of **Neb Rev. Stat. §79-829**.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular

program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to **Neb. Rev. Stat. § 79-8,109.**

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule **on or before September 1** of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such a school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Extended Duty Pay
Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at the agreed schedule placement on a per diem basis for such teacher's extended time.

Section 7 Benefits
Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections **by September 1** of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions
Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement
Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the

Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 403(b) Salary Reduction Agreements
The District has suspended participation in investment programs under Internal Revenue Code Section 403(b).

Section 11 Overtime
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test

for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

- ***Paid Leaves Available***. District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.

- ***Nature of Paid Leave***. Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

- ***Leave Year.*** The leave year for paid leaves is the District's fiscal year.

- ***Leave Days.*** Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.

- ***Carry-over and Accumulation.*** Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days.

  The school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave
Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Unpaid Leaves
District OR-1 complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence
An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 Jury Duty Leave
An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	§ 25-1640

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program. This program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem. The Employee Assistance Program can address a wide range of problems.

Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee. The "EAP" programs provide confidential, short-term counseling for staff, and their dependents at no cost in most cases. Staff and eligible family members may make an appointment by contacting the provider. Contact information is available in staff work rooms or upon request.

Section 5 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with

equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for **at least one year**, for **1,250 hours over the previous 12 months**, and if there are at least 50 employees of District OR-1 within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District

must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent at (402) 780-5327.

Section 6 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333;20 CFR Part 1002 (USERRA)

Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234

Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Certified staff are contracted for 185 days in alignment with the current school district calendar. Schools have differing starting and ending times for the student day. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet district requirements and negotiated agreement parameters. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on the playground, lunchroom, bus duty and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day. Elementary school teachers are to be in the building no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other

certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Digital Content in the Classroom

District OR-1 Public Schools is committed to maximizing instructional time that actively engages all students in learning. Classroom instruction at all levels should emphasize instructional strategies that promote critical thinking and effectively facilitate student engagement.

To maximize instructional time, the use of movies, television programs, or other video media shall be limited and may only be shown during the instructional day when the material serves a clearly defined instructional purpose, and the content is aligned to clearly identified academic standards, district curriculum, or specific course learning objectives.

Teachers must obtain prior written approval from the building principal before showing any movie, film, or video that exceeds brief instructional clips or is shown for an extended period of time. Requests for approval should identify the instructional objective, the curriculum standard being addressed, the length of the video, and how the activity will enhance student learning.

FYI: An excellent resource for guidance with appropriate media content for classroom usage can be found at the following web link: https://www.commonsensemedia.org/

Showing an entire movie should be an infrequent occurrence and is generally discouraged. Today's students experience significant amounts of "screen time" outside of school, and the district remains committed to reducing unnecessary "screen" exposure during the school day whenever possible. Video content should supplement quality instruction—not replace it—and should never be used as a time filler or substitute for planned instructional activities except under special circumstances approved by the building principal.

Please note: *Building principals may deny or discontinue the use of any video content that does not meet these expectations or is determined to be inconsistent with the district's instructional philosophy.*

Section 6 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as the grade book). This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:
    A. Days on which the student was tardy.
    B. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to District OR-1 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 7: Classroom and School Procedures
Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
   Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed periodically during each school year.

2. Text Book and Room Inventory
   All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones
   Teachers shall not use personal cell phones for any non-school purpose during instructional time. Teachers may have cell phones on their person or in close proximity during the school day, but the phones should be on silent mode to reduce distractions.

   Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

   Use of Teacher Aides

   Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher

by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, and other organizational tasks as assigned. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Use of Student Aides

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

5. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

6. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

8. Teacher Mailbox

Each teacher will be assigned a mailbox located in the office or work room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

9. Teachers Meetings
   Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

10. Classroom Environment
    At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner

Section 8: Supervision of Students
Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at District OR-1. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions**
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
   - Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances

- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 9: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.

3. If, after attempts to improve student behavior, the problems continue, talk to the

student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.

5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.

6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.

9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 10: Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 11 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 12 Curriculum – Assessments

1. State Assessments.

District OR-1 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both "standardized assessments" (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and "coursework assessments" (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the

assessment. The assessment instrument is to be maintained in a secure manner.

ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using "test banks." For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments.

i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

District OR-1 expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

B. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.

C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:
A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility

for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.

D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest, etc.

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
   a. The maximum penalty for the crime equals or exceeds six months incarceration;
   b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
   c. Conviction would impact performance of employee's job responsibilities, including offenses that:
      i. Would impact the responsibility to be a role model for students or relations with other employees of District OR-1;
      ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
      iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
   d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of District OR-1, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with District OR-1. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on District OR-1' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform District OR-1 of any complaints or concerns about the operations of District OR-1 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of District OR-1 and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote District OR-1' mission. Employees must

ensure that all applicable laws and regulations are followed by District OR-1 and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of District OR-1.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanisms specific to the nature of the complaint or concern.

District OR-1 will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and classified staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct
Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 5 Professional Attire
It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring
Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment
Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Safe Transportation
When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Instagram, Tik Tok, Snapchat, Twitter (X), Meta, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The District OR-1 Board of Education is committed to providing a quality education for all District OR-1 students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards.

Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades

for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades **6-12** are as follows:

A	94 - 100	Excellent
B	85 - 93	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the

semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into District OR-1 at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Parent –Teacher Communication. Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference.

Commendation Reports. In an attempt to improve relations between the school and home, staff are asked to contact parents with positive progress reports, regarding students who are doing exceptionally well in school as well as those who are performing poorly. Too frequently parents are contacted only when there is something negative to report.

Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a student planner where necessary as a communication tool. Certified staff who may need additional support in communicating with parents should contact their building principal or guidance counselor.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being

made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are made available to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Section 5 **Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school current school year is as established by the adopted school calendar:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, etc. that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services

or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.

13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment

(copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 **Care of School Property**
Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 **Use of Telephone**
Personal calls using school shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 **Visitors**
Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 **Salespersons**
Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 **Security of Desks and Lockers**
Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as

where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 **Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 **Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 **Safety**

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Article 7 - Use of School Facilities and Equipment

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the

teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "D" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, P.O. Box 130, Palmyra, Nebraska 68418, (402) 780-5327.

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

District OR-1 hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, District OR-1 will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

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

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's

sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of District OR-1. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem.

Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period

is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parent of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to "opt-out" their child from the survey. Sensitive

matters include:

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

3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental and Family Involvement

General - Parental/Community Involvement in Schools

The District's policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child's records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom

instruction and other school experiences when possible and educationally appropriate;

7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family involvement policy. Employees are expected to comply with the Title I parental and family involvement policy.

Section 10 Homeless Students

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

FLSA Notice

FMLA Notice

EEOC Notice

COBRA Notice

RECEIPT OF 2026-2027 TEACHER (CERTIFIED STAFF) HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2026-2027** Teacher (Certified Staff) Handbook of District OR-1. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:_____

_____
Printed Name

_____
Teacher's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 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 District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 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 District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request

Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools are not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One **Bennet Elementary/ Palmyra**	**Departure time from** **Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file:** **Yes** **No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**

        - Being knowledgeable of and consistently enforcing school rules and policies
        - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
        - Taking appropriate action when rules are not followed, or a student is in danger.
    - **Hazard surveillance and intervention**
        - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
        - Checking the areas visited, and appropriately addressing hazards
        - Responding appropriately to emergencies
        - Handling emergencies that occur properly to reduce potential injury and damage.
        - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
    - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
    - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
    - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
    - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
    - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
    - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
    - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
    - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.

    - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
    - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
    - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
    - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
    - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District Policies Apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

  District School Bus
- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out a driver

approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.
- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

2026-2027
Classified Employees
Handbook
Palmyra District OR-1

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Receipt of Handbook

FOREWORD

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2026-2027** and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students began attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. The Palmyra building now serves student grades (6-12) and the elementary site at Bennet serves grades (Pre-K - 5). The district also currently offers full and part time preschool options for families.

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years and with continued economic development with the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth is projected to continue in the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 **School Mission Statement**

The mission of District OR-1 is ***"Together, we prepare our students to successfully meet the challenges of the future."***
Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;

- Implementation of a curriculum that meets the following:
  - Is based on state standards and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;
  - Incorporates character education and multicultural education, including respect for diversity;
  - Provides for application of technology in all learning areas;
  - Provides access to advanced courses; and
  - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee: Board Vice President	moebabbs@aol.com
Tim Cheney	cheneyor1@gmail.com
Brandon Desh: Board President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Section 5 Administrative Staff

Name	Position
Michael Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services and Programs
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Brittany Eisenhauer	Elementary	Pre-School
Taylor Black	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1
Kristi Field	Elementary	1
Rachael Peska	Elementary	1
Gina Christensen	Elementary	2

Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Dana Christensen	Elementary	3
Gracie Burwell	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Jennifer Borg	Elementary	5
Carely Donovan	Elementary	5
Payton Partida	Elementary	5
John Furrow	Instrumental Music	5-12
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Elementary	K-5
Brianne Lahmon	Special Education	K-5
Zachary Wemhoff	Physical Education	K-5
Ann Fritsch	Special Education	K-5
Abby Eastep	Special Education	K-5
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12

Austin Lahmon	Counselor	K-5
Amanda Malone	Jr. - Sr. High School / Math	6-8
Elise Stoike	Jr. - Sr. High School / LA	6-8
Tammy Harris	Jr. - Sr. High School / SS	6-8
Matt Murphy	Jr. - Sr. High School / Science	6-8
Beth McCreight	Vocal Music	K-12
Kori Vodicka	Counselor	6-12
Jacob Wieseler	English	7-12
Zac Kassebaum	English	7-12
McKenna Webel	English	7-12
Michelle Paxton	Family & Consumer Science	6-12
Grant Fritsch	Industrial Technology	6-12
Jonna Pester	Math	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Madison Welker	Science	7-12
Jon Davenport	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12

Mark Kotik	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Mikayla Batman	Special Education	6-12
Jen Whyman	Special Education	6-12
Elizabeth Beach	Vocational Agriculture	7-12
Jordan Linke	Physical Education	6-12
Taylor Baumert	Physical Education/ Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Librarian/Media	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Daryl Hopp		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
TBD		Bus Driver
Sharon Dowding		Bus Driver
Glenn Steffensmeier		Bus Driver
TBD		Bus Driver
Audrea Severe - Krupka	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	District Support Assistant
Melissa Ostrander	Elementary	Main Office Secretary
Kristi Holmgren	Jr.-Sr. High School	Main Office Secretary

Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Jen Oswald	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance / Facilities Director	District Office
Patricia Long	Jr.-Sr. High School	Custodial
Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
Melinda Tramp	Jr.-Sr. High School	Paraeducator / ICU / Substitute Teacher
Shea Spaulding	Jr.-Sr. High School	FT Substitute Teacher
Emily Purvis	Jr.-Sr. High School	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Aimee Smallcomb	Preschool	Paraeducator
TBD	Preschool	Paraeducator
Carrie Mullendore-Dilsaver	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
TBD	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator

TBD	Elementary	Paraeducator
Sydnie Wright	Elementary	Paraeducator
Mitch Muma	Elementary	Paraeducator
Selena Hiett	Elementary/ASPIRE	Paraeducator
Shonna Rulla	Elementary	Paraprofessional / Music
Deb Wood	Jr.-Sr. High School	Paraeducator
Sarah Moss	Jr.-Sr. High School	Paraeducator
Elli Lamprecht	Elementary/Jr.-Sr. High School	Food Service Director
Vicky Gerstenschlager	Jr.-Sr. High School	Kitchen Supervisor
Sherry Hebron	Jr.-Sr. High School	Food Service
Camie Exantus	Jr.-Sr. High School	Food Service
Colt Richardson	Jr.-Sr. High School	Food Service
Mark Tiedeman	Elementary	Food Service
Darla Hoffman	Elementary	Kitchen Supervisor
Dewaine Knutson	Elementary	Food Service
Paul Traeger	Elementary	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 Public Schools

2026-2027 School Calendar

Board Approved: January 12, 2026

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5-11	Staff Development Days - No school for students
10	Start of Fall Practices
12	First Day of School for Students (K-12)
17	Preschool First Day of School
19	Teacher days
14	Student days

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7	Labor Day
23	PT Conferences 2-8 pm (1:00 p.m. dismissal)
24	PT Conferences: 8 AM -12 PM /Staff Development: PM
25	No School for Staff or Students
20	Teacher Days — Total Teacher Days: 39
19	Student Days — Total Student Days: 33

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7	Bluez Festival: No School for Students/ PD Day for staff
14	End of First Quarter
15	Staff Development Day
16	No school for staff or students
21	Teacher Days — Total Teacher Days: 60
19	Student Days — Total Student Days: 52

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16	Start of Winter Practices
17	Staff Development - No School for students / ECNC One Act
25-27	Thanksgiving Break - No School
18	Teacher Days — Total Teacher Days: 78
17	Student Days — Total Student Days: 69

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18	End of Second Quarter - Early Dismissal 1:00pm
21-31	Winter Vacation - No School
23-27	Five day moratorium period est. by NSAA
14	Teacher Days — Total Teacher Days: 92
14	Student Days — Total Student Days: 83

First Semester Days: Staff Days: 92 / Student Days: 83

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	Winter Vacation - No School
4	Staff Development - No School for students
5	Start of Second Semester: Students Return
18	Martin Luther King Day - No School
19	Teacher Days
18	Student Days

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10	PT Conferences 2-8 pm (1:00 p.m. dismissal)
11	PT Conferences: 8 AM -12 PM /Staff Development: PM
12	No School for Staff or Students
19	Teacher Days — Total Teacher Days: 38
18	Student Days — Total Student Days: 36

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1	Spring Practices Begin
4	End of Third Quarter
5	Spring Break - No School
12	No school for Staff or Students
26-29	No school for Staff or Students: Easter Break
31	Quiz Bowl (MUDECAS) Elementary Full Day of School: HS: No school
19	Teacher Days — Total Teacher Days: 57
18	Student Days — Total Student Days: 54

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15	Staff Development - No School for students
16	No school for students or staff
21	Teacher Days — Total Teacher Days: 78
20	Student Days — Total Student Days: 74

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8	High School Graduation
20	End of 2nd Semester: 1:00pm Dismissal for 6-12 / No school K-5
21	Last Day for Certified Staff
31	Memorial Day
15	Teacher Days — Total Teacher Days: 93
14	Student Days — Total Student Days: 88

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-10	Summer Enrichment: Week 1
14-17	Summer Enrichment: Week 2
21-24	Summer Enrichment: Week 3

Second Semester Days: Staff Days: 93 / Student Days: 88

July 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Approved: 1/12/2026

Teacher Days:	186
Student Days:	171

No School Days for Students and Staff
Staff Development Day for Staff: No School for Students
1:00 p.m. Early Dismissal for all students
Bennet Elementary Last Day of School

First Day of School for K-12
First Day of School for Preschool Students
High School Graduation

Section 2 Daily Schedule

Jr.-Sr. High School

- Period 1 8:10 – 8:55
- Period 2 8:59 – 9:44
- Period 3 9:48 – 10:43
- Win Time 10:37 - 11:01
- Period 4 11:05 – 11:50
- Period 5 11:54 – 1:14
- Period 6 1:18 – 2:03
- Period 7 2:07 – 2:52
- Period 8 2:56 – 3:41

Shortened Schedule

Jr.-Sr. High School

- Period 1 8:15 – 8:39
- Period 2 8:43 – 9:12
- Period 3 9:16 – 9:44
- Period 4 9:48 – 10:16
- Period 6 10:20 – 10:48
- Period 7 10:52 – 11:20
- Period 5 11:24 – 12:28
- Period 6 12:32 – 1:00

Section 3 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. *If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news.* An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed or have an altered schedule.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

Weather Decisions After School Starts For the Day: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible

for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions: District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, the district will implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

Section 2 **Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Notify Cassie Wemhoff of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 4 **Grievances and Complaints**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 **Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable on a once per month basis when services are performed. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 **Benefits**

Classified staff employees are provided sick leave and PTO time in proportion to their full-time equivalency. Year around classified staff employees are provided LTD and group life insurance at the employee's expense. The cost of LTD premiums will be added to the employee's income. All classified staff employees are eligible to participate in the district's section 125 plan. Employees shall make annual fringe benefit elections no later than September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you or will be made available upon request from the Superintendent's office.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 **Payroll and Payroll Deductions**

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

Section 8 **Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees *required to drive their own vehicles during their regular scheduled working hours between two or more work sites when a school district vehicle is not available*. Claims for reimbursement should be submitted quarterly to Lisa Phillips. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include documentation sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose. **Please note: the district will not reimburse for tax on expenditures.**

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by the Business Manager or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include documentation sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 9 **Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 1⁄2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may also be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 **Absence Procedures**

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a leave request through Red Rover using the designated district procedures. *The request is to be submitted at least 5 duty days prior to the leave.* The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take sick or bereavement leave, employees are to contact their building administrator or direct supervisor before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or direct supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. *Establishing Fitness for Duty*. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

   Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 **Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and PTO leaves in accordance with their work agreement and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits if applicable.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified staff employee who becomes ill and is unable to work is to contact the employee's immediate supervisor before 6:00 A.M. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the employee's immediate supervisor as to whether the classified staff employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified staff employee is to make such advance reports of need for leave as possible.

For PTO and other leaves, a Request in Red Rover is submitted at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Bereavement leave (currently included under sick leave) is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified staff employee, if any, as to progress made in the classified staff employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified staff employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of five consecutive days or more due to illness, must present a written statement to the Principal from the classified staff employee's physician or health care provider stating that the classified staff employee is physically able to return to duty. This statement is to be presented in person before the classified staff employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 3 **Payroll Deductions for Absences in Excess of Paid Leave**
Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 **Leaves of Absence**
An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves
The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave
An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for *at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.*

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents

you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical

leave rights.

For additional information you may refer to FMLA poster (Appendix "B") or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact our Human Resources support staff at 402-780-5327.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 **Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 **School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Equipment, books and supplies that are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail. Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an immediate answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

6. Record Keeping. Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

7. Employees Meetings. Employees' meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 **Supervision of Students**

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles; to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision:

- Report to all duty assignments on time.
- Consistently circulate through your assigned duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—**do**

not share confidential information about students except with other staff who need to know the information to perform their jobs).

- Touching students should be limited to that necessary to protect the student as required by CPI. ***Corporal punishment is strictly prohibited in our school district and is not to be used.*** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions:**
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment:**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings:
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- Students fighting or involved in a physical altercation
- Student health problems (fainting, bleeding, high temperature, difficulty breathing, etc.). Please note: If the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- A report (or a suspicion) that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- The presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

A student suspected of having an item in violation of school rules needs to be escorted to the building administrator or you will wait with the student until proper administration arrives. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Staff shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes, or is required by law.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. *Student record information should be shared only with other school staff with a need to know the information to perform their duties.*

Section 6 Role of Para Educators

Para educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the para educator in a supportive role. Para educators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a para educator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you

are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Tik Tok, Instagram, Snapchat, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee.

While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community.

Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and c*onsideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.*

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Ethics Standards**

District OR-1 expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

***Principle I - Commitment as a School Employee*:**

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

- *Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.*
- *Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.*
- *Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.*
- *Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.*
- *Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.*
- *Shall not sexually harass students, parents or school patrons, employees, or board members.*
- *Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.*
- *Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.*
- *Shall seek no reprisal against any individual who has reported a violation of this rule.*

***Principle II - Commitment to the Student*:**

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

***Principle III - Commitment to the Public*:**
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

- *Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.*
- *Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.*
- *Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.*
- *Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.*
- *Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.*
- *Shall, with reasonable diligence, attend to the duties of the employee's position.*

***Principle IV - Commitment to Classified Position Employment Practices*:**
The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

- *Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.*
- *Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.*
- *Shall give prompt notice to the employer of any change in availability of service.*
- *Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.*
- *Shall not assign to unqualified personnel, tasks for which an employee is responsible.*
- *Shall permit no commercial or personal exploitation of his or her employment position.*
- *Shall use time on duty and leave time for the purpose for which intended.*

Article 5 – Personal and Professional Conduct

Competent Performance
Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

- Keep records for which he or she is responsible in accordance with law and policies of the school system;
- Supervise others in accordance with law and policies of the District;
- Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

- Utilize available materials and equipment necessary to accomplish the designated task;
- Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
- Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

- Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

- Utilize information and materials that are relevant to the designated task;
- Use language and terminology which are relevant to the designated task;
- Use language which reflects an understanding of the ability of the individual or group;
- Assure that the designated task is understood;
- Use feedback techniques which are relevant to the designated task;
- Consider the entire context of the statements of others when making judgments about what others have said;
- Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

- Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
- Maintain consistency in the application of policy and practice;
- Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

- Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
- Shall not knowingly misinterpret the statement of others;
- Shall not show disrespect for or lack of acceptance of others;
- Shall provide leadership and direction for others by appropriate example;
- Shall offer constructive criticism when necessary;
- Shall comply with reasonable requests and orders given by and with proper authority;
- Shall not assign unreasonable tasks;
- Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

- Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- Be able to communicate so effectively as to accomplish the designated task;
- Appropriately control his or her emotions;
- Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Section 2 **Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 **Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Twitter, Instagram, Snapchat, Facebook, or other social networking site.
- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance (verbal, written, or physical) towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 **Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 **Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such

interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 **Notification of Arrest, etc.**
Employees must notify Superintendent by the next business day after:

Arrest or Criminal Charges: The employee is arrested, ticketed, or issued a criminal charge where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
- Would impact the responsibility to be a role model for students or relations with other employees of the District;
- Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
- Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
- The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

Certificate or License Complaint: The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.

Child Abuse: The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

- Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.
- Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.
- Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.
- Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 **Evaluations**

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 **Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 **Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be

permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 **Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

\Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee’s motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- **Technology Subject to this Policy:** This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
- **Access and User Agreements:** Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
- **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.
- **Unacceptable Uses:** The following are unacceptable uses of the technology resources:
    - **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.
    - **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
    - Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
    - The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.
    - **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.

- **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,
    - 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).
    - Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- 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.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

- **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
- To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
- To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails 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 emails that divulge protected confidential student information to unauthorized persons.
- To promote or tolerate violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.
- In a manner contrary to software licenses.

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.

- **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 Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

- **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.

- **Sanctions:** Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 6 **Care of School Property**

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 **Use of Telephone**
Personal telephone calls should be limited to non instructional time during the work day.

Section 8 Visitors
Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons
Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers
Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard to any such links.

Section 13 **Copyright and Fair Use Policy**

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Employees should seek assistance from administration if there are any questions regarding what may be copied.

Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices: Guidelines for safe work practices for employees include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800)669-4000 /DD: (800) 669-6820

(800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "C" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, Palmyra, NE 68418, (402) 780-5327:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	High School Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of District OR-1 is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

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

- In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
- Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
    - Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
    - Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
    - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

Grievance Procedures

- Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
- If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report

your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
- The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

- A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

FLSA Notice

FMLA Notice

EEOC Notice

COBRA Notice

RECEIPT OF 2026-2027 CLASSIFIED EMPLOYEE HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2026-2027** Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

_____
Employee's Signature

Return to:

Central Office
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 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 District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 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 District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Central Office
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: July 14, 2025

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: July 14, 2025

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One Bennet Elementary/ Palmyra	**Departure time from Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file: Yes No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**
    - Being knowledgeable of and consistently enforcing school rules and policies
    - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
    - Taking appropriate action when rules are not followed, or a student is in danger.

- **Hazard surveillance and intervention**
  - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
  - Checking the areas visited, and appropriately addressing hazards
  - Responding appropriately to emergencies
  - Handling emergencies that occur properly to reduce potential injury and damage.
  - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
  - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
  - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
  - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
  - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
  - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
  - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
  - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
  - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.
  - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
    - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
    - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
    - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
    - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:
- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements

- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District School Bus

- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out and a driver approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.

- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

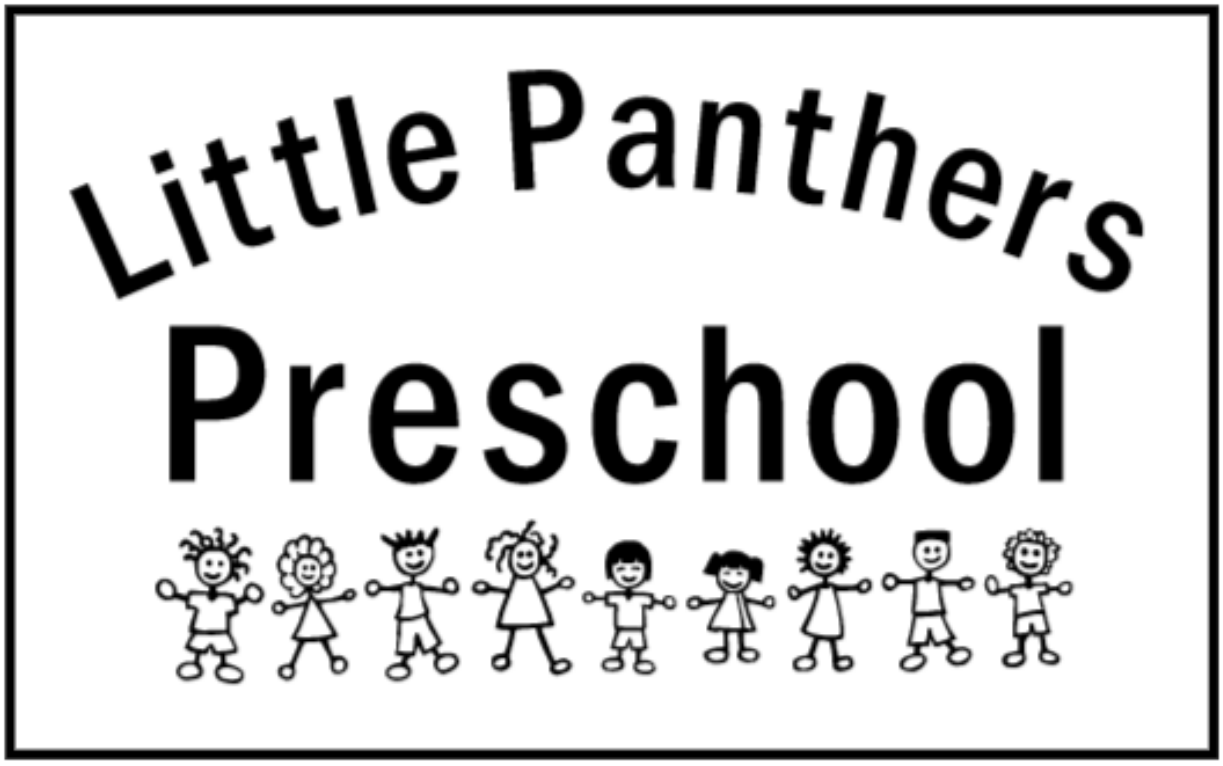
Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**



Little Panthers Preschool
District OR-1 Public Schools
Bennet Elementary
50 Dogwood Street
Bennet, NE 68317

402-782-3535

www.districtor1.org

Little Panthers Preschool Handbook
2026-2027

The Little Panthers Preschool is part of District OR-1 Public Schools. All policies set forth by the District OR-1 Board of Education in the District's Parent Handbook are in effect for Preschool.

The additional guidelines set forth in this Preschool Handbook are for Little Panthers Preschool only and address issues that pertain only to preschool students.

Preschool Staff

Mr. Jared Haag	Principal
Ms. Linde Walter	Student Support Services
Mrs. Casandra Hohensee	Preschool Teacher
Mrs. Chelsey Georges	Preschool Teacher
Miss Brittany Eisenhauer	Preschool Teacher
Miss Taylor Black	Preschool Teacher
Mrs. Amy Buchanan	Speech/Language Pathologist
Mrs. Emily Buddenberg	Speech/Language Pathologist
Mrs. Jiree Wilson	Speech/Language Pathologist
Mrs. Audrea Severe-Krupka	Occupational Therapist
Mrs. Ky'Lee Baumert	Physical Therapist

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Our Philosophy

District OR-1 Public Schools, the district of Little Panthers Preschool, acknowledges and respects each child. We also support the belief that a child's strong self-esteem comes from experiencing success in an age-appropriate environment, enhanced by a rich, stimulating curriculum. The curriculum engages children's learning across all developmental areas while allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences.

Our overall goal for the children enrolled in Little Panthers Preschool includes:

- Children will develop strong self-confidence and self-esteem.
- Learning experiences focused on the development of the whole child, with an emphasis on social-emotional skills and fostering a growing sense of independence.

Our Values and Goals

- Maintain a SAFE, supportive, and stimulating environment
- Facilitate learning through PLAY, as play is a child's work!
- Respect children's uniqueness; recognize and celebrate individual differences
- Create a trusting and predictable environment
- Emphasis on the "process" rather than the "product."
- Use of positive language
- Modeling of empathy and compassion
- Encourage children to take risks so they can experience new successes
- Help children learn to make choices and develop responsibility for those choices
- Provide a "child-centered program" which comes from a blend of the interests of the children, together with a successfully planned and organized facility, and the use of our early childhood curriculum
- Continually cultivate our curriculum, which is updated and revised to ensure a variety of developmentally appropriate experiences for children

Curriculum

Teaching Strategies GOLD

We use the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning are the heart of Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. Teaching Strategies GOLD is a seamless research-based system proven to be reliable and valid for teaching and assessing children. It is intended to be used as a key component of any developmentally appropriate early childhood curriculum and program. Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

Teaching Strategies: The Creative Curriculum for Pre-K

The Creative Curriculum for Preschool is a research-based, comprehensive curriculum designed to support the growth and development of young children. Through hands-on exploration, purposeful play, and engaging learning experiences, children develop skills in literacy, mathematics, science, social studies, social-emotional development, physical development, and the arts. Teachers create meaningful learning opportunities that build on each child's interests, strengths, and individual needs while encouraging curiosity, problem-solving, creativity, and independence. The curriculum helps prepare children for kindergarten by fostering a love of learning and promoting success in both academic and social settings.

Center-Based Classroom Approach

Little Panthers Preschool uses a Center-Based Classroom approach to implement our curriculum and foster learning that has two important features. 1.) A distinct organizational structure, and 2.) a focus on specific interest areas in the classroom. These eleven interest areas provide the detailed content of the organizational structure, and together they ensure that our preschool meets the curricular and developmental needs of all our students. The eleven areas are:

1. **Blocks:** props to accompany block play, such as cars, animals, people, signs, etc.
2. **Dramatic Play:** puppets, props, clothing for careers, housekeeping, tools, etc.
3. **Toys & Games:** classifying, colors, numbers, letters, patterns, counting
4. **Art:** drawing, painting, gluing, cutting, all mediums, group and individual art
5. **Library:** books in all areas, a writing center, a listening center, read aloud
6. **Discovery** science, indoors & outdoors, classroom pets, life sciences, etc.
7. **Sand & Water Play:** indoors and outdoors
8. **Music & Movement:** instruments, online resources, singing, dancing, exercise
9. **Cooking:** preparing snacks, cooking to go with units of study, baking
10. **Technology:** online resources to extend units of study, use of computers
11. **Outdoor Play:** riding toys, climbing, building, bird and squirrel feeding, games

Enrollment Policy

Our enrollment procedure used to determine the preschool class list is based on the following list of criteria in order of priority:

1. Resident three and four-year-old students with disabilities who are currently receiving IEP services or required state services such as ELL or 504 plans.
2. Resident students who are or will turn four prior to or on July 31st (oldest to youngest by birth month/day/year).
3. Resident students who are or will turn three prior to or on July 31st (oldest to youngest by birth month/day/year).
4. Resident Kindergarten age-eligible* children who will be five or have had little or no preschool experience and/or other extreme extenuating circumstances.
5. If there are still open spots, non-district students will be chosen based on the criteria listed above.

We wish we could enroll every child, but being at capacity and having a waiting list shows there is certainly a need within the district for the youngest members of our student population. A quality early childhood program maintains a low teacher-to-pupil ratio and matches enrollment to the facility's physical capacity. These factors limit our enrollment numbers and must be taken into account. These factors also impact Full-Day, Morning and Afternoon preferences.

Preschool Time Information

Full Day Preschool Session-
8:00-3:20 Monday-Thursday
No preschool classes on Fridays.

Morning Preschool Session-
8:00-11:30 Monday-Thursday
No preschool classes on Fridays.

The Little Panthers preschool has its own calendar, which is attached to the handbook.

Fee Payment Information

Little Panthers Preschool adheres to the Rule 11 guidelines issued by the Nebraska Department of Education and works with the NDE to establish a fee schedule and guidelines for all preschool families. Within that framework, there are certain criteria that families may meet that can waive the fee payment for their preschool student.

If a child does not meet one of the five criteria listed on page 8, there is a $ 150-per-month fee for **part-day preschool**. In August, December, and May, the fee is $75.

Payment for the entire year is due by August 28th, 2026, in the amount of $ 1,125.00; your August and May are FREE! Savings of $150.00.

If a 4-year-old who attends the **full-day session** does not meet one of the five criteria listed on page 8, there is a $ 300-per-month fee for full-day preschool.

Payment for the whole year is due by August 28th, 2026, in the amount of $2700.00; your May month is FREE! Savings of $300.00.

- **All Payments need to be made out to District OR-1 and given to the Elementary secretary by the first of every month.**
- **If payment is 60 days late, your child will be removed from the Little Panther Preschool program.**

If you have questions regarding payments or a payment plan, please contact Linde Walter at walter.lin@districtor1.net.

Students who meet one of the following criteria will not be charged a monthly fee:

- Children identified with a disability and who are receiving early childhood services.
- Children whose family income qualifies them for participation in the federal free and reduced lunch program.
- Children who reside in a home where English is not the primary language for communication.
- Children of parents who are younger than eighteen or have not completed high school.
- Children who were born prematurely or at low birth weight as verified by a physician note.

Questions regarding children who meet criteria for ***not*** being charged a monthly fee need to be directed to Linde Walter at walter.lin@districtor1.net.

Forms are available for verification and participation in the Federal Free and Reduced Lunch Program at both the elementary and central offices. Questions about this program should be directed to Lisa Phillips at 780-5327, ext: 2007.

Home Visits

Home visits are scheduled prior to the beginning of the school year. You will be asked to schedule other home visits and/or conferences during the school year. These visits are required by the Nebraska Department of Education and have been a wonderful way to begin building that school-home partnership. Families of Little Panthers Preschool will participate in at least two home visits and one parent-teacher conference each school year.

Teacher Contact

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you through a brief conversation at pick-up time, via a phone call, an email, a classroom app, or a short note. This would include things like minor injury (more than a band-aid), behavior issues, concerns about a situation, etc. Please don't hesitate to let your child's teacher know about any concerns, questions, or confusion. If you wish to visit with the teacher in depth, it would be best to set up a conference or call when preschool is not in session.

A classroom calendar and newsletter will be sent home for each month with the days the preschool is not in session clearly marked. This newsletter will contain classroom news, upcoming events, student photos, and helpful tips for parents. Please watch for the newsletter in your child's backpack.

Students who are the oldest or only child in their family will also receive a Bennet Elementary newsletter each week. District information is also available on the school website www.districtor1.org.

Meals

Preschoolers receive breakfast and a snack in the morning session. Breakfast, snack, and lunch are included in the full day preschool program. This cost is included in the monthly fee. We serve our meals "Family Style." This means preschoolers will be able to set the table, use child-sized serving utensils to serve themselves, pass the dish to the classmate next to them, and pour their own beverage from a child-sized pitcher. During meal and snack time, preschoolers will have the opportunity to visit with their friends and teachers while also practicing table manners and language skills. Do not send a meal from home with your child. A meal from home would keep your child from participating in the meal experience. Special accommodations can be made only for students who are on a special diet. If this is the case, you will need to discuss this with your child's teacher.

- Please inform your child's teacher and the school nurse of any food allergies and/or on the student enrollment form.

Birthday Treats and Special Snacks

We will celebrate student birthdays during snack time at preschool. If you would like to send birthday treats to school to celebrate your child's birthday, please let the teacher know in advance. Birthday treats need to be store-bought with the ingredients clearly labeled. Families may volunteer to bring a snack for the class during a special party such as Halloween, Christmas, and Valentine's Day. These special snacks also need to be store-bought with the ingredients clearly labeled.

Drop-Off and Pick-Up Procedure

Preschool teachers will discuss pickup and drop-off procedures for their classroom during your home visit and/or open house. Preschool parents are expected to accompany their child to the exterior door of the school building each time they drop off and pick up their child. **Preschool students are not allowed to walk through the parking lot or bus lane without an adult.** Please follow this procedure for the safety of all students and families.

The arrival routine should be the same each day. These predictable routines will reduce separation anxiety and will allow your child to gain independence and practice responsibility. If your child is having trouble separating from you, signal the teacher and let them take care of it. A quick "good-bye" and exit from the parent is best. Please trust that the teacher will handle your child appropriately in an event such as this.

Each half day session is 3½ hours long. Prompt arrival and pick-up is important to helping us stay on schedule and also for helping your child settle into the daily routine.

- **Do not arrive before 8:00.**
- **If you arrive after 8:10, please check in at the office**

If your child will be absent, please notify the classroom teacher.

You will be required to provide a listing of the people you authorize the school to release your child to. Your child will never be released to someone not on the list unless we receive a note or phone call from you with permission. If the staff member does not know the person, they will be asked to show identification. **Please notify your child's teacher of any changes to your child's daily drop-off or pick-up routine.**

Bus Transportation

The district provides limited bus services to Bennet, Palmyra and Douglas daycares, and Palmyra High School. These locations are pre-arranged. If you have questions regarding transportation from a daycare or Palmyra High School please contact Linde Walter at walter.lin@distictor1.net.

At the High School, it will be the parents' responsibility to wait with their child to be picked up. It is also the parents responsibility to be there when the bus arrives to drop off their child.

There will be two adults on the preschool bus at all times, the driver and a supervisor. The bus will have a detailed list of all the students riding, locations of drop off and pick up and parent or babysitter contact information.

Students riding a school bus will be using specialized built in booster seats at all times if they are under the age of 5. In compliance with the district policy regarding bus riding and bus behavior, it is important that the students riding the bus are safe. Therefore, if a student is not able to adhere to the safety standards and rules and if that student becomes a distraction for the driver, or is a danger to the other students, parents will be notified and they will need to make other arrangements for their preschool student's transportation.

Field Trips

We will try to take the preschool students on field trips during the school year. If so, a slip with trip information will be sent home in advance. The purpose of these field trips is to broaden the students' educational experiences. Occasionally, students may be asked to bring money or pay admission to an attraction. Parents will be invited to help with supervision on these trips as needed. It is the policy of Little Panthers Preschool that no younger siblings accompany the parent on a field trip. Your help with the preschool students is needed.

Clothing

Your child will spend a great deal of each day on the floor inside, playing outside, and just being very active. Please dress your child for this type of activity each day. Please label all your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc. We will play outside each day unless there is precipitation falling, or the temperature is dangerously cold. Your child will need snow boots, shoes to change back into, warm clothing, hats, and mittens when winter arrives. We ask that you send some type of jacket each day in the fall and spring so your child is prepared for outside time.

Bathrooming

Your child must be toilet-trained when they begin class on the first day. Pull-up pants cannot be worn during preschool hours. If by August 31st your child is still having accidents they will be withdrawn from the class session and a plan moving forward will be made for your student to rejoin the classroom at the quarter.

The only exception is if a child is receiving district services with an IEP/504 and has been communicated to preschool staff. We know accidents happen. Your child will NOT be made to feel bad if he/she has an accident; a staff member will handle it in a matter-of-fact fashion. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home.

Outdoor Learning and Play

With our wonderful outdoor classroom, your child will get dirty. You may want to keep that in mind when dressing for preschool. Appropriate clothing for hot and cold weather is very important. We will be outside each day unless there is active precipitation or an uncomfortable wind chill factor.

We encourage you to apply sunscreen in the warmer months. Please do this before your child comes to school. Students will be encouraged to drink plenty of water during warm weather.

Pictures and Video

Pictures and video of our students, activities, and classroom will be taken and used for various learning opportunities. These same pictures are positive additions to articles posted on the district website, in the classroom newsletter, or submitted to the local paper.

There is a permission form allowing your child's picture to be taken and to be used as a part of an article either online, in the local paper, or within the classroom for class books and other activities. Please return this form to your child's teacher with the rest of the enrollment paperwork.

Weather Related Information and Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances.

If inclement weather forces an early dismissal, all preschool sessions will follow school district procedures. If inclement weather forces a late start, morning preschool will not take place. Full day four year olds will follow the Bennet Elementary start time.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Immunizations

State laws require that students ages 2 through 5 years enrolled in a school-based program not licensed as child care provider have the following immunizations prior to attending:

- 4 doses of Dtap, DTP, or DT vaccine,
- 3 doses of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

You must show proof of immunizations upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions or personal beliefs that do not allow immunizations may complete a waiver statement which is held in the elementary school office.

Asthma/Anaphylaxis Protocol

Information on this topic is available if your child has been diagnosed with one or both of these conditions. Please inquire with your child's teacher or elementary office if this applies to your child.

When Should You Keep Your Child Home?

Please do not send your child to school if they appear to be sick. Please do not send your child to school for 24 hours after he/she has had a fever. If they return to school too soon, they may still be contagious, and their defenses will be down. Keep students home if they have any of the following:

- Temperature greater than 100.4 degrees F
- Vomiting and/or diarrhea
- Unexplained rashes
- Discharge from eyes and/or ears or severe nasal drainage
- Sore throat and/or severe cough
- Head lice

In the case of a contagious disease, please contact the school. If your child contracts any of the following, notification is necessary: strep throat, influenza, COVID, or any easily transmitted childhood sickness. If your child is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, you will be called. If your child is well enough to return to school, he or she is well enough to participate in all activities-indoors and outdoors.

BENNET ELEMENTARY
STUDENT - PARENT HANDBOOK
OF DISTRICT OR - 1
2026-2027
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District OR - 1 Student-Parent Handbook
2026-2027 School Year
General Information

Superintendent of District OR 1
Mr. Michael Hart

Members of the Board Of Education

Jaimi Calfee	Dean Busch	Tim Cheney
Brandon Desh	Dee Moore	Joshua Penterman

Elementary Principal
Jared Haag

Mission Statement

Together, we prepare our students to successfully meet the challenges of the future.

Beliefs:

1. We believe in providing a safe learning environment for all students.
2. We believe in teaching, modeling, and reinforcing acceptance and respect for self and others.
3. We believe in developing the skills for effective communication and critical thinking.
4. We believe in fostering a sense of individual responsibility and integrity in order to contribute to the community and become a successful member of society.
5. We believe in providing academic and extra-curricular opportunities for every student to develop to their full potential.

Principles:

1. We will responsibly manage and optimize our facilities and resources for the best interest of students and the community.
2. We will foster an engaging learning culture that values growth, celebrates accomplishments, and learns from mistakes.
3. We will recruit, hire, support, develop, and retain quality staff to fulfill our high expectations.
4. We will make decisions in the best interests of the whole student by providing the support needed to thrive in all aspects of development.
5. We will have consistent, evidence-based, processes and systems in place to guide data-informed decisions.
6. We will equip students with essential life skills through academic and extra-curricular opportunities.

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about District OR - 1. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: https://www.districtor1.org/.

Section 2 School Calendar

School Calendar Link

Article 1 – Mission and Goals

Section 1 Mutual Respect

The District OR - 1 expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 2 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
   - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
   - Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure
All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 – School Day

Section 1 Daily Schedule

Champions Before School Care	6:30 a.m. – 8:20 a.m.
Breakfast	7:50 a.m. – 8:20 a.m.
Arrival	7:50 a.m. – 8:20 a.m.
First Bell	8:20 a.m.
Tardy	8:25 a.m.
Dismissal	3:20 p.m.
Champions After School Care	3:20 p.m. – 6:00 p.m.

Section 2 Lunch/ Recess Schedule

Grade Level	Lunch	Recess
Kindergarten	11:00-11:25	11:25-11:40
First Grade	11:15-11:40	11:40-11:55
Second Grade	11:30-11:55	11:55-12:10
Third Grade	11:45-12:10	12:10-12:25
Fifth Grade	12:20-12:40	12:40-1:00
Fourth Grade	12:40-1:00	1:00-1:20

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.
Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Late Starts

In the event of a late start, Bennet Elementary will begin classes at 10:00 a.m. School doors will open at 9:30 a.m. for student arrival and parent drop-off. Students will follow a modified instructional schedule. Specials classes will run on a shortened schedule during late start days. In the event of a snow day or school cancellation, the specials rotation will be pushed back by one day, and students will resume with the missed specials day upon their return to school. Morning breakfast service and before-school childcare programs will not be available during late start days unless otherwise communicated by the district. Afternoon childcare programs will continue to operate on their regular schedule. Bus pickup times will be adjusted by approximately 1 hour and 45 minutes from a student's normal pickup time. Specific transportation information will be communicated by the district. Shuttle pickup times at Bennet Elementary are approximately 9:20 a.m. and 9:25 a.m. Shuttle transportation schedules may be adjusted as needed and will be communicated by the district. Parents and guardians should notify the school office of any absences, late arrivals, or transportation changes. Families are encouraged to monitor district communications for specific late start details and updates.

Section 4 Closed Campus

All students are required to remain on campus during the school day. Students must have permission from an administrator to go out to the parking lot during the school day.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are not permitted to arrive at school prior to the designated arrival time of 7:50 a.m. unless they are riding district-provided transportation or are enrolled in and attending the Champions Before School Care Program. The school does not provide supervision for students before 7:50 a.m. outside of these programs.

Students may enter the building beginning at 7:50 a.m. and should proceed directly to their designated area. Breakfast is served from 7:50 a.m. to 8:20 a.m. The first bell rings at 8:20 a.m., and students are considered tardy after 8:25 a.m.

Students will be dismissed at 3:20 p.m. At dismissal, students are expected to leave school grounds promptly and proceed home, board district transportation, or report directly to the Champions After School Care Program if enrolled. The school is not responsible for supervising students after dismissal unless they are riding district-provided transportation or are enrolled in and attending the Champions After School Care Program.

Parents and guardians are encouraged to be aware of the school calendar, including early dismissal days, late starts, and other schedule changes, to ensure students are not left in an unsupervised situation and have appropriate transportation arrangements.

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child's first class or leaving prior to their child's final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Section 6 Field Trips and School Sponsored Activities (5009, 5103, 6270)

Students may participate in educational field trips and other school-sponsored activities throughout the school year. Such activities will be supervised by a teacher or other school employee and may require transportation using district-provided transportation. All school rules, student conduct expectations, and bus rules remain in effect during any school-sponsored activity.

Students are expected to begin the school day at school and travel to the field trip using district-provided transportation. The only exceptions to this requirement are for medical appointments, family emergencies, disability-related needs or accommodations, or other circumstances approved in advance by the building principal.

Parents or guardians who wish to transport their child home directly from a field trip or school-sponsored activity must complete and submit the district's transportation waiver form prior to the day of the field trip. Students will only be released to their parent(s) or legal guardian at the conclusion of the activity. If a parent or legal guardian is not present to transport the student, the student will return to school using district-provided transportation. Transportation changes requested on the day of the event may not be approved. The school reserves the right to deny transportation requests that have not been approved in advance.

Nothing in this policy is intended to limit accommodations, modifications, or transportation arrangements required by a student's Individualized Education Program (IEP), Section 504 Plan, health plan, or other disability-related needs.

Section 7 Standard Response Protocol (2410)

Bennet Elementary's adoption of the Standard Response Protocol (SRP) provides a standardized approach to managing various events, both threatening and non-threatening, that may happen in or around our school.
These protocols provide actions for the following situations:
● Lockout (danger is outside the school)
● Lockdown (danger is inside the school)
● Evacuate (leave the school building, such as a fire or gas leak)
● Shelter (tornado or severe weather)
● Hold (stay in classrooms due to a non-threatening event outside the classroom)

The above drills will be periodically conducted and are an important safety precaution. It is important that when the signal for one drill or the other is given all students obey promptly and

clear the building or go to the designated area by the prescribed route as quickly as possible. Teachers in each classroom will give the students proper instruction as to prescribed routes, exits, and designated areas.

If there is a ***tornado watch*** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a ***tornado warning*** or a ***tornado drill***, an announcement will be made. All students should come in from outside and go to the assigned areas immediately. Once there, they must remain quiet and listen for further instructions from staff members. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Every effort will be made to provide accurate and timely information through the media.

In the event students and staff are relocated to the district's designated reunification site due to an emergency, students will not be released until district officials have determined and communicated reunification or dismissal procedures. Parents and guardians should await official communication and follow the directions provided by school personnel. Maintaining an organized reunification process is essential to ensuring the safety and accountability of all students and staff.

Section 8 Food

Any food items that are brought to school for consumption are only consumed by the individual student that brought them. Special permission is given to students for birthday treats as approved by the teacher. Food items that contain nuts or nut products may pose a health risk for some students and should not be brought to school with the intent to share with others. Water bottles brought to school by students must contain water only. Caffeinated beverages are not to be brought or consumed at school during school hours including before and after school supervision times.

Section 9 After School Arrangements

Students are expected to follow their regular dismissal and transportation plan each day. Requests for changes to a student's normal dismissal routine must be communicated by a parent or guardian to the school office no later than 2:00 p.m. on the day of the change. The school and transportation coordinator, if applicable, should be notified of the plans in writing or by phone before 2:00 PM. Students will not be permitted to use school phones to arrange transportation changes. All transportation and dismissal arrangements must be made by a parent or guardian through the school office.

Section 10 Champions Before and After School Program

Bennet Elementary partners with Champions to provide before- and after-school care for students. The before-school program operates from 6:30 a.m. until the start of the school day, and the after-school program operates from school dismissal until 6:00 p.m. Champions is responsible for all program registration, fees, billing, and supervision. Families interested in enrolling their child should visit www.discoverchampions.com or contact Champions Customer Care at (800) 246-2154 for additional information. Students enrolled in Champions may arrive before the regular school arrival time and remain at school after dismissal under the supervision of Champions staff.

Section 11 Preschool Program

Bennet offers an accredited preschool for 3-5 year-old children. Bennet Elementary offers both half-day and full-day preschool programs for eligible students. Families interested in enrolling their child in preschool should contact the school office at (402) 782-3535 for enrollment information. A separate Preschool Handbook is available and contains additional program details, procedures, and expectations.

Article 3 – Use of Building and Grounds (3250)

Section 1 Visitors (1010)

All visitors must report to the office, upon entering the main entrance, to check in with the secretary and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Please make sure the teacher and principal have been contacted **in advance** of the visit and asked when you may visit. *Visits of less than an hour are better.* A student's attention and behavior is altered by visitors in the classroom. If a parent visits the classroom, we ask that siblings not attend with the parent as this is a distraction to the students in the classroom. Teachers are busy providing learning activities and will not be asked to supervise additional children. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal.

Section 2 Smoke-Free Environment (1120)

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property (5416)

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.

2. Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 4 Cubbies and Personal Storage

Each student will be assigned a cubby, hook, or other designated personal storage space. Students are expected to use only their assigned storage area unless otherwise directed by school staff. Students are responsible for keeping their personal storage area organized and free of unnecessary clutter. Coats, backpacks, library books, and other school materials should be stored appropriately throughout the school day. Students may not display or store items, images, messages, or materials that are inappropriate, disruptive to the educational environment, or inconsistent with school expectations. If a staff member observes an item that may cause a disruption or violate school rules, the student may be asked to remove it. If concerns persist, school administration will work with the student and family to address the situation. The principal shall have the final determination regarding items that must be removed from student storage areas. The school reserves the right to inspect cubbies, desks, and other school-owned storage areas when there is a reasonable educational or safety concern. Students should not expect privacy in school-owned storage spaces.

Section 5 Searches of Student Storage Areas and School Property (5406)

Student cubbies, desks, school-issued technology devices, and other school property are owned by the school district. The school exercises exclusive control over all school property. Students should not expect privacy regarding the use of or items placed in school-owned property. School administrators or their designees may inspect or search student cubbies, desks, school-issued technology devices, and other school property at any time when there is a reasonable educational, safety, or disciplinary concern. Periodic or random inspections of school property may also be conducted at the discretion of the administration. Student vehicles parked on school property are also subject to search in accordance with district policy and applicable law.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Random searches of student cubbies, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.

5. Searches of the District’s computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance (3231)

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others (1102)

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Smart Watches, Cell Phones, and School Telephone (5101)

To minimize distractions and maximize instructional time, students may not use personal communication devices during the school day unless authorized by a staff member. This includes cell phones, smart watches, and other devices capable of sending or receiving calls, text messages, notifications, or other communications. Students may wear smart watches; however, smart watches must remain in "school mode," airplane mode, or have communication features disabled during the school day. Students may not use smart watches to call, text, message, or otherwise communicate with parents, guardians, or other individuals during school hours. Parents who need to communicate with their child during the school day should contact the school office. A student who violates this rule may be required to remove the device, turn it in to the office for the remainder of the day, or lose the privilege of possessing the device at school for an extended period of time. A telephone is available for student use in the office with permission from school personnel. Students may place necessary calls from the office. Students and teachers will not be called from class to take telephone calls except in emergency situations.

Section 9 Student Valuables (5406)

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements (1110)

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright and Fair Use (6287)

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 12 Behavioral Points of Contact (6930)

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Section 13 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 14 Accidents (3240)

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

Section 15 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal

injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

Section 16 Pets or Live Animals at School

Students are not permitted to bring live animals or pets to school. This prohibition includes bringing animals to classrooms, on school grounds, or on school transportation. Exceptions may be made only for school-sponsored educational programs, approved service animals, or other circumstances authorized in advance by the building principal. Any approved animal brought to school must comply with district safety and health expectations. Parents who wish to share information about a family pet with a class are encouraged to provide photographs, videos, or other appropriate materials instead of bringing the animal to school.

Section 17 Restroom Expectations

Students may use the restroom as needed throughout the school day with teacher permission and in accordance with classroom procedures. Students are expected to use restrooms responsibly and return promptly to class. All students share the responsibility of helping keep school restrooms clean, safe, and respectful for others. Students should flush toilets, dispose of paper towels and other waste in the proper receptacles, wash their hands, and treat school property with care. Writing on walls, damaging restroom facilities, or creating unsanitary conditions is prohibited and may result in disciplinary consequences.

Section 18 Activities Attendance

When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous. The district is not responsible for the supervision of elementary students during athletic or activity events occurring outside of school hours.

Section 19 Ceremonies and Holiday Observances

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

Section 20 Personal Belongings and School Supplies

Families are encouraged to clearly label coats, jackets, lunch boxes, water bottles, and other personal belongings with the student's name. Labeling items helps school staff return lost items to their owners. To help maintain the gymnasium floor and provide a safe environment for physical activity, students may be asked to have a pair of clean athletic shoes (gym shoes) designated for indoor use. Indoor shoes should be clearly labeled with the student's name and stored in the student's designated cubby or storage area. School supply lists are available on the district website and in the school office. Bennet Elementary provides the necessary classroom supplies and materials needed for student learning. Families may choose to purchase and donate items from the school supply list; however, doing so is voluntary and not required for student participation in school programs or activities. Students are expected to take reasonable care of school-owned materials and supplies. Families may be responsible for the replacement cost of school property that is lost, damaged, or destroyed due to misuse or negligence.

Article 4 – Attendance (5008)

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
   a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
   b. Illness which causes a student to be absent from school.
   c. Doctor or dental appointment which requires student to be absent from school.
   d. Court appearances that are required by a court order.
   e. School sponsored activities which require students to be absent from school.
   f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student’s absence, depending on circumstances, such as the student’s absence record, the student’s academic status, the tests or other projects which may be missed, and other relevant reasons.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

Section 3 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Section 6 Kindergarten Enrollment

Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (I) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten. If you have a child that falls in the late enrollment window for kindergarten, please contact the elementary school office.

Article 5 – Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A+	99-100	A	96-98	A-	94-95
B+	92-93	B	88-91	B-	86-87
C+	84-85	C	80-83	C-	78-79
D+	76-77	D	72-75	D-	70-71
F	0-69				

Each teacher will define the grading procedures to be used in their classes.

Section 2 Promotion and Retention (5201)

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Section 3 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Section 4 Report Cards

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

Section 5 Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice each school year to provide families with updates on student progress, academic achievement, and social-emotional development. Conference dates are included on the district calendar and communicated to families throughout the school year. If a parent or guardian is unable to attend during the scheduled conference dates or times, the teacher will make a reasonable effort to arrange an alternative meeting time. Families are encouraged to maintain regular communication with their child's teacher. Conferences or meetings outside of the scheduled conference dates may be arranged by contacting the school office or the classroom teacher directly. Parents and guardians of students in grades K–5 have access to student information through PowerSchool. Families who need assistance accessing PowerSchool or setting up an account should contact the school office.

Section 6 Classroom Assignments

Principals shall be responsible for teacher and classroom placement of students. It is not the practice of the district to solicit or request personal preferences of parents or guardians for specific, individual teacher assignments of children. The district may gather parent perceptual data on learning modality and learner aptitude as a qualitative tool in making individual teacher and classroom assignments. Teachers are assigned classroom pupils and subject matter based on certification, credentials, and in adherence to district curriculum. The final decision for all classroom placements remains with the building principal after due consideration is given to all available information, including teacher.

Section 7 Curriculum

Curriculum is considered to include all experiences provided by the school to affect desired learning by pupils. Thus, each experience whether in the classroom, lunchroom, corridor, or on the playground or school bus, should be educational. The selection of specific experiences for a

given group of pupils shall be the responsibility of the teacher of those pupils.

The Bennet Elementary curriculum is organized to complement continuous growth and to recognize differences in learning styles. An effective school has the following characteristics:

- A well-planned and well-balanced series of experiences geared to the needs of each child and closely related to the daily life of the children in the school and community.
- Emphasis is placed on the children's understanding and development of their own potentialities - how to care for themselves; how to express themselves; how to use their own powers to think, to act, and to feel.
- A program centered around social life; its ways, its institutions, and its problems. The social life of the school and classroom is recognized as an important laboratory for development of social attitudes and skills.
- Emphasis on information and skills which children need to advance their individual competence and to achieve progressively increasing levels of knowledge. Continuous emphasis is placed on critical thinking and problem solving activities in real life situations.

Section 8 Academic Testing

Bennet Elementary uses a variety of assessments to monitor student learning and guide instruction. Students in kindergarten through fifth grade participate in the Measures of Academic Progress (MAP) assessment. MAP assessments measure student achievement and growth in key academic areas and help teachers plan instruction for individual students and entire classes. Parents and guardians will receive information regarding their child's assessment results. Questions regarding assessment results should be directed to your child's teacher or the building principal. In accordance with the Nebraska Department of Education's Nebraska Reads Act, all students in kindergarten through fifth grade participate in DIBELS (Dynamic Indicators of Basic Early Literacy Skills) screening assessments three times each year. DIBELS is a required reading screener used to identify students who may need additional support in foundational reading skills and to monitor progress toward reading proficiency for grades K-3. Results are used to inform instruction and provide targeted interventions when needed. Students in grades 3–5 also participate in the Nebraska Student-Centered Assessment System (NSCAS) assessments during the spring as required by the State of Nebraska.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other

health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

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

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.

12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

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

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The

physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 4 Transportation Services (3520)

Transportation to and from school is provided to eligible students in accordance with state law and Board policy. Families needing transportation services should contact the district's transportation coordinator to establish or update bus arrangements. It is the responsibility of parents and guardians to ensure that student contact information, addresses, emergency contacts, and any relevant medical information remain current. Students will be assigned to a designated bus route and bus stop. To promote safety and consistency, students are expected to ride their assigned bus and use their assigned bus stop. Requests to ride a different bus or utilize a different bus stop will only be considered in extenuating circumstances and must be approved in advance by the transportation coordinator or school administration. Parents or guardians must communicate such requests to the transportation coordinator or school office no later than noon on the day of the requested change. If your child will not be riding the bus or if transportation needs change, please call or text Cathy Fick, Transportation Coordinator, at (402) 540-2879 as soon as possible so routes and passenger lists can be adjusted accordingly. Students should be at their designated bus stop and ready for pickup prior to the scheduled arrival time. Bus schedules and routes may be adjusted throughout the year based on student enrollment, ridership, road conditions, and operational needs.

Transportation for Option Enrollment Students

Transportation services for option enrollment students are provided in accordance with district procedures and available transportation routes. Students who reside outside District OR-1 boundaries may be required to utilize an approved district pick-up and drop-off location. Current district pick-up locations include:

Bennet: Church of Bennet, 350 Monroe Street
Douglas: Methodist Church of Douglas, 245 W. 3rd Street
Palmyra: Palmyra High School, 425 F Street

Families are responsible for ensuring students arrive at designated pick-up locations on time. Questions regarding transportation eligibility, district boundaries, or transportation procedures should be directed to the transportation coordinator or school office.

Behavior on School Buses

Students who ride district transportation, including buses used for daily routes, field trips, and school activities, are expected to follow all school rules and the directions of bus drivers and school staff. Students are expected to be respectful, remain seated while the bus is in motion, use appropriate language, keep hands, feet, and belongings to themselves, and help maintain a safe and orderly environment. Fighting, bullying, harassment, horseplay, throwing objects, or possessing prohibited items are not permitted on district transportation. Students should load and unload the bus in a safe and orderly manner and follow all driver instructions when crossing streets or roadways. Failure to follow transportation expectations may result in disciplinary consequences, including restriction, suspension, or permanent loss of bus riding privileges. Serious or repeated misconduct may result in additional disciplinary action in accordance with district policy and may include suspension or expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco (5104)

Section 1 Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

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

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

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

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

6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions
Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules (5004)

At Bennet Elementary, we believe all students have the right to learn in a safe, supportive, and respectful environment. To promote a positive school culture and maximize learning opportunities for all students, we utilize a school-wide behavior framework known as The Panther Way. The Panther Way expectations are:

Be Respectful **Be Responsible** **Be Safe**

These expectations apply throughout the school day, including classrooms, hallways, the cafeteria, playground, buses, and all school-sponsored activities. While individual teachers may establish additional classroom procedures, all expectations align with The Panther Way and the district's student conduct policies. To support these expectations, Bennet Elementary utilizes a school-wide Behavior Matrix that outlines expected behaviors in various school settings. Students are taught, modeled, and provided opportunities to practice these expectations throughout the school year. We believe students learn best in an environment free from disruption and distraction. Students are expected to take responsibility for their choices and actions and to respect the rights of others. School staff work collaboratively with families to teach, reinforce, and support positive behavior while helping students develop the skills necessary for success in school and beyond. Violations of school or district behavior expectations may result in disciplinary action in accordance with District OR-1 Board of Education policies and Nebraska state law.

Section 2 Forms of School Discipline (5101)

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

   The following process will apply to short-term suspensions:
   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
   d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
   e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

   Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:
   a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
   b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
   c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
   d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue

academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
   b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

   If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to

do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
   a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
   b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
   c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
   d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
   e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
h. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race

(including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.

o. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.

a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:

i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay" or that would damage property (e.g. cleats).
iii. Headwear including hats, caps, and bandannas.
iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
v. Clothing or jewelry that is gang related.
vi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

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

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

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

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in

or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
   (i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
   (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
   (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
   a. 1st Offense: Student will be directed to stop.
   b. 2nd Offense: Student will be directed to stop, and parents will be notified.
   c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

   If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

10. Law Violations

    Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying:

One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

12. Network, E-Mail, Internet, and Other Computer Use Rules:
    a. General Rules:
        i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
        ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
        iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
        iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
        v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

    b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
        i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
        ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
        iii. Students shall not use or try to discover another user's account or password.

iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 – Student Fees Policy (5416)

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Appendix "1" to the 2026-2027 Student Fees Policy for District OR-1 Public Schools For Board Approval: July 13.2026

Additional Information Regarding Required Materials and Fees

Bennet Elementary School (Pre-school – 5th grade)	General Description	Amount of Fee or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes

Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee / Insurance
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) *Please note: Limited instruments are available for use by students.*
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from the class supply lists
Field Trips	Transportation and admission costs	Field trip costs may vary based on location and event logistics. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch-eligible students.
Summer Enrichment	Classes offered during the summer	$75 per child. Fees may be reduced or eliminated based on the student's IEP or free/reduced lunch eligibility.
Credit Recovery	Classes are offered to students in Grades 9-12 at the end of the school year.	$100.00 per class.
Lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of **$65.00**
Yearbooks: This is an optional expense.	School Book	Yearbooks are published and made available for purchase every year.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		**Student Breakfast Prices:** • **Grades K-5--$2.35** • **Grades 6- 12-- $ 2.60** **Student Lunch Prices:** • **Grades K-5--$3.40** • **Grades 6-12: $3.50** **Student Milk Prices:** • **Grades 6-12--$ .50** ***Additional Information:*** • *Ala carte and "extra" entrees for PHS students are available on a daily basis. Students can charge these "extras" to their lunch accounts with parent permission or pay cash at the point of sale.* • *Students' lunch accounts must hold a positive balance. If an account has a negative balance, students will not be able to charge "extra" entrees to their account.* • *Please also be aware that if a student is eligible for free or reduced lunch, "extra" entrees (or à la carte items) will be charged at full price to their account.* • *Please note: The free or reduced price only applies to the first student lunch. If a student's lunch account has a negative balance, they will not be able to charge à la carte or extra entrees to their account.*
Before/After School Recreation per hour • *This service is for the Elementary School Only*	Champions Club	**Before School:** **After School:** • *The prices are listed on the Champions program information sheet.* • *Please contact the Bennet Elementary School office at **(402) 782-3535** for more information.*

Secondary Program Grades 6-12	**General Description of Fee or Material**	**Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt

Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair is provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	School-owned musical instrument rental	**$50.00** per year or **$25.00** per semester for school-owned instrument rental fees and cleaning. Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some limited-function calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
SENCAP: "Dual credit" college classes	Tuition and fees for college courses taken for credit while in high school.	"Dual Credit" class costs are to be paid directly by students to the college.
End-of-year lost or damaged books	Damage fee or replacement cost	Fees and fines of up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $65.00

Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about $50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee

Extracurricular and other programs	**General Description of Fee or Material**	**Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		
Admission	Spectator fees for admission to events	**HS events** Adults-$6.00/Non-PHS Students $5 per event maximum. **JH events** Adults-$5/Non-PHS Students $4 **JH events** Adults $5/Students $4 . For District and Conference events hosted by the School, the cost is to be set by NSAA or Conference, but not to exceed **$20.00** per event. Senior Citizen pass: **$5.00** per person per school year
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.
Equipment and Attire	Students are responsible for the required equipment and attire appropriate to the sport or activity that are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of the replacement cost.	Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads, and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: Basketball — No additional costs Football — Mouthpiece

<table>
<tr><td></td><td></td><td>Golf</td><td>Golf bag & clubs</td></tr>
<tr><td></td><td></td><td>Speech</td><td>Dress attire, copies of research</td></tr>
<tr><td></td><td></td><td>Track</td><td>No additional costs</td></tr>
<tr><td></td><td></td><td>Volleyball</td><td>Volleyball knee pads</td></tr>
<tr><td></td><td></td><td>Wrestling</td><td>Wrestling headgear</td></tr>
<tr><td></td><td></td><td>Softball</td><td>No additional costs</td></tr>
<tr><td></td><td></td><td>Baseball</td><td>No additional costs</td></tr>
<tr><td></td><td></td><td>Cheerleading and Flag Team Squads</td><td>Shoes, approved uniforms (top & skirt, jacket), poms, and other accessories</td></tr>
<tr><td>Travel meals</td><td>Meals</td><td colspan="2">Students are responsible for their meals while traveling.</td></tr>
<tr><td>Camps and clinics</td><td>Registration and other costs of camps or clinics</td><td colspan="2">Students are responsible for the cost of all clinics, camps, and conditioning programs.
Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</td></tr>
<tr><td>Marching Band and Musical Groups</td><td>Equipment and attire.</td><td colspan="2">Students will be responsible for the same costs as are set out for the athletic program.

Students will be responsible for supplying their musical instruments and accessories and for their uniforms.

Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00.
● For High School Band Students, a $10.00 uniform cleaning fee is requested. This is paid to the Music Boosters
● For Junior High Band Students, a $10.00 uniform cleaning fee is requested. This is paid to the Music Boosters
● For High School Vocal students, a $10.00 choir robe cleaning fee is requested. This is paid to the Music Boosters</td></tr>
<tr><td>Vocal Music Group</td><td>Coordinating group attire</td><td colspan="2">Students will pay for the outfits selected by the group.
Cost will be based on selection at a maximum of $130.00</td></tr>
</table>

Clubs/Organizations		
Future Farmers (FFA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.
National Honor Society	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories not to exceed $150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Cheerleading	Uniforms	Uniforms TBA covered by parents
Social & Recognition Activities		
School plays, musicals, and social activities	Admission to events	$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
Senior Prom Fee	Starting in 7th grade and through their junior year, each student will pay a $15 fee that will go towards their senior prom. Leftover money from the prom fees will go towards the costs of the cap and gown. Please note: Graduating classes of *2026 and 2027* will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th-grade year. Graduating classes of 2028 will have enough money from fees to cover prom expenses.	$15.00 per year
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination (1200)
The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators (1200)
Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: Superintendent, Palmyra High School, P. O. Box 130, Palmyra, NE 68418, (402) 780-5327.

Section 3 Multicultural (6370)
The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973 (1240)

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

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

Section 5 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information (1080)

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Section 6 Military Recruiters (5012)

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the

District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement (6400)
The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy (5419)

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decision maker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or

standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 9 Homeless Students (5418)

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

Section 10 Asbestos Notice

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Michael Hart (402-780-5327).

AVAILABILITY OF HANDBOOKS

The 2026–2027 District OR-1 Student-Parent Handbook is available on the District OR-1 website.

To help reduce printing costs and direct more resources toward classroom instruction, we encourage families to access and review the 2026–2027 Student-Parent Handbook online whenever possible. The online handbook provides convenient, year-round access to district policies, procedures, and expectations, making it easy to reference throughout the school year.

We encourage all parents/guardians and students to carefully review the handbook before the start of the school year and refer to it as needed. Choosing the online version helps the district reduce printing expenses while ensuring families have access to the most current handbook information. Thank you for supporting this effort to maximize resources for student learning and improve school-home communication.

Please return this form to the school office by Friday August 14th, 2026. Timely return of this form confirms that your family has been provided access to the Student-Parent Handbook and helps ensure all students and families receive important handbook information before the start of the school year.

☐ **Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

☐ **I prefer a paper copy of the Handbook.**

_____
Name

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of District OR-1. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ Date:_____

_____ _____
Student's Signature Parent or Legal Guardian's Signature

Palmyra High School Student Handbook
2026-2027 School Year
Updated: July 13.2026

Foreword

Members of the Board of Education:

Jaimi Calfee
Dean Busch
Tim Cheney
Brandon Desh
Dee Moore
Joshua Penterman

Jr/Sr High School Administration:

Mr. Michael Hart	Superintendent
Mr. Heath Johnson	Principal
Mr. Aaron Hoeft	Activities Director

Palmyra High School Faculty & Staff

Faculty:

Mr. Burke Brown	Technology
Mrs. Kori Vodicka	Guidance Counselor
Mr. Andrew Conn	Business Education
Mr. Jordan Linke	Physical Education/ Business
Mr. Taylor Baumert	Physical Education/SCC Government
Mr. Jon Davenport	Science
Ms. Madison Welker	Science
Mr. Mark James	Science
Mr. Matt Murphy	Science
Mrs. Mikayla Batman	Special Education
Mrs. Jennifer Ferretti	Special Education
Mrs. Jennifer Whyman	Special Education
Mr. Grant Fritsch	Industrial Technology
Mrs. Rebecca Gill-Rose	Spanish
Mrs. Jonna Pester	Math
Mr. Jordan Springer	Math
Mr. Andrew Weils	Math
Mrs. Amanda Malone	Math
Mr. Mark Kotik	Government/History

Mr. Travis Reed	Social Studies
Mr. Jeff Panko	Social Studies
Mrs. Tammy Harris	Social Studies
Mrs. Michelle Paxton	Family & Consumer Science
Mrs. Beth McCreight	Vocal Music
Mr. John Furrow	Instrumental Music
Mr. Zach Kassebaum	English
Ms. McKenna Webel	English
Mr. Jacob Wieseler	English
Ms. Elise Stoike	English
Mr. Matt Smidt	Media
Ms. Sarah Swartzendruber	Art
Mrs. Liz Beach	Vocational Agriculture

Staff:

Mrs. Elli Lamprecht	Food Service Director
Mrs. Carolyn Smith	Food Service Supervisor
Mr. Ted Cisneros	Custodian / Transportation
Mr. Kent Malone	Maintenance
Mrs. Lisa Phillips	Business Manager
Mrs. Cassie Wemhoff	Human Resources/Payroll Specialist
Ms. Jane Powell	Secretary
Ms. Kristi Holmgren	Principal's Secretary

Bus Drivers:

Mrs. Cathy Fick	Transportation Coordinator
Mr. Todd Calfee	Bus Driver
Mr. Ted Cisneros	Bus Driver
Mrs. Sharon Dowding	Bus Driver
Mrs. Vicki Hillman	Bus Driver
Mr. Steve Robb	Bus Driver
Mr. Daryl Hopp	Bus Driver
Mr. Michael McCaw	Bus Driver
Mr. Glen Steffensmeier	Bus Driver
Mr. Hank Oetjen	Bus Driver
Mr. Clayton Maas	Bus Driver
Ms. Shonna Rulla	Bus Driver

Palmyra High School 2026-2027
Extra-Curricular Duties

Activity Sponsors:

Mrs. Ferretti	Eleventh Grade Sponsor
Mr. Kotik	Eleventh Grade Sponsor
Mrs. Vodicka	Twelfth Grade Sponsor
Ms. Welker	Twelfth Grade Sponsor
Mrs. McCreight	Main Stage Assistant
Mrs. James	Main Stage
Mrs. James	One Act
Mr. Wieseler	Speech
Mrs. Whyman/Ms. Powell	Concessions Sponsors
Mr. Lahmon	Elementary Student Council
Mr. Davenport	High School Student Council
Mrs. Gill-Rose	Yearbook
Mrs. Harris/Mrs. Hanger	Jr High and High School Quiz Bowl
Mrs. Ferretti	PARTY Group Sponsor
Mr. Weils	PARTY Group Sponsor
Mrs. Vodicka	National Honor Society
Ms. Moss	Unified Bowling
Mrs. Ferretti	Unified Bowling
Mrs. Ferretti	Unified Track
Ms. Moss	Unified Track
Mrs. McCreight	Vocal Music
Mr. Furrow	Instrumental Music/Summer
Mrs. Paxton	FCCLA
Mrs. Beach	FFA

HS Head Coaches:

Mr. Baumert	HS Football
Mr. Murphy	HS Boys Basketball
Mr. Maibaum	HS Girls Basketball
Mr. Weils	HS Boys Wrestling
Mr. Portenier	HS Girls Wrestling
Mr. Conn	HS Boys Track
Ms. Peterson	HS Girls Track
Ms. S. Swartzendruber	HS Volleyball
Mr. Conn	HS Cross Country
Mr. Wemhoff	HS Boys Golf

Mr. Wemhoff	HS Girls Golf
Mrs. Stone & Mrs. Anderson	HS Cheerleading

Assistant HS Coaches:

Mr. Reed	Assistant HS Football
Mr. Spaulding	Assistant HS Football
Mr. Wieseler	Assistant HS Football
Mr. Linke	Assistant HS Football
TBD	Assistant HS Boys Basketball
TBD	Assistant HS Boys Basketball
TBD	Assistant HS Boys Basketball
TBD	Assistant HS Girls Basketball
Mr. Linke	Assistant HS Girls Basketball
Mrs. Hohensee	Assistant HS Girls Wrestling
Mr. Smidt	Assistant HS Track
Ms. A. Swartendruber	Assistant HS Volleyball
Mrs. Wheatley	Assistant HS Volleyball
Mrs. Gill	Assistant HS Cross Country

JR. High Head Coaches:

Mr. Stall	JH Football
Mr. Davenport	JH Boys Basketball
Mr. Furrow	JH Girls Basketball
Mr. Reed	JH Boys Wrestling
Mr. Portenier	JH Girls Wrestling
Ms. Burwell	JH Volleyball
TBD	JH Track
Mr. Davenport	JH Track
Mr. Robb	JH Track

JR. High Assistant Coaches:

Mr. Fritsch	JH Assistant Football
Mr. Springer	JH Assistant Football
Mr. Weils	JH Assistant Boys Wrestling
Mrs. Tramp	JH Assistant Girls Wrestling
Mr. Springer	JH Assistant Boys Basketball
Ms. S. Swartzendruber	JH Assistant Girls Basketball
Ms. Moss	JH Assistant Volleyball

STUDENT - PARENT HANDBOOK
OF DISTRICT OR - 1
2026-2027

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District OR - 1 Student-Parent Handbook
2025-2026 School Year

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about District OR - 1. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at:

Section 2 School Calendar

The link to the school calendar can be found here.

Article 1 – Mission and Goals

Section 1 Mutual Respect

The District OR -1 expects every staff member and student to be treated with respect and dignity. A show of disrespect towards a staff member or insubordination on the part of students will not be tolerated.

Section 2 Complaint Procedures

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to “coordinator” in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher/coach/sponsor should initially discuss the matter with the teacher/coach/sponsor. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, **as set forth below**. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints about activities, athletic programs, or extracurricular personnel should be submitted to the school activities director.

e) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to document his or her concerns in writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;
3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;

b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or

harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Article 2 – School Day

Section 1 Daily Schedule

Period 1	8:10 a.m. – 8:55 a.m.	Period 5	11:54 a.m. – 1:14 p.m.
Period 2	8:59 a.m. – 9:44 a.m.	Period 6	1:18 p.m. – 2:03 p.m.
Period 3	9:48 a.m. – 10:43 a.m.	Period 7	2:07 p.m. – 2:52 p.m.
Period 4	11:05 a.m. – 11:50 a.m.	Period 8	2:56 p.m. – 3:41 p.m.

*WIN/SEL - 10:37 a.m. - 11:01 a.m.

Section 2 1 p.m Dismissal

Period 1	8:10 a.m. – 8:39 a.m.	Period 6	10:20 a.m. – 10:48 a.m.
Period 2	8:43 a.m. – 9:12 a.m.	Period 7	10:52 a.m. – 11:20 a.m.
Period 3	9:16 a.m. – 9:44 a.m.	Period 5	11:24 a.m. – 12:28 p.m.
Period 4	9:48 a.m. – 10:16 a.m.	Period 8	12:32 p.m. – 1:00 p.m.

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Section 4 Closed Campus

All students are required to remain on campus during the school day. Students must request permission from the Principal to have visitors at school during the school day, this includes during lunch.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 30 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to the east commons.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child's first class or leaving prior to their child's final class. The parent or guardian must report to the principal's office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the north entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.

2. Students who damage property, break windows, or cause other harm to school property or equipment may be required to pay the cost to repair or replace the item.

School-issued items that are stolen or damaged from unlocked or lockers that are not used are the responsibility of the student to whom they were issued.

Section 4 Lockers

Each student may be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep

all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computers, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

a. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

b. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

c. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

d. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.

e. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Cell Phones

Students may not use cell phones during class time or unless otherwise permitted by a staff member with the authority to implement cell phone rules. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time. For more information regarding the use of cell phone and other electronic devices refer to BOE Policy 5101.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 12 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain

more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Section 2 Attendance and Absences

Excused Absences

- The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:
    1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification may be required after four (4) consecutive days of absence for illness)
    2. Severe weather
    3. Medical appointments for the student or for a child whom the student is parenting
    4. Death or serious illness of the student's family member
    5. Attending a funeral, wedding or graduation
    6. Appearance at court or for other legal matters
    7. Observance of religious holidays of the student's own faith
    8. College planning visits
    9. Personal or family vacations
    10. Whenever the principal considers that exemption from attendance is in the best interest of the student.

    The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

Excessive Absenteeism

- When a student receives 5 absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student' s parent or guardian and offer to meet with the student's parent or guardians to discuss any barriers to the student's attendance. When a student receives 15 absences or the hourly equivalent in any school year, the attendance officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss

and address any barriers to the student's attendance, unless the attendance officer determines that such meeting would not be productive in facilitating the students regular attendance. When a student is absent more than 20 days per year or the hourly equivalent, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

Absences due to illness

- The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

- Parents who know in advance that a student will be absent must call the school or send a communication at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence or make arrangements with the teacher for a different plan to hand in work. Parents should make every attempt to schedule medical and other appointments after school hours or during study hall when possible. Students will not be allowed to leave the building during the day without going through the office and checking out. Leaving the school grounds for any reason, without proper procedure, will be counted as an unexcused absence.

Unexcused Absences

- An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed.

Students are obligated to:

1) Complete all class work in advance for any absence that can be anticipated unless an arrangement has been made with the teacher.
2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies, pre-arranged absences or parent approved absences.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested.
3) If your child is leaving but returning to the building on the same day, the office must be notified by a call or email from the parent/guardian **PRIOR** to the time the child needs to leave, unless it is an emergency.

College Visit Days

- District OR-1 allows juniors and seniors up to 2 days per year for college visits. These visits need to be communicated to the office to be considered a school activity.

Attendance of School Events

- Any student who has been absent during the school day should not attend any school activity that same day, unless prior approval has been given by the administration.

Field Trips

- Classes occasionally take field trips off school property for educational enrichment. All field trips must be approved in advance by the principal. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Tardiness & After-School Detention (P.A.W.S.) Policy

P.A.W.S. —Panther Attendance & Work Success

Definition of Tardy

Students will be considered tardy if they are not in their assigned classroom and ready and attentive when the second passing bell rings. ~~Each teacher will define "ready and attentive" in their classes. - took this language from the scholastic part where teachers define grading procedures for their classes.~~ ~~**A tardy becomes an absence after 15 minutes.**~~

Tardy Consequences

- **5 Tardies**
  → Assigned **P.A.W.S. (after-school detention)** the same day
- **10 Tardies**
  → Assigned **P.A.W.S. (after-school detention)** the same day
  → This second violation will count as a detention toward the student's ISS standing
- **15 Tardies**
  → Assigned **P.A.W.S. (after-school detention)** the same day
  → This third violation will count as a detention toward the student's ISS standing
    - A meeting with parents is held to develop a plan.
- **Each Additional Tardy (beyond 15)**
  → Assigned **P.A.W.S. (after-school detention)** the same day
  → Each detention will count toward the student's ISS standing

P.A.W.S. (Detention) Procedures

- Detentions will be served **after school only**. *No morning detentions will be assigned for tardiness unless arranged with the principal.*
- Teachers will supervise on a **rotating weekly schedule**.
- Students are expected to report to P.A.W.S. **immediately after school**.

Logistics & Expectations

- Students who require transportation accommodations will be given **one (1) school day** to make arrangements.
- Students in **Work-Based Learning programs** are expected to communicate with their employer in a timely manner to serve the detention.
- On **early dismissal days**, P.A.W.S. will begin **5 minutes after the dismissal bell**.
- Students must arrive prepared:
    - Bring all necessary academic materials
    - Use restroom and get water during the 5-minute transition period

P.A.W.S. Rules

- **No cell phones, Bluetooth devices, or headphones** permitted
- Failure to comply with P.A.W.S. expectations may result in additional disciplinary consequences

Types of After-School Detentions

Teacher-Assigned Detentions

Teachers may assign after-school detentions for classroom-level behavioral or academic concerns. These detentions will be supervised by the assigning teacher.

Teacher-assigned detentions:

- Not to be served in the P.A.W.S. room
- Do not count toward ISS standing
- Are considered classroom-managed consequences

Office-Assigned Detentions

Office-assigned detentions are formal disciplinary consequences assigned by the administration for:

- Excessive tardiness
- Behavioral concerns
- Repeated violations of school expectations
- Other disciplinary matters deemed appropriate by the office

Office-assigned detentions can be served in the P.A.W.S. room and supervised by staff members assigned on the rotating schedule if an administrator is unavailable.

ISS Standing

- Every **five (5) office-assigned detentions** will result in **one (1) day of In-School Suspension (ISS)**.
- Tardy-related P.A.W.S. assignments count as office detentions.
    - **Every 5 Tardies =** one (1) office detention

Section 3 Make-up Work

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work for excused absences. Unexcused absences do not apply and may be due on the original issued due date. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Article 5 – Scholastic Achievement

Section 1 Grading System

Palmyra High School will use the letter grading system as follows:

A	94 - 100	Excellent
B	86 – 93	Good
C	78 – 85	Satisfactory
D	70 – 77	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

Each teacher will define the grading procedures to be used in their classes.

Section 2 High School Yearly Course Guidelines

All students in grades 9-12 will be encouraged to sign up for seven classes, out of an eight period day. College credit, dual credit, online course work, and Apex courses can count toward the seven class enrollment. Students may have one study hall. Students may be asked to serve as a teacher or office aide. If a student becomes a teacher or office aide, this period will count as their one allowable study hall. Any deviation from these guidelines will require the approval of the principal.

Section 3 Graduation Requirements

To participate in commencement exercises or receive a District OR - 1' diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from District OR - 1 High School, a student must have earned a minimum of **230 semester hours credit in grades 9 through 12 inclusive**. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English/Speech	45 Credits
Social Sciences	40 Credits
Science	30 Credits
Math	30 Credits
P.E. and Health	10 Credits

Business	10 Credits
Computers	15 Credits (includes 5 credit hours of personal finance)
Electives	50 Credits

A student will earn 10 credits for passing a year-long class and 5 credits for passing a semester long class.

Grades for the dual credit classes (college and high school) will be issued on separate high school and college grading scales. The high school grades will be used in determining class rank, honor roll, and other academic honors or recognition.

A maximum of fifteen (15) credits from extension or correspondence courses may be counted toward graduation requirements. Courses must be comparable to the courses they are replacing and the courses must be approved by the administration.

Early Graduation - Upon completion of the 7 semesters in high school, and having met the number of hours and required courses for graduation, students attending District OR-1 have the right, with parental or guardian consent to graduate early. Each student desiring to graduate early shall receive an application form from the high school principal. This form must be obtained before the student enrolls in classes for their intended last year of school.

Work Release - Juniors/Seniors may attend less than a full day of school if the release time will be spent working at a job or in a study program, provided that the release time does not jeopardize the student's graduation at the usual time, and provided that the request is made and arranged with the mutual consent of the principal, the student, and the student's parent/guardian. A work release agreement will be signed by the above parties dictating any different practices or procedures other than the handbook.

Junior High requirements include two years of mathematics, English, science, social studies. Junior High students have access to a variety of elective courses, including. but not limited to those in physical education, vocal music, band, FCS, STS, art, AG, and computer sciences.

Exceptions to these requirements may be made by the Superintendent upon the recommendation of the Principal. , who will support the recommendation with justifiable reasons.
A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Section 4 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program, or as otherwise required by law

Section 5 Schedule Changes

Students needing schedule changes should notify the Guidance Counselor. If necessary, final approval of all schedule changes will be made by the Principal.

Section 6 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate. These reports can/will include notifications of incomplete work through the ICU work completion support system.

Section 7 Report Cards

Report cards are issued at the end of each quarter. For secondary students, letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter. All grades are subject to adjustment by the Principal for academic reasons. Report cards are now digital. "Issued" is to mean that parents will be notified that grades have been finalized and are available for review through PowerSchool. A physical copy of the report card can be requested at any time by a parent/guardian. A physical copy of the report card will be sent home at the end of the school year.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences are held once each semester. There will also be a parent's night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st Semester, and 2nd Semester: Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as HIGH HONOR ROLL.
2. Students receiving no other grade lower than a "B" will be classified as HONOR ROLL

Class Rank - Only courses taken while the student is enrolled in grades 9-12 will be used in determining class rank for the students.

The top 10% of the graduating class will be recognized at commencement for high scholastic achievement.

Section 10 National Honor Society

The National Honor Society chapter of District OR - 1 is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experience and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two (2) forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s) and other member obligations as applicable.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten (10) calendar days of receipt of the

Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Article 6 - Support Services

Section 1 Special Education Services

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

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

How are Students With Disabilities Identified?
Referrals are made by staff or parents to a Problem Solving team. If the Problem Solving team and/or MTSS process team feels that all viable alternatives have been explored, a referral for a multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

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

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

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP at no charge.

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

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

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than or equal to 100.4°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students will be allowed to return to school when they are fever free for 24 hours without fever-reducing medication, 24 hours without vomiting, 24 hours without diarrhea, upon completion of over the counter head lice treatment, or on determination by the school nurse that the child is safe to return to school.

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of

self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

Students are not allowed to have medications of any kind in their possession with the exception of students in grades 6-12 with emergency rescue medications or diabetic medications. Students in grades 6-12 with medically necessary emergency rescue medications (asthma, anaphylaxis, seizures, diabetes) will be allowed to self-carry and self-administer per their medication provider's orders. School nurse must be notified before students self-carry medication.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height, and weight. ~~The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades.~~ Students in any grade with an identified health concern in any of these areas may also be screened at any time during the school year. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year, but will be required to produce vision, hearing, dental, height, and weight exams from a licenced provider within 6 months of the start of school or the parent's screening exemption will not be accepted.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 4 Transportation Services

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

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
   A. Rules for Getting On and Off the Bus
      1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.

2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

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

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

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

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

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

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

Disciplinary Sanctions

Violation of any of the above-prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

   The following process will apply to short-term suspensions:
   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.

2. **Long-Term Suspension**: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:
   a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds

without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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

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

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

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

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

b. If the student's conduct presents a clear threat to the physical safety of

himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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

7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension,

expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
o. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing

such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
   a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
      i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
      ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay" or that would damage property (e.g. cleats).
      iii. Headwear including hats, caps, and bandannas.
      iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
      v. Clothing or jewelry that is gang related.
      vi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another

person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

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

      Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.
   ii. Definitions: The following definitions provide a guide to the standards of academic integrity:
      (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
         (a) Tests (includes tests, quizzes and other examinations or academic performances):
            (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
            (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for

"open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(iii) Student Discipline Sanctions. Academic integrity offenses are a violation

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

9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
   a. 1st Offense: Students will be directed to stop.
   b. 2nd Offense: Students will be directed to stop, and parents will be notified.
   c. 3rd Offense: Students will be suspended from school for a minimum of one (1) day, and parents and the student will need to meet with the administration to address the ongoing conduct.

   If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

10. Law Violations
    Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying:
    One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

12. Network, E-Mail, Internet, and Other Computer Use Rules:
    a. General Rules:
       i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
       ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the

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

iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.

ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).

iii. Students shall not use or try to discover another user's account or password.

iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.

vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 – Student Fees Policy

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

2026-2027 Student Fees
Specification of Required Materials and Fees

Appendix "1" to the 2026-2027 Student Fees Policy for District OR-1 Public Schools

Additional Information Regarding Required Materials and Fees

Bennet Elementary School (Pre-school – 5th grade)	General Description	Amount of Fee or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee / Insurance
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) *Please note: Limited instruments are available for use by students.*
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from the class supply lists
Field Trips	Transportation and admission costs	Field trip costs may vary based on location and event logistics. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch-eligible students.
Summer Enrichment	Classes offered during the summer	$75 per child. Fees may be reduced or eliminated based on the student's IEP or free/reduced lunch eligibility.

Credit Recovery	Classes are offered to students in Grades 9-12 at the end of the school year.	$100.00 per class.
Lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of **$65.00**
Yearbooks: This is an optional expense.	School Book	Yearbooks are published and made available for purchase every year.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		**Student Breakfast Prices:** ● **Grades K-5--$2.35** ● **Grades 6- 12-- $ 2.60** **Student Lunch Prices:** ● **Grades K-5--$3.40** ● **Grades 6-12: $3.50** **Student Milk Prices:** ● **Grades 6-12--$ .50** ***Additional Information:*** ● *Ala carte and "extra" entrees for PHS students are available on a daily basis. Students can charge these "extras" to their lunch accounts with parent permission or pay cash at the point of sale.* ● *Students' lunch accounts must hold a positive balance. If an account has a negative balance, students will not be able to charge "extra" entrees to their account.* ● *Please also be aware that if a student is eligible for free or reduced lunch, "extra" entrees (or à la carte items) will be charged at full price to their account.* ● *Please note: The free or reduced price*

		only applies to the first student lunch. If a student's lunch account has a negative balance, they will not be able to charge à la carte or extra entrees to their account.
Before/After School Recreation per hour ● *This service is for the Elementary School Only*	Champions Club	**Before School:** **After School:** ● *The prices are listed on the Champions program information sheet.* ● *Please contact the Bennet Elementary School office at **(402) 782-3535** for more information.*

Secondary Program Grades 6-12	**General Description of Fee or Material**	**Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair is provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	School-owned musical instrument rental	**$50.00** per year or **$25.00** per semester for school-owned instrument rental fees and cleaning. Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.

Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some limited-function calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
SENCAP: "Dual credit" college classes	Tuition and fees for college courses taken for credit while in high school.	"Dual Credit" class costs are to be paid directly by students to the college. *Please note: Scholarships may be available through the Foundation for Knowledge*
End-of-year lost or damaged books	Damage fee or replacement cost	Fees and fines of up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $65.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about $50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee

<table>
<tr><th>Extracurricular and other programs</th><th>General Description of Fee or Material</th><th colspan="2">Amount of Fee (Anticipated or Maximum) or Specific Material Required</th></tr>
<tr><td>Athletic Programs</td><td></td><td colspan="2"></td></tr>
<tr><td>Admission</td><td>Spectator fees for admission to events</td><td colspan="2">HS events Adults-$6.00/Non-PHS Students $5 per event maximum.
JH events Adults-$5/Non-PHS Students $4
JH events Adults $5/Students $4
. For District and Conference events hosted by the School, the cost is to be set by NSAA or Conference, but not to exceed $20.00 per event.
Senior Citizen pass: $5.00 per person per school year</td></tr>
<tr><td>Athletic Physicals</td><td>NSAA required athletic Physicals</td><td colspan="2">Cost varies; payable directly to the student's physician or clinic.</td></tr>
<tr><td>Equipment and Attire</td><td>Students are responsible for the required equipment and attire appropriate to the sport or activity that are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.

Uniform items are checked out to students.

If lost or damaged, students will be assessed fees in the amount of the replacement cost.</td><td colspan="2">Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel.

Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads, and personal medical devices (braces, orthopedic inserts, etc.).

Additional required items for particular sports or activities include:

Basketball — No additional costs
Football — Mouthpiece
Golf — Golf bag & clubs
Speech — Dress attire, copies of research
Track — No additional costs
Volleyball — Volleyball knee pads
Wrestling — Wrestling headgear</td></tr>
</table>

		Softball	No additional costs
		Baseball	No additional costs
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt, jacket), poms, and other accessories
Travel meals	Meals	Students are responsible for their meals while traveling.	
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their musical instruments and accessories and for their uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00. ● For High School Band Students, a $10.00 uniform cleaning fee is requested. *This is paid to the Music Boosters* ● For Junior High Band Students, a $10.00 uniform cleaning fee is requested. *This is paid to the Music Boosters* ● For High School Vocal students, a $10.00 choir robe cleaning fee is requested. *This is paid to the Music Boosters*	
Vocal Music Group	Coordinating group attire	Students will pay for the outfits selected by the group. Cost will be based on selection at a maximum of $130.00	

Clubs/Organizations		
Future Farmers (FFA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.
National Honor Society	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories not to exceed $150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Cheerleading	Uniforms	Uniforms TBA covered by parents
Social & Recognition Activities		
School plays, musicals, and social activities	Admission to events	$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
Junior Class Prom Fee	Starting in 7th grade and through their junior year, each student will pay a $15 fee that will go towards their senior prom. Leftover money from the prom fees will go towards the costs of the cap and gown. Please note: Graduating classes of *2027 and 2028* will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th-grade year. Graduating classes of 2028 will have enough money from fees to cover prom expenses.	$15.00 per year

Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

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

Section 2 Designation of Coordinators

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

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

Programs Coordinators may be contacted at: District OR-1 Public Schools 425 F. Street, Palmyra, Nebraska 68418, telephone number (402) 780-5327.

Section 3 Multicultural

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

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

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

Section 5 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information
The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

1. In the event any parent, guardian, or educational decision maker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decision maker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decision maker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decision maker.

2. Upon reasonable advance request, a parent, guardian, or educational decision maker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decision makers are encouraged to communicate to school staff when the parent, guardian, or educational decision maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decision maker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decision maker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decision maker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decision maker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decision makers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision makers will be notified of where a sample of such a test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decision maker of such student shall be prohibited unless a parent, guardian, or educational decision maker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decision makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decision maker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decision maker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decision makers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of

such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decision makers as to any concerns, objections, or other information such parents, guardians, or educational decision makers would wish to provide to the school district concerning a parent's, guardian's, or educational decision maker's access, involvement, and participation in activities of the school.

Section 11 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of **District OR - 1** is available on the internet at www.districtor1.org

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the **2026-2027** Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 31st, 206**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

☐ **Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

☐ **I prefer a paper copy of the Handbook.**

_____
Name

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2025-2026 Student-Parent Handbook of District OR - 1. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ **Date**:_____

_____ _____
Student's Signature **Parent or Legal Guardian's Signature**

District OR-1 Food Service Meal and Item Prices
2026-2027 School Year

The following food service prices shall be in effect for the 2025-2026 school year: *Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

Lunch Prices:

- **Students, grades K through 5: $ 3.40**
- **Students, grades 6 through 12: $ 3.50**
- **School employees: $ 4.80**
- **Visitors and Adults $ 4.80**

Breakfast Prices:

- **Students, grades K through 5: $ 2.35**
- **Students, grades 6 through 12: $ 2.60**
- **School employees: $ 2.95**
- **Visitors and Adults $ 2.95**

Beverages:

- **Milk: $ .50**
- **Juice: $ .30**

RESOLUTION APPROVING STAFF TRAININGS

WHEREAS, the School District is required by various state and federal laws to train staff on numerous topics; and,

WHEREAS, Nebraska law defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

WHEREAS, to ensure that the District's planned training requirements for the 2026-2027 school year comply with Nebraska's statutory requirements, and to ensure the Board of Education is aware of and approves of other required staff trainings during the 2026-2027 school year, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

NOW, THEREFORE, **BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope, and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness and Intervention	Neb. Rev. Stat. § 79-262.01	Staff Presentation at the beginning of the school year	4 hours January 2027
Behavioral Awareness	Neb. Rev. Stat. § 79-3602 & 3603	Staff Presentation at the beginning of the school year	1 hour October 2026
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	Staff Presentation at the beginning of the school year	1 hour August 2026
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	Online training	2 hours August 2026
Concussion Awareness	Neb. Rev. Stat. § 71-9104	Coaches meeting beginning of the school year and prior to sport specific activity seasons as needed.	1 hour August 2026
Intruder/Security Awareness and Preparedness	Neb. Rev. Stat. § 79-2,144(5)	Staff Presentation at the beginning of the school year	2 hours August 2026 October 2026
Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F	Review with staff through handbooks and policy reminders at the beginning of the school year.	1 hour August 2026
Anti-Harassment and Discrimination	Title IX, 20 U.S. Code § 1681	Staff presentation at the beginning of the school year	1 hour August 2026

Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	Conducted in person by our certified school health team.	1 hour August 2026
CPR Training	Provided to all coaches, drivers, and health team members	Conducted in person by our certified school health team.	8 hours Combination of online training and in-person practical applications. May 2026
Driver Training	All coaches and sponsors	Certified Driver training instructors	Online training and in-person presentations August 2026
Technology Usage Review	All staff	Staff presentation at the beginning of the school year	1 hour August 2026
Staff Handbook Review	All staff	Handbooks are required to have staff signature	1 hour Resources are provided as needed. August 2026

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

DATED this **13th day of July, 2026.**

District OR-1 Public Schools

BY: _____
President

JULY 2026

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans | 329,000 Students | 1,700 Locally Elected School Board Members | 260 Member Districts/ESUs | ONE NEBRASKA

JOIN US *For the*

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.
All Dates & Locations Tentative & Subject to Change

Events & Networking - https://members.nasbonline.org/events

Where Will NASBe This Month?*

Ashland Greenwood; Axtell; Blue Hill; Centura; Chicago, IL; Elba; Falls City; Gering; Kearney; Lakeview; Leigh; Lincoln; Morrill; Norfolk; Norris; Sandy Creek; Schuyler; Washington, DC; Winside; and Yutan

For ... Board Retreats, Engagement, Events, National Conferences, Strategic Planning, and more! *Items currently scheduled



SMTWTFS

JULY 2026

JULY

THIS WEEK!

ALICAP Summer Workshops

Tuesday, July 7 - Gering Civic Center
Wednesday, July 8 - Kearney Younes Conference Center South
Thursday, July 9 - Lincoln Marriott Cornhusker Hotel

SMTWTFS

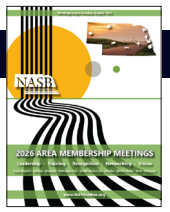
AUGUST 2026

AUGUST



NASB Board Candidate Workshops

Tuesday, August 4 - Alliance and Beatrice
Wednesday, August 5 - McCook and Bellevue



Area Membership Meetings begin Tuesday, August 18th

Tuesday, August 18 - Cody-Kilgore
Wednesday, August 19 - Gering
Thursday, August 20 - Kearney
Tuesday, August 25 - Nebraska City
Wednesday, August 26 - South Sioux City

Look for Legislative Candidate Meet & Greets coming this August and September too!

NASB Nebraska Association of School Boards

NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

JULY 2026

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans | 329,000 Students | 1,700 Locally Elected School Board Members | 260 Member Districts/ESUs | ONE NEBRASKA

PAGE 2

SMTWT F S

SEPTEMBER 2026

SEPTEMBER



Area Membership Meetings

Tuesday, September 1 - Omaha
Wednesday, September 2 - North Platte
Wednesday, September 9 - York
Wednesday, September 23 - Fremont

Labor Relations - September 29-30 - Lincoln

Now Hiring - Events & Engagement Associate!

YOUR 2026 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit:
https://members.nasbonline.org/about-us/affiliate-members

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D|A DAVIDSON FIXED INCOME CAPITAL MARKETS D.A. Davidson & Co. member SIPC and FINRA
Diamond Communications
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Facility Advocates
HAMILTON Business Technologies
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NEBRASKA LIQUID ASSET FUND
northland A First National of Nebraska Company
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prm PUBLIC RISK MANAGEMENT INCORPORATED
REVOLUTION WRAPS
Sampson Construction
SPARQDATA SOLUTIONS
THIRD RAIL CONTENT
WILKINS ARCHITECTURE | DESIGN | PLANNING

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JUNE 2026

NASB BOARD NOTES

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

NASB Nebraska Association of SCHOOL BOARDS

Leadership Innovation Vision Engagement #liveNASB

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

IN THIS MONTH'S EDITION OF BOARD NOTES

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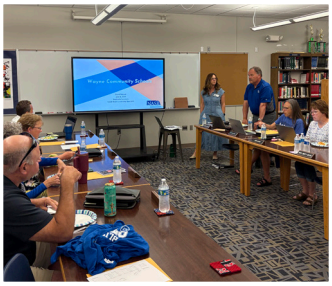
This Month In ... Photos

















THIS MONTH IN ...

A quick snapshot of the various programs, services, support and events NASB has planned for its members in the coming month!

Leadership Innovation Vision Engagement

https://members.nasbonline.org/

ADVOCACY & GOVERNMENT RELATIONS ... Reminder to get any Legislative Proposals in by July 1 (see Page 7). Colby is meeting with over 20 Legislative candidates in the next 60 days prior to the November election. Look for information on possible Candidate meet and greets in the coming months. Keep tabs with our GR page as interim hearings are being scheduled. Stay engaged. Call Colby & Matt any time!

ALICAP ... Superintendents! If you haven't already, register for the FREE ALICAP Summer Safety Workshop. There are three options at three different locations. We will be in Gering on July 7th, Kearney on July 8th, and Lincoln on July 9th. Attendees can find the workshop that works best for your calendar and register accordingly. Each ALICAP district should have at least one representative in attendance.

AWARDS OF ACHIEVEMENT ... Please check board member points for accuracy. We are currently tabulating individual and board award information. If you believe your board has met the criteria required to earn a board award, contact Shari.

BOARD LEADERSHIP ... Check out "At the Board Table" on Pages 4 & 5 to learn about all things Board Leadership!

EDUCATION LEADERSHIP SEARCH SERVICE ... We are scheduling planning meetings in August and September of 2026 with boards who will have vacancies Summer of 2027. Reach out for answers to your search protocol questions or to request information on the search process.

ENERGY PURCHASING ... Our NJUMP and CJUMP natural gas purchasing programs continue to closely monitor global natural gas supply and demand to help participating school districts manage market volatility. By purchasing natural gas in strategic tranches throughout the year, the programs seek to reduce price risk and provide greater budget stability for our participating schools.

GALLUP STRENGTHS ... June's featured strength is **Futuristic**. People who lead with Futuristic imagine vivid possibilities and see the long-term impact of today's choices. While some focus on the present, those with high Futuristic encourage teams to dream big. Ask a teammate with strong Futuristic to inspire the team with their vision of long-term success.

MEMBER ENGAGEMENT ... Summer is in full swing. Great seeing so many at the Golf Outing and School Law Seminar. We are already planning Area Membership Meetings, check your mailboxes soon and see more on page 8. We also have another round of Board Candidate Workshops in August. Engagement visits in June included: Hastings, Kimball, Minatare, Morrill, Sioux County, and Crawford.







POLICY SERVICES ... Policy serves as the foundation for effective governance, but strong systems require more than adoption alone. To learn more about what the NASB Policy Support Service offers the board and superintendent contact Lindsey Headrick at **lheadrick@NASBonline.org** or Marcia Herring at **mherrig@NASBonline.org**. The updated service offers a manual authored by Perry Law Firm, integration into SPARQ Online Publishing and so much more.

TECHNOLOGY ... Welcome New Superintendents! Congratulations on your new role, whether this is your first year or you're starting at a new district! If your district isn't currently using Sparq Data for board meetings and staff negotiations, consider us a great addition for the new school year. We're here to help make your district's operations more streamlined and efficient. For current subscribers needing training on any of our software, we're always happy to assist. Please feel free to reach out to Nicole or Darion with any questions about how Sparq Data can support your district's success!

TRAINING, NETWORKING, ENGAGEMENT & EVENTS

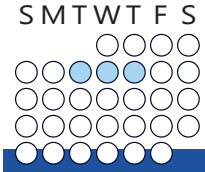
SCHEDULE OF EVENTS

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https://members.nasbonline.org/events

JOIN US For the

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.

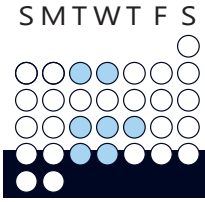




JULY

ALICAP Summer Workshops

Tuesday, July 7 - Gering Civic Center
Wednesday, July 8 - Kearney Younes Conference Center South
Thursday, July 9 - Lincoln Marriott Cornhusker Hotel





AUGUST



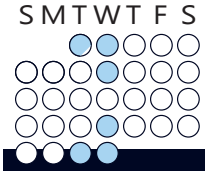
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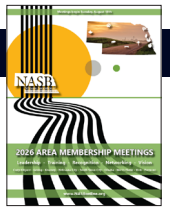
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SEPTEMBER



Area Membership Meetings

Tuesday, September 1 - Omaha
Wednesday, September 2 - North Platte
Wednesday, September 9 - York
Wednesday, September 23 - Fremont

Labor Relations - September 29-30 - Lincoln

NASB Nebraska Association of SCHOOL BOARDS

All Dates & Locations Tentative & Subject to Change

AT THE BOARD TABLE

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NASB Nebraska Association of School Boards

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YOUR NASB BOARD LEADERSHIP UPDATE

https://members.nasbonline.org/board-leadership

2026

NASB POLICY SERVICE PARTNERS: PERRY LAW FIRM AND SPARQ ONLINE PUBLISHING

Policy serves as the foundation for effective governance, but strong systems require more than adoption alone. To learn more about what the NASB Policy Support Service offers the board and superintendent contact Lindsey at **lheadrick@NASBonline.org** or Marcia at **mherring@NASBonline.org**. The updated service offers a manual authored by Perry Law Firm, integration into SPARQ Online Publishing, and so much more.

JULY BOARD MEETING AGENDA TEMPLATE

Board Presidents and Superintendents: Please check your inbox for the **[sample] July Board Meeting Agenda** that was emailed to you on Monday, June 15, 2026, from **shiggins@NASBonline.org**. This agenda is aligned with the NASB Annual Board Calendar. If you have any questions or would like the email resent, please contact Stacie at 402-209-1608.

NASB BOARD CANDIDATE WORKSHOPS - AUGUST DATES

NASB 2026 Board Candidate Workshops will be coming to a place near you! NASB will be on the road again in August providing an informational meeting for board candidates who will be on the November ballot. Check out the upcoming schedule ... no pre-registration is necessary, Workshops begin at 6:30 PM local time, and run until roughly 8:30 PM:

- August 4 - Alliance (Western Community College) and Beatrice (SCC-Beatrice)
- August 5 - McCook (McCook Community College) and Bellevue (Beardmore Event Center - Courtyard Marriott)

Perfect for non-incumbent board candidates, as well as experienced board members who wish to accompany candidates, and superintendents. These workshops are designed to provide a high-level overview of the role and responsibilities of a board member. If you have questions and/or wish to learn more about the workshop, please feel free to contact Marcia. No pre-registration is needed, the fee to attend is $25 per district, and will be charged after the workshop.

Engaging non-incumbent candidates in learning opportunities at the district and through the Nebraska Association of School Boards is a valuable way to support prospective new board members prior to the November election and help build a strong foundation for effective governance.



-- Continued on Page 5 --

AT THE BOARD TABLE

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NASB Nebraska Association of SCHOOL BOARDS

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YOUR NASB BOARD LEADERSHIP UPDATE

https://members.nasbonline.org/board-leadership

2026

NASB BOARD CANDIDATE WORKSHOPS - CONTINUED

NASB 2026 Board Candidate Workshops

- August 4 - Alliance (Western Nebraska Community College) and Beatrice (SCC-Beatrice)
- August 5 - McCook (McCook Community College) and Bellevue (Beardmore Event Center - Courtyard Marriott)

Here are resources to consider:

- Candidate information packets that include district demographics, strategic priorities, board meeting schedules, committee structures, and key governance documents.
- Opportunities to attend board meetings.
- Access to district policies, district strategic plan, and board goals to build understanding of governance responsibilities.
- Orientation materials outlining the roles and responsibilities of board members.
- Participation in NASB Candidate Workshop focused on policy, governance, board-superintendent relations, and student success.
- Connections with experienced board members or mentors who can answer questions and provide perspective regarding board service.

NASB resources to consider: https://members.nasbonline.org/board-leadership/resources

- **2026 Preparing To Serve** – the publication is designed for individuals who have been appointed and/or are interested in serving on the board of education.
- **NASB New Board Member Orientation** resource

Look for the **2026-2027 New Board Member Workshop** schedule to be released in the coming weeks.



See the Events tab of the NASB website at **https://members.nasbonline.org/events** for more information.

For more information about **NASB Board Leadership Services**, including: Board Retreats, Strategic Planning, Community Engagement and Alignment, Online Survey Services/Superintendent Evaluation, Board Self-Assessment, Board Resources, Communication Support Services or Board Governance publications, please contact:

Marcia Herring - Katie Corfield - Stacie Higgins - Ben Anderjaska - Stephanie Summers - Avary Pansing-Brooks - Josh Wall

LB 596 - CHANGES TO THE OPEN MEETINGS ACT

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LB 596 - Change requirements for legal publications and notices required by law, provisions of the Open Meetings Act, county inventories, warrants, and discharge records, storage requirements for certain records, petitions to change names, marriage license and record fees, reports of abandoned property, and the Nebraska Hall of Fame and eliminate a penalty for certain public officials and provisions relating to the registration of farm, ranch, or home names **- Approved by Governor on April 14, 2026**

LB 596 ... IN A NUTSHELL

- **Designate how you provide notice**
- **Every meeting must have in its minutes how notice was provided.**
- **Don't have to put it in the newspaper (but you can)**
- **Publish the time and location of monthly meetings ... 4x per year**

KEY CHANGES ...

- Schools are no longer mandated to publish notice of each meeting in a local newspaper.
  - Requirement is reasonable advanced publicized notice.
- A method of notice must be designated by the school and meeting minutes must record how notice was provided.
- Schools need to publish notice 4 times a year the regular meeting schedule, the location and the method designated by the public body to provide reasonable advanced publicized notice.

NOTICE OF MEETING PROVISIONS ...

- Schools need to give "reasonable advance publicized notice of the time and place of each meeting by a method designed by each public body and recorded in its minutes."
  - Schools need to make sure their policy states how they are going to provide notice for meetings and after each meeting, there needs to be a mention in the minutes on how notice was provided.
  - Meeting notice is now what it was prior to 2020, which is reasonable advance publicized noticed. LB 596 **removes** the requirement for each meeting notice to be published in the newspaper.
- New – "notice shall be given at least four times each year of the regular meeting schedule, the location, and the method designated by the public body to provide reasonable advance publicized notice. Such notice shall be given by publication in a legal newspaper of general circulation within the public body's jurisdiction."
  - This is new language and a new requirement. This provision must be followed four times a year. The law takes effect in July of 2026, so your school will need to publish four notices before December 31, 2026. In calendar year 2027, you will need to show evidence of this publication four times. There is no statutory requirement on when during the year you need to publish.
- The requirement that the OMA needs to be posted in the room is eliminated. You still need to have the OMA available, but you no longer need a poster on the wall.

CONCLUSION ...

- You need to designate how you are going to provide "reasonable advance publicized notice" for all regular and special board meetings.
  - You can post around town, post on your website, publish in a newspaper, email notice to citizens through Sparq Meetings, or any combination of these options as long as it is reasonable and in advance.
  - If you are currently publishing in a newspaper, you may continue to do so, however it is not mandatory. Be sure to follow your policy on how notice is provided.
  - Four times a year you need to publish the location and schedule of your regularly scheduled meetings with information on how you will provide notice for each meeting.

MEMBER SPOTLIGHTS ... SEND US YOURS!

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https://members.nasbonline.org/news-resources



Check out the NASB Member Spotlights across our social media accounts all Summer long. We'd love to feature you and your district, email mbelka@NASBonline.org for more info!



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CALL FOR LEGISLATIVE PROPOSALS! DUE BY JULY 1!

If there is anything you'd like to see added, amended or removed from NASB's Advocacy Handbook for 2027, submit your proposal at:
https://members.nasbonline.org/government-relations/legislative-proposals

2026 Advocacy Handbook for reference
https://members.nasbonline.org/government-relations/nasb-advocacy-handbook

AREA MEMBERSHIP MEETINGS ARE ON THE HORIZON

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https://members.nasbonline.org/events/area-membership-meetings

2026 AREA MEMBERSHIP MEETINGS

Leadership - Training - Recognition - Networking - Vision

Cody-Kilgore - Gering - Kearney - Nebraska City - South Sioux City - Omaha - North Platte - York - Fremont



NASB
Nebraska Association of SCHOOL BOARDS

CHECK YOUR MAILBOXES IN THE COMING WEEKS!

2026 SESSION BREAKDOWN

5:00 PM - WELCOME & OPENING SESSION

5:10 PM - LEGISLATIVE UPDATE

5:50 PM - TRAINING SESSIONS 1

ALIGNING BOARDS AND SUPERINTENDENTS FOR SUCCESS
WHAT DOES YOUR POLICY SAY? WHY POLICY REVIEW MATTERS!
STOP IN THE NAME OF SCHOOL SAFETY! SUPPORT YOUR SUPERINTENDENT IN SAYING "NO"

6:45 PM - TRAINING SESSIONS 2

LEADING FOR IMPACT: HOW SCHOOL BOARDS STRENGTHEN STUDENT SUCCESS AND RESILIENCY
CONTROLLING THE NARRATIVE: YOUR STORY VS "THEIR" STORY
BUDGET GOVERNANCE IN ACTION: THE BOARD'S ROLE IN RESPONSIBLE FINANCIAL LEADERSHIP

7:25 PM - NETWORKING DINNER & AWARDS/RECOGNITION

Registration is OPEN ... Meetings begin Tuesday, August 18th

NASB MEMBER GOLF OUTING! IN PHOTOS … PART 1

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https://members.nasbonline.org/events



NASB MEMBER GOLF OUTING! IN PHOTOS ... PART 2

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https://members.nasbonline.org/events





FOR IMMEDIATE RELEASE: NASB PARTNERS WITH CAREERPATHWAY.COM

CareerPathway.com

NASB partners with CareerPathway.com to Strengthen Nebraska's Education-to-Workforce Pipeline

Partnership Creates Statewide Opportunity for School Districts, ESUs, Employers, and Communities to Connect Students with Career Pathways

NASB and CareerPathway.com have announced a strategic partnership designed to strengthen Nebraska's education-to-workforce pipeline and expand career readiness opportunities for students across the state.

Through the agreement, NASB will promote CareerPathway.com to its member school districts and ESUs, providing Nebraska schools access to a comprehensive workforce intelligence and talent pipeline platform that connects students, educators, employers, community organizations, and workforce partners within a unified ecosystem.

The partnership reflects a shared commitment to helping Nebraska students explore career opportunities, engage with local employers, and build meaningful pathways from education into the workforce while supporting school districts in meeting workforce development and career readiness goals.

"Strong communities depend on strong connections between education and workforce opportunities," said John Spatz, Executive Director of NASB. "This partnership provides Nebraska school districts with access to innovative tools and resources that help students explore career pathways while strengthening engagement with employers and community partners."

CareerPathway.com serves as a real-time workforce ecosystem platform designed to align education and industry needs through career exploration, work-based learning opportunities, employer engagement, workforce analytics, and talent pipeline development. The platform currently connects hundreds of employers, educational institutions, workforce organizations, and community partners while supporting thousands of students in career discovery and workforce preparation.

"NASB's endorsement represents a significant milestone in our mission to create Nebraska's most connected workforce ecosystem," said Maggi Thorne, Chief Strategy Officer of CareerPathway.com. "Together, we can help every student gain access to meaningful career exploration opportunities while providing schools and employers with the tools and data needed to build stronger talent pipelines for Nebraska's future."

The partnership is centered around three primary objectives:

- Expanding Career Readiness Access Across Nebraska
- Strengthening School-to-Workforce Alignment
- Creating Sustainable Value for School Districts

The collaboration is designed to deliver measurable outcomes for NASB member districts while creating long-term support for workforce development initiatives through strategic partnerships, grant opportunities, and employer engagement. The partnership builds on CareerPathway.com's growing impact across Nebraska, where the platform has facilitated connections among schools, employers, workforce organizations, and community partners. Through these efforts, students gain greater visibility into career opportunities while employers develop stronger pipelines to future talent, and create a statewide ecosystem that supports student success, workforce development, and economic growth for Nebraska communities.



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YOUR 2026 NASB AFFILIATES

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- Lease-Purchase Financing
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- Refinancing Bond Issues

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2026 Platinum Level Affiliates - American Fidelity - American Playground and Recreation - BCDM Architects - Boyd Jones Construction BVH Architecture - Clark & Enersen - CMBA - Cannon Moss Brygger Architects - D.A. Davidson & Co. - Diamond Communications - Envise Facility Advocates - Hamilton Business Technologies - Hausmann - Helm Service - Nebraska Liquid Asset Fund - Northland Securities Piper Sandler & Co. - Public Risk Management - Revolution Wraps - Sampson Construction - Sparq Data Solutions - Third Rail Content Wilkins Architecture Design Planning

2026 Gold Level Affiliates - BD Construction, Inc./Kearney - Blue Cross Blue Shield of Nebraska - Carlson West Povondra Architects Chief Construction - Cornhusker International - Darland - DLR Group - JEO Consulting Group, Inc. - Johnson Controls - Lunchtime Solutions MCL Construction - Navitas - One Source | A Verified Credentials Company - Outdoor Recreation Products

2026 Silver Level Affiliates - Creative Sites, LLC - UNO Innovative Learning-Centric Initiatives

2026 Bronze Level Affiliates - Ameritas Investment Company, LLC - Community Building Solutions - Cunningham Recreation Fisher Tracks, Inc. - James D. Watts & Associates, PC - Mueller Robak Schaefer Hruza & Hassebrook - National Insurance Services Nebraska Safety Center - Opaa! Food Management of Nebraska - Trane U.S. Inc. - Twotrees Technologies, LLC

YOUR 2026 NASB AFFILIATES

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YOUR 2026 PLATINUM AFFILIATES

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envise
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HAMILTON Business Technologies
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Helm
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prm PUBLIC RISK MANAGEMENT INCORPORATED
REVOLUTION WRAPS
Sampson Construction
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THIRD RAIL CONTENT
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To advertise in Board Notes or become an NASB Affiliate contact Matt Belka at mbelka@NASBonline.org or 402-423-4951

YOUR 2026 NASB AFFILIATES

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View the full, detailed listings with contact info at:
https://members.nasbonline.org/about-us/affiliate-members

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ARCHITECTS

BCDM Architects
PLATINUM LEVEL AFFILIATE

BVH Architecture
PLATINUM LEVEL AFFILIATE

Carlson West Povondra Architects
GOLD LEVEL AFFILIATE

Clark & Enersen
PLATINUM LEVEL AFFILIATE

CMBA Architects
PLATINUM LEVEL AFFILIATE

DLR Group
GOLD LEVEL AFFILIATE

JEO Consulting Group, Inc.
GOLD LEVEL AFFILIATE

Wilkins Architecture Design Planning
PLATINUM LEVEL AFFILIATE

BUILDING CONTROLS AND BUILDING SERVICES

Helm Service
PLATINUM LEVEL AFFILIATE

Navitas
GOLD LEVEL AFFILIATE

CONSTRUCTION SERVICES

BD Construction
GOLD LEVEL AFFILIATE

Boyd Jones
PLATINUM LEVEL AFFILIATE

Chief Construction
GOLD LEVEL AFFILIATE

Darland
GOLD LEVEL AFFILIATE

Hausmann Construction
PLATINUM LEVEL AFFILIATE

MCL Construction
GOLD LEVEL AFFILIATE

Sampson Construction
PLATINUM LEVEL AFFILIATE

ENERGY SERVICES

Community Building Solutions

Facility Advocates
PLATINUM LEVEL AFFILIATE

Johnson Controls, Inc.
GOLD LEVEL AFFILIATE

Trane U.S. Inc.

FINANCIAL SERVICES

Ameritas Investment Company

D.A. Davidson & CO.
PLATINUM LEVEL AFFILIATE

Nebraska Liquid Asset Fund
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Northland
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Piper Sandler
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FOOD SERVICE

Lunchtime Solutions
GOLD LEVEL AFFILIATE

Opaa! Food Management

INSURANCE SERVICES

American Fidelity
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Blue Cross Blue Shield of Nebraska
GOLD LEVEL AFFILIATE

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Public Risk Management/ALICAP
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LEGAL SERVICES

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PLAYGROUND/SCOREBOARDS/ SURFACING

American Playground and Recreation
PLATINUM LEVEL AFFILIATE

Creative Sites, LLC
SILVER LEVEL AFFILIATE

PLAYGROUND/SCOREBOARDS/ SURFACING(CONTINUED)

Cunningham Recreation/GameTime

Fisher Tracks, Inc.

Outdoor Recreation Products
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SAFETY & SECURITY

One Source | A Verified Credentials Company
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UNO Innovative Learning-Centric Initiatives
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TECHNOLOGY/SOFTWARE

Envise
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Hamilton
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Nebraska Safety Center

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