



KIMBALL PUBLIC SCHOOLS
Administration Offices
901 South Nadine Street
Kimball, NE 69145

AGENDA

The following is the agenda for the meeting of the Board of Education to be held on Monday, July 8, 2024, at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145

1. Pledge of Allegiance
2. Call meeting to order (Open Meeting Law announcement)
3. "The Mission of Kimball Public Schools is to educate every student for a lifetime of success."
4. Roll Call
5. Excuse the Absence of Board Member
6. Approval of Agenda
7. Read and Approval of Minutes: Regular Board Meeting June 10, 2024
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator's Reports
12. Superintendent's Report
13. Recognition of Visitors - Public Comment (Policy 202.05)
14. Action Items:
 - 14.A. Discuss, consider and take all necessary action with regard to adopting Board Policies: 401.21 and 401.22 (Second Reading)
 - 14.B. Discuss, consider and take all necessary action with regard to adopting Board Policies: 503.07- Preschool Enrollment and 702.12 Emergency Response Mapping (First Reading)
 - 14.C. Discuss, consider, and take all necessary action with regard to amending Board Policy: 611.02
 - 14.D. Discuss, consider and take all necessary action with regard to approval of district handbooks for the 2024-25 school year
 - 14.E. Discuss, consider and take all necessary action with regard to approval of the engagement letter from Rauner & Associates for the 2023-2024 audit
 - 14.F. Discuss, consider and take all necessary action with regard to approval of Beyond Textbooks quote for the 2024-25 school year
15. Discussion Items:
 - 15.A. Discussion Item #1: Board Policy 702.11 (Firearm Policy)
 - 15.B. Discussion Item #2: Board of Education Yearly Planning Calendar
16. Next Meeting(s)/Opportunities:
 - 16.A. Regular Board Meeting: Monday, August 12, 2024 at 6:30 p.m. in the Meeting Room at the Kimball County Transit Service, 233 South Chestnut Street, Kimball, Nebraska
17. Motion to Adjourn

NOTICES:

COPY OF OPEN MEETINGS ACT: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the south wall of the meeting room.

KIMBALL PUBLIC SCHOOLS MISSION STATEMENT: “The Mission of Kimball Public Schools is to educate every student for a lifetime of success.”

NOTICE OF MEETING: Notice of the meeting was published according to Board Policy.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward to the podium situated next to the Board, sign your name and information on the sign-in sheet. Any member of the public desiring to address the board shall be required to identify himself or herself, including address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual

Time Limit: You may speak only one time and must limit comments to 5 minutes or less. Public Forum will not exceed 30 minutes.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

CLOSED SESSIONS: Kimball Public Schools Board of Education reserves the right to go into closed session in accordance with Nebraska Statue 84-1410.

BY: KIMBALL PUBLIC SCHOOLS

A meeting of the Board of Education of Kimball Public Schools was convened in open and public session on Monday, June 10, 2024 at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145.

A notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The secretary for the Board maintains a list of the news media, of the time and place of the meeting and the subject to be discussed at the meeting. Availability of the agenda was communicated in the publicized notice. All proceedings of the Board of Education except as may be hereinafter noted were taken while the convened meeting was open to the attendance of the public.

The Pledge of Allegiance was stated by all present.

The meeting was called to order by President Travis Cook at 6:30 p.m. At the beginning of this meeting the President announced and informed the public that a current copy of the Open Meetings Act is posted on the wall of the meeting room and directed the public to its location. Board Member Little read the mission statement of Kimball Public Schools.

The roll was called and the following Board members were present or absent.

Present: Travis Cook, Lanny Little, Tom O'Brien, Ken Smith, Britni Toth, **Absent:** Jennifer Griebel.

Motion was made by Lanny Little, seconded by Tom O'Brien to excuse the absence of Jennifer Griebel. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Ken Smith, seconded by Britni Toth to approve the agenda. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Ken Smith, seconded by Britni Toth to approve the minutes from the Regular Board Meeting held on May 13, 2024. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent

Travis Cook: Aye
 Lanny Little: Aye
 Tom O'Brien: Aye
 Ken Smith: Aye
 Britni Toth: Aye

Motion was made by Tom O'Brien, seconded by Lanny Little to approve the minutes from the Regular Board Meeting held on May 13, 2024. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
 Travis Cook: Aye
 Lanny Little: Aye
 Tom O'Brien: Aye
 Ken Smith: Aye
 Britni Toth: Aye

Motion was made by Lanny Little, seconded by Ken Smith to approve the current bills. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
 Travis Cook: Aye
 Lanny Little: Aye
 Tom O'Brien: Aye
 Ken Smith: Aye
 Britni Toth: Aye

**Kimball Public Schools
 BOARD REPORT OF EXPENDITURES
 6/10/2024**

62356	CARD SERVICES	\$	14,408.38
	PREPAID		
			\$14,408.38

REGULAR MONTHLY EXPENSES

62312	AG PARTS WORLDWIDE	79.90
62313	ALBOUM TRANSLATION SERVICES	522.91
62314	BERGANKDV,LTD	212.80
62315	BLACK HILLS ENERGY	3,137.50

62316	BRANCHING MINDS	6,099.99
62317	CAPITAL BUSINESS SYSTEMS, INC.	4,845.43
62318	CENTURY LINK BUSINESS SERVICES	290.58
62319	CITY OF KIMBALL	10,569.02
62320	CPS DISTRIBUTORS	43.17
62321	CULLIGAN	105.80
62322	DAS STATE ACCOUNTING - CENTRAL	267.63
62323	DWF DENVER	50.29
62324	ECOLAB PEST ELIMINATION DIVISION	127.12
62325	ESU #13	27,114.32
62326	FOLLETT SCHOOL SOLUTIONS, INC	1,479.56
62327	FRENCHMAN VALLEY COOP	1,331.55
62328	GET MORE MATH!	2,547.90
62329	GRANITE TELECOMMUNICATIONS	791.43
62330	GUM DROP BOOKS	287.00
62331	IDEAL/BLUFFS FACILITY SOLUTIONS	1,752.90
62332	INSTRUMENTALIST AWARDS LLC	163.00
62333	KIMBALL ACE HARDWARE	1,554.11
62334	KIMBALL AUTO PARTS CO	205.71
62335	LAKESHORE LEARNING MATERIALS	33.24
62336	LAMINATOR.COM	154.46
62337	MASTERY PREP	1,900.00
62338	MCMANIGAL LAWN AND LANDSCAPE	500.00
62339	MENARDS - SCOTTSBLUFF	114.00
62340	MOHAWK FACTORING	9,890.01
62341	NE COLORADO CELLULAR, INC.	98.25
62342	NE COUNCIL OF SCHOOL ADMINISTRATORS	435.00
62344	PANHANDLE COOP ASSOCIATION	1,954.67
62345	PERRY, GUTHERY, HAASE & GESSFO	344.50

62346	PITSCO	53.08
62347	RAPIDS WHOLESale	249.75
62348	SCHOOL SPECIALTY INC.	1,308.12
62349	SMART APPLE MEDIA	361.88
62350	STERLING COMPUTERS CORP	6,041.67
62351	STEVE WEISS MUSIC	307.73
62352	VERIZON WIRELESS	52.92
62353	VINCE'S CORNER	100.00
62354	VOYAGER FLEET SYSTEMS, INC.	1,035.27
62355	WESTERN NEBRASKA OBSERVER	44.15
62357	VIRGINIA SPLICAL	84.83
62358	ABLESPACE	995.00
62359	FOLLETT SCHOOL SOLUTIONS, INC	463.11
62360	FLOYD'S TRCK CENTER, INC	39.48
62361	BERGANKDV,LTD	5.60
62362	BLACK HILLS ENERGY	1,122.79
62363	EBSCO	296.88
GENERAL FUND TOTAL		91,566.01
6282	CASH-WA DISTRIBUTING	4,061.72
6283	HILAND DAIRY FOODS COMPANY, LLC	1,725.11
6284	US FOODS - GRAND ISLAND	1,081.93
NUTRITION FUND TOTAL		\$ 6,868.76
1269	BYTESPEED LLC	5,814.00
1270	KIDWELL	630.00
1271	PRESTIGE MFG INC	490.00
DEPRECIATION FUND TOTAL		\$ 6,934.00
1569	STUPPY, INC	3,186.93
1570	VALLEY STEEL AND WIRE CO	2,547.59
BUILDING FUND		\$5,734.52

TOTAL MONTHLY BILLS

\$111,103.29

Motion was made by Ken Smith, seconded by Britni Toth to approve the Treasurer's Report. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

June 10, 2024

Treasurer's report is as follows:

	May-24	May-23
	1,937,796.2	
Amount received from County Treasurer	5	1,617,045.61
Bank Balance May 31, 2024	372,831.39	192,924.32
Savings Account General Funds May 31, 2024	3,173,901.26	3,102,336.20
Depreciation Fund May 31, 2024	343,522.96	448,834.59
Building Fund May 31, 2024	519,727.15	641,946.83
Nutrition Fund May 31, 2024	71,185.39	112,505.60
Activity Fund May 31, 2024	83,869.09	57,416.12
	4,565,037.2	
Total Available Funds	4	4,555,963.66
Payroll Gross	333,168.65	316,207.39
Amount of Bills	111,103.29	153,328.59
Blue Cross Blue Shield/HSA Pmt/UNUM Life	88,281.51	78,408.21
Nebraska School Retirement	31,235.54	29,647.83
FirsTier Bank (FICA)	25,009.65	23,781.39
Total Amount of Expenses	588,798.64	601,373.41

	3,976,238.6	
Balance Remaining after Expenses	0	3,954,590.25

The Board reviewed written reports of Mrs. Danielle Reader, Jr-Sr High School Principal and Mrs. Amanda Culek, Mary Lynch Elementary Principal.

The Board reviewed the written report of Mr. Trevor Anderson, superintendent.

Motion was made by Lanny Little, seconded by Ken Smith to adopt the Softball Cooperative Resolution with Gering Public Schools for a period of 3 years. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye
Travis Cook: Nay

Motion was made by Britni Toth, seconded by Tom O'Brien to approve the Staff Training Resolution for the 2024-25 school year. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Lanny Little, seconded by Ken Smith to approve the resignation of Emily Sowards at the end of the 2023-24 contract year. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Tom O'Brien, seconded by Ken Smith to approve the contract of Monica Jensen for the 2024-25 school year. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye

Ken Smith: Aye

Britni Toth: Aye

Motion was made by Ken Smith, seconded by Lanny Little to approve the carpet quote for the auditorium and music room at the Junior/ Senior High School. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent

Travis Cook: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Ken Smith: Aye

Britni Toth: Aye

Motion was made by Travis Cook, seconded by Lanny Little to approve the bid from Trafera in the amount of \$55,200 for Chromebooks. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent

Travis Cook: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Ken Smith: Aye

Britni Toth: Aye

Motion was made by Britni Toth, seconded by Tom O'Brien to approve the 2024-25 fees as presented. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent

Travis Cook: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Ken Smith: Aye

Britni Toth: Aye

The public hearing was opened at 7:31 p.m. and closed at 7:39. There was not public comment received on KPS Board Policy 1001.02: Parental Involvement

Motion was made by Ken Smith, seconded by Tom O'Brien to reaffirm board policy 1001.02. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent

Travis Cook: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Ken Smith: Aye

Britni Toth: Aye

The public hearing was opened at 7:40 p.m. and closed at 7:47 p.m. There was not public comment received on KPS Board Policy 501.06: Student Fees

Motion was made by Tom O'Brien, seconded by Lanny Little to reaffirm the Student Fees Policy 501.06. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Ken Smith to approve board policies: 501.07, 504.17, 602.01, 602.03, and 603.11 as reviewed. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Tom O'Brien to take a brief recess at 8:17 p.m. Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

The board ended recess at 8:24 p.m.

Motion was made by Ken Smith, seconded by Britni Toth to advance Board policies: 401.21 and 402.22 to second reading. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Lanny Little, seconded by Britni Toth to approve Board Policies: 202.04, 202.15, 205.03, 502.02, 502.05, 503.04, 504.03, 603.06, 603.15, 701.04, 701.33, 801.02, and 1001.05 as amended. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent

Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Ken Smith to repeal Board policy 603.13. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

The Board discussed updates and/or revisions to the Mary Lynch, Junior/ Senior High School, Extracurricular, and Staff Handbooks.

The Board discussed its current Firearm Policy and tabled the conversation until the next board meeting when they can have law enforcement come speak on it further.

The Board discussed LB 71 and having a district policy for preschool enrollment. The Board will have a policy on the July agenda for first reading.

The Board discussed LB 1329 and discussed looking at the grant that would help offset the costs of its emergency notification system. There will be a policy on the July agenda for first reading.

Motion was made by Tom O'Brien, seconded by Britni Toth to adjourn the meeting at 9:02 p.m. After discussion and upon roll call vote, the Board voted as follows:

Jennifer Griebel: Absent
Travis Cook: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Ken Smith: Aye
Britni Toth: Aye

ATTEST:

TRAVIS COOK
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

THOMAS O'BRIEN
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

**Kimball Public Schools
BOARD REPORT OF EXPENDITURES
7/8/2024**

62736	CARD SERVICES	\$	14,832.34
	PREPAID		
			\$14,832.34

REGULAR MONTHLY EXPENSES

62377	DISCOUNT SCHOOL SUPPLY		678.99
62378	eSPARK LEARNING		4,272.95
62380	ESU COORDINATING COUNCIL		246.00
62381	FOLLETT CONTENT SOLUTIONS, LLC		246.06
62382	FRENCHMAN VALLEY COOP		824.38
62383	GOODHEART-WILCOX PUBLISHER		4,565.58
62384	GRANITE TELECOMMUNICATIONS		791.43
62385	IDEAL/BLUFFS FACILITY SOLUTIONS		456.12
62386	ITSAVVY LLC		504.69
62387	J.W. PEPPER & SON INC.		440.78
62388	KIMBALL ACE HARDWARE		562.65
62389	KIMBALL AUTO PARTS CO		80.89
62390	WILLIAM LONG		458.28
62391	MATHESON TRI-GAS, INC		281.48
62392	MCMANIGAL LAWN AND LANDSCAPE		150.00
62393	MENARDS - SCOTTSBLUFF		260.86
62394	MOHR RANCH AND CONSTRUCTION		9,450.00
62395	MONUMENT CLEANING COMPANY		11,078.75
62396	NE COLORADO CELLULAR, INC.		196.50
62397	NEBRASKA STATE FIRE MARSHALL		144.00
62398	JIM O'BRIEN		64.00
62399	PANHANDLE COOP ASSOCIATION		212.53
62400	PAPER101		4,141.20
62401	PERRY, GUTHERY, HAASE & GESSFO		390.00
62402	PREMIER LAND MANAGEMENT SERVICES,		6,658.00
62403	PYRAMID SCHOOL PRODUCTS		725.77
62404	RAPIDS WHOLESALE		54.20
62405	SCHOOL HEALTH CORPORATION		2.46
62406	SECURLY, INC		1,001.00
62407	SHEETMUSICPLUS		19.17
62408	KATHLEEN SHOEMAKER		54.30
62409	SOFTWARE UNLIMITED, INC.		10,900.00
62410	SOURCEWELL		4,650.00
62411	TEACHING STRATEGIES, LLC		520.00
62412	VERIZON WIRELESS		52.92

62413	VOYAGER FLEET SYSTEMS, INC.	500.24
62414	WESTERN NEBRASKA OBSERVER	166.42
62415	WPCI	114.00
62416	APPTEGY, INC	6,567.50
62417	BERGANKDV,LTD	218.40
62418	BLACK HILLS ENERGY	2,211.93
62419	CAPITAL BUSINESS SYSTEMS, INC.	500.42
62420	CAPITAL BUSINESS SYSTEMS, INC.	356.87
62421	CENGAGE LEARNING	9,163.00
62422	CENTURY LINK BUSINESS SERVICES	290.58
62423	CITY OF KIMBALL	10,980.47
62424	CPS DISTRIBUTORS	67.67
62425	CRISIS PREVENTION INSTITUTE, INC	2,149.00
62426	CULLIGAN	69.95
62427	DAS STATE ACCOUNTING - CENTRAL	267.63
62428	EMERGENT 3 INC	2,000.00
62429	FLOYD'S TRUCK CENTER,INC	4.13
62430	NEBRASKA RURAL COMMUNITY SCHOOLS	850.00
62431	VOLT ATHLETICS, INC	335.00
GENERAL FUND TOTAL		101,949.15

6294	CASH-WA DISTRIBUTING	2,865.35
6295	HEARTLAND SCHOOLS SOLUTIONS	560.00
6296	HILAND DAIRY FOODS COMPANY, LLC	841.70
6297	PANHANDLE COOP ASSOCIATION	16.15
NUTRITION FUND TOTAL \$		4,283.20

1272	KIDWELL	1,090.00
1273	RSW FLOORS	125,048.00
DEPRECIATION FUND TOTAL \$		126,138.00

1571	CREATIVE SITES, LLC	120,000.00
BUILDING FUND		\$120,000.00

TOTAL MONTHLY BILLS \$352,370.35

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
111-1401653-1287459	07/03/2024	13735	LEEHR 100PCS Kawaii Squishies	01 1100 610 003 013	17.98
111-1401653-1287459	07/03/2024	13735	70 Pack Animal Erasers	01 1100 610 003 013	12.98
111-1401653-1287459	07/03/2024	13735	Ticonderoga Wood-Cased Pencils, Unsharpe	01 1100 610 003 013	22.56
111-1401653-1287459	07/03/2024	13735	Madisi Wood-Cased #2 HB Pencils, Yellow,	01 1100 610 003 013	64.99
111-1401653-1287459	07/03/2024	13735	Scotch Thermal Laminating Pouches, 200 C	01 1100 610 003 013	27.99
111-1401653-1287459	07/03/2024	13735	Fun Express Happy Birthday Pencils - Set	01 1100 610 003 013	7.74
111-1401653-1287459	07/03/2024	13735	assel Garland with Wood Bead	01 1100 610 003 013	51.96
111-1401653-1287459	07/03/2024	13735	sur Motivational Home Office Desk	01 1100 610 003 013	11.99
111-1401653-1287459	07/03/2024	13735	White Shiplap Better Than Paper® Bulleti	01 1100 610 003 013	35.98
111-1401653-1287459	07/03/2024	13735	Rustic White Magnetic Wall Chalkboard Si	01 1100 610 003 013	49.59
111-1401653-1287459	07/03/2024	13735	Instant Personal Poster Sets	01 1100 610 003 013	13.49
111-1401653-1287459	07/03/2024	13735	KUIYN Presentation Clicker-Laser Pointer	01 1100 610 003 013	24.99
111-1401653-1287459	07/03/2024	13735	10 Pack Magnetic Sentence Strips	01 1100 610 003 013	9.99
111-1401653-1287459	07/03/2024	13735	Sinboun 3 Pack Magnetic Pencil Holder	01 1100 610 003 013	10.99
111-1401653-1287459	07/03/2024	13735	24 Pcs I Need Help Mini Flip Chart	01 1100 610 003 013	18.99
111-1401653-1287459	07/03/2024	13735	Table Lamp with 3 Color Modes	01 1100 610 003 013	13.28
111-1401653-1287459	07/03/2024	13735	Secura 60-Minute Visual Timer,	01 1100 610 003 013	18.99
111-1401653-1287459	07/03/2024	13735	Apakkai 600 Pcs Cute Stickers for Kids,	01 1100 610 003 013	9.99
111-1401653-1287459	07/03/2024	13735	PartageiZ Small Table Lamp	01 1100 610 003 013	9.99
111-1401653-1287459	07/03/2024	13735	Teacher Created Resources Black Wood Str	01 1100 610 003 013	17.98
111-1401653-1287459	07/03/2024	13735	Teacher Created Resources White Wood Str	01 1100 610 003 013	17.98
111-1401653-1287459	07/03/2024	13735	BIC Gelocity Quick Dry Assorted Colors G	01 1100 610 003 013	12.23
111-1401653-1287459	07/03/2024	13735	PAG Hanging Wall File Holder Mail Organi	01 1100 610 003 013	19.59
111-1401653-1287459	07/03/2024	13735	PAG Hanging Wall File Holder Organizer M	01 1100 610 003 013	42.99
111-1401653-1287459	07/03/2024	13735	MeCids 360 Rotating Storage Organizer De	01 1100 610 003 013	27.99
111-1401653-1287459	07/03/2024	13735	Mainstays Slim Plastic Storage Trays Bas	01 1100 610 003 013	29.97
111-1401653-1287459	07/03/2024	13735	Marbrasse Pen Organizer with 2 Drawer, M	01 1100 610 003 013	9.99
111-1401653-1287459	07/03/2024	13735	Gannyfer Large Desk Calendar 2024-2025 -	01 1100 610 003 013	12.99
111-1401653-1287459	07/03/2024	13735	Dry Erase Erasers, 36 Pack Magnetic Whit	01 1100 610 003 013	11.99
111-1401653-1287459	07/03/2024	13735	Eersida 750 PCS Scented Scratch Stickers	01 1100 610 003 013	9.99
111-1401653-1287459	07/03/2024	13735	EXPO Low Odor Dry Erase Markers	01 1100 610 003 013	39.09
111-1401653-1287459	07/03/2024	13735	Keebor Basic Chisel Tip Dry Erase Marker	01 1100 610 003 013	16.19
111-1401653-1287459	07/03/2024	13735	Paper Mate IF Arrowhead Pink Pearl Cap E	01 1100 610 003 013	8.89
111-1401653-1287459	07/03/2024	13735	Pendaflex 84370 File Folders with Erasab	01 1100 610 003 013	9.73
111-1401653-1287459	07/03/2024	13735	Amazon Basics Stapler with 1000 Staples,	01 1100 610 003 013	9.48
111-2299427-1669010	07/03/2024	13734	File Folders	01 1100 610 003 013	27.98
111-2299427-1669010	07/03/2024	13734	Better than Paper Boarder	01 1100 610 003 013	8.99
111-2299427-1669010	07/03/2024	13734	Dry Erase Magnetic Holder	01 1100 610 003 013	33.98
111-2299427-1669010	07/03/2024	13734	Journal for Kids	01 1100 610 003 013	19.99

Check Total: 14,832.34

Checking Account: 01		GENERAL FUND 01-101			
111-2299427-1669010	07/03/2024	13734	Reading Area Lamp	01 1100 610 003 013	24.99
111-2299427-1669010	07/03/2024	13734	Reading Area Rug 4X 6	01 1100 610 003 013	37.22
111-2836475-3472213	07/03/2024	13729	Kinetic sand	01 1100 610 003 009	19.94
111-2836475-3472213	07/03/2024	13729	Sensory Scoops	01 1100 610 003 009	11.49
111-2836475-3472213	07/03/2024	13729	Sensory rainbow rice	01 1100 610 003 009	43.98
111-2836475-3472213	07/03/2024	13729	tape	01 1100 610 003 009	9.99
111-2836475-3472213	07/03/2024	13729	paint sticks	01 1100 610 003 009	22.99
111-2836475-3472213	07/03/2024	13729	watercolor paint	01 1100 610 003 009	29.99
111-2836475-3472213	07/03/2024	13729	velcro	01 1100 610 003 009	17.98
111-2836475-3472213	07/03/2024	13729	play kitchen	01 1100 610 003 009	141.80
111-2836475-3472213	07/03/2024	13729	magnet tiles	01 1100 610 003 009	79.99
111-2836475-3472213	07/03/2024	13729	area rug	01 1100 610 003 009	313.99
111-2836475-3472213	07/03/2024	13729	Stools	01 1100 610 003 009	130.98
111-2836475-3472213	07/03/2024	13729	Wooden musical tree	01 1100 610 003 009	39.99
111-2836475-3472213	07/03/2024	13729	pop tubes	01 1100 610 003 009	12.59
111-2836475-3472213	07/03/2024	13729	polar animal figurines	01 1100 610 003 009	12.99
111-2836475-3472213	07/03/2024	13729	Insta-snow	01 1100 610 003 009	34.99
111-2836475-3472213	07/03/2024	13729	LED Light Panel	01 1100 610 003 009	181.20
111-2836475-3472213	07/03/2024	13729	Light table manipulatives	01 1100 610 003 009	18.63
111-2836475-3472213	07/03/2024	13729	magnet blocks	01 1100 610 003 009	24.99
111-2836475-3472213	07/03/2024	13729	glue sticks	01 1100 610 003 009	8.88
111-2836475-3472213	07/03/2024	13729	magic foam	01 1100 610 003 009	89.97
111-2836475-3472213	07/03/2024	13729	Rolling Cart	01 1100 610 003 009	29.99
111-2836475-3472213	07/03/2024	13729	Rolling Cart	01 1100 610 003 009	31.39
111-2836475-3472213	07/03/2024	13729	Lesson storage containers	01 1100 610 003 009	79.99
111-2836475-3472213	07/03/2024	13729	Toy storage	01 1100 610 003 009	69.99
111-2836475-3472213	07/03/2024	13729	playdough	01 1100 610 003 009	21.99
111-2836475-3472213	07/03/2024	13729	Labels	01 1100 610 003 009	11.99
111-2836475-3472213	07/03/2024	13729	labels	01 1100 610 003 009	7.99
111-2836475-3472213	07/03/2024	13729	clothes pins	01 1100 610 003 009	8.99
111-0328094-5903416	05/09/2024	13691	Playboda 1500 Pieces Rotating Plastic Pu	01 2220 610 003 000	68.01
111-0328094-5903416	05/09/2024	13691	Electric Pencil Sharpener	01 2220 610 003 000	59.98
111-0367278-6910611	07/03/2024	13568	paper	01 1100 890 001 000	105.72
111-0367278-6910611-	07/03/2024	13568	paper	01 1100 890 001 000	(95.79)
111-0724998-7138644	05/08/2024	13642	VIZIO 32-inch D-Series Full HD 1080p Sma	01 1100 610 001 032	159.99
111-0724998-7138644	05/08/2024	13642	IvyRobes Unisex Reversible V Shape Choir	01 1100 610 001 032	438.85
111-0724998-7138644	05/08/2024	13642	EASEPRES 5 Pocket Mesh Hanging Wall File	01 1100 733 001 032	22.95
111-0724998-7138644	05/08/2024	13642	CRAFTSMAN CMHT65073 CFT SD BI-MATERIAL 4	01 1100 733 001 032	9.98
111-0724998-7138644	05/08/2024	13642	GEARWRENCH 3 Drawer Tool Box - 83151	01 1100 733 001 032	73.70
111-0724998-7138644	05/08/2024	13642	Apple iPad Pro 12.9-inch (6th Generation	01 1100 733 001 032	1,167.00

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101			
111-0821124-3650613	05/10/2024	13733	Scratch and Sniff Stickers Reward Chart	01 1100 610 003 013	9.99
111-0821124-3650613	05/10/2024	13733	Mavalus Tape	01 1100 610 003 013	59.76
111-0821124-3650613	05/10/2024	13733	HInzer Animal Erasers	01 1100 610 003 013	16.99
111-0821124-3650613	05/10/2024	13733	Command 20LB Strips	01 1100 610 003 013	16.49
111-0821124-3650613	05/10/2024	13733	Ticonderoga	01 1100 610 003 013	24.46
111-0821124-3650613	05/10/2024	13733	Better than Paper - Calming Blue	01 1100 610 003 013	17.99
111-0821124-3650613	05/10/2024	13733	Better than Paper - Black	01 1100 610 003 013	23.99
111-0821124-3650613	05/10/2024	13733	White Storage Bins for Books	01 1100 610 003 013	119.56
111-0821124-3650613	05/10/2024	13733	DISCOUNT	01 1100 610 003 013	(6.06)
111-1747149-8930618	05/23/2024	13468	Tru Ray 9 X 12 Sky Blue 50 Sht Arts & Cr	01 1100 610 003 010	12.74
111-1747149-8930618	05/23/2024	13468	DECORA 1000 Pieces 18mm Round Wiggle Toy	01 1100 610 003 010	11.88
111-1747149-8930618	05/23/2024	13468	DECORA 500 Pieces 25mm Plastic Wiggle Ey	01 1100 610 003 010	13.88
111-1747149-8930618	05/23/2024	13468	Red Jumbo Craft Sticks 6 inch, Pack of 1	01 1100 610 003 010	8.81
111-1747149-8930618	05/23/2024	13468	Blue Jumbo Craft Sticks 6-inch, Pack of	01 1100 610 003 010	10.77
111-1747149-8930618	05/23/2024	13468	Teacher Created Resources STEM Basics: M	01 1100 610 003 010	4.99
111-1747149-8930618	05/23/2024	13468	Play-Doh Modeling Compound 36 Pack Case	01 1100 610 003 010	28.99
111-1747149-8930618	05/23/2024	13468	Handepo 50 Pairs Kids Winter Gloves Bulk	01 1100 610 003 010	33.99
111-1747149-8930618	05/23/2024	13468	Paper Mate Arrowhead Pink Pearl Cap Eras	01 1100 610 003 010	15.58
111-1747149-8930618	05/23/2024	13468	Scotch Thermal Laminating Pouches, 200 C	01 1100 610 003 010	51.94
111-1747149-8930618	05/23/2024	13468	Very Large Assorted Pom Poms for DIY Cre	01 1100 610 003 010	14.99
111-1747149-8930618	05/23/2024	13468	Just Play Shrinky Dinks Ruff n' Ready Cr	01 1100 610 003 010	11.29
111-1747149-8930618	05/23/2024	13468	PAXCOO Keychain Making Supplies, 50Pcs K	01 1100 610 003 010	5.98
111-1747149-8930618	05/23/2024	13468	Denkee 6 Pack Portable Project Case, Pla	01 1100 610 003 010	44.89
111-1747149-8930618	05/23/2024	13468	SHOPDAY 12lb Paper Lunch Bags 100 Pack 7	01 1100 610 003 010	17.98
111-1747149-8930618	05/23/2024	13468	16 Sheets / 192pcs Valentine's Day Heart	01 1100 610 003 010	4.99
111-1747149-8930618	05/23/2024	13468	500 count - Sandwich Double Zipper Recl	01 1100 610 003 010	20.49
111-1747149-8930618	05/23/2024	13468	40 Pcs Pencil Pouch for 3 Ring Binder Co	01 1100 610 003 010	41.89
111-1747149-8930618	05/23/2024	13468	Ticonderoga My First Wood-Cased Pencils,	01 1100 610 003 010	57.69
111-1747149-8930618	05/23/2024	13468	Tanlade Microfiber Cleaning Cloth 6"x6"	01 1100 610 003 010	29.98
111-1747149-8930618	05/23/2024	13468	Expo 80003 Low Odor Dry Erase Markers, C	01 1100 610 003 010	20.03
111-1747149-8930618	05/23/2024	13468	EXPO White Board Dry Erase Markers, Chis	01 1100 610 003 010	22.71
111-1747149-8930618	05/23/2024	13468	Elmer's Disappearing Purple School Glue	01 1100 610 003 010	58.90
111-1747149-8930618	05/23/2024	13468	Kisston 360 Pcs Round Cutouts Paper 3.9	01 1100 610 003 010	12.99
111-1747149-8930618	05/23/2024	13468	Simply Soft Premium Cotton Balls, 100% P	01 1100 610 003 010	10.99
111-1747149-8930618	05/23/2024	13468	JTIEO 35Pack Birthday Crowns Party Hats	01 1100 610 003 010	9.98
111-1747149-8930618	05/23/2024	13468	72 Pcs Happy Birthday Certificates for K	01 1100 610 003 010	15.99
111-1747149-8930618	05/23/2024	13468	Neureyete 66 Pieces Birthday Rubber Brace	01 1100 610 003 010	9.99
111-1747149-8930618	05/23/2024	13468	Christmas Curling Ribbon Pack of 3 Rolls	01 1100 610 003 010	16.98
111-1747149-8930618	05/23/2024	13468	50 Pieces Halloween Pencils Scented Penc	01 1100 610 003 010	9.99
111-1747149-8930618	05/23/2024	13468	RFM4S 100th Day of School Glasses 36 PCS	01 1100 610 003 010	18.99
111-1747149-8930618	05/23/2024	13468	Party City Dr Seuss Cat In The Hat Paper	01 1100 610 003 010	16.99

Checking Account:	01	GENERAL FUND 01-101			
111-1747149-8930618	05/23/2024	13468	Remuuly 60 Pcs Kindergarten Graduation M	01 1100 610 003 010	19.99
111-1747149-8930618	05/23/2024	13468	SHIPPING	01 1100 610 003 010	6.64
111-1778404-7200217	07/03/2024	13723	Mow over Field makers	01 1100 890 001 000	31.95
111-2340619-9357814	05/23/2024	13611	Fuutreo 160 Pcs Dry Erase Markers Bulk L	01 1100 610 003 016	75.98
111-3950894-0219409	07/03/2024	13730	Red-Blue-Green Colored Pencils	01 1100 610 003 013	12.49
111-3950894-0219409	07/03/2024	13730	Papermate Arrowhead Erasers	01 1100 610 003 013	8.89
111-3950894-0219409	07/03/2024	13730	HapiLeap Storage Solutions Bins	01 1100 610 003 013	69.98
111-4514182-8529063	07/03/2024	13752	Colored Pencils	01 1100 610 003 013	46.42
111-4514182-8529063	07/03/2024	13752	Gallon Bags	01 1100 610 003 013	11.98
111-6121525-3071427	05/06/2024	13506	Dry erase markers	01 1100 610 001 036	19.96
111-6121525-3071427	05/06/2024	13506	Wall pencil sharpener	01 1100 610 001 036	14.45
111-6121525-3071427	05/06/2024	13506	Post It Notes 3x3	01 1100 610 001 036	10.26
111-6121525-3071427	05/06/2024	13506	Ticonderoga yellow pencils	01 1100 610 001 036	76.60
111-6121525-3071427	05/06/2024	13506	Manila file folders letter	01 1100 610 001 036	22.99
111-6121525-3071427	05/06/2024	13506	shipping	01 1100 610 001 036	9.36
111-6659632-5625050	05/22/2024	13634	headphones	01 1100 733 003 013	558.00
111-6784908-124261	07/03/2024	13673	roof rack	01 2710 890 000 000	286.16
111-7312551-8221856	07/03/2024	13732	EXPO Markers	01 1100 610 003 013	27.26
111-7312551-8221856	07/03/2024	13732	Ticonderoga	01 1100 610 003 013	43.40
111-7312551-8221856	07/03/2024	13732	Shuttle Art	01 1100 610 003 013	36.54
111-7312551-8221856	07/03/2024	13732	fella Composition Book	01 1100 610 003 013	39.58
111-7312551-8221856	07/03/2024	13732	3.15 Inch Clear Plastic Fillable Ornamen	01 1100 610 003 013	47.85
111-7312551-8221856	07/03/2024	13732	Scotch Thermal laminating 5 MIL	01 1100 610 003 013	37.94
111-9765495-8721805	05/13/2024	13748	Farberware Countertop Microwave 900 Watt	01 1100 733 001 042	179.98
113-0244118-0563454	05/15/2024	13758	One Touch Kickdown Door Stopper, Door Ho	01 2610 610 001 000	11.85
113-0244118-0563454	05/15/2024	13758	Shipping	01 2610 610 001 000	6.99
113-3832704-2635458	07/03/2024	13765	RM43 43-Percent Glyphosate Plus Weed Pre	01 2610 610 001 000	309.98
114-0345931-4083418	07/03/2024	13829	spark plug	01 2710 610 000 000	107.68
114-8059039-3881862	07/03/2024	13779	VIVO 48 inch Height Adjustable Large Sta	01 2230 733 000 000	249.99
2024-25 MEMBERSHIP	06/17/2024	13759	Membership dues for National Associatio	01 1100 580 001 030	140.00
2024-3MONTH SUB	07/03/2024	13797	3-Months Premium Subscription Mosyle Man	01 2230 735 000 000	2.74
2024-3RD GRADE FIELD	07/03/2024	13870	Custom Jumper Rate for Life Skills Field	01 2410 890 003 000	1,634.00
2024-3RD GRADE FIELD	07/03/2024	13870	DOMINOS	01 2410 890 003 000	377.01
2024-PD	07/03/2024	13842	Sushi, Kyoto Steak House	01 2710 580 000 000	25.98
2024-PD	07/03/2024	13842	Sushi, Gary's Super Foods	01 2710 580 000 000	20.48
2024-SUP ADVI	05/02/2024	13536	Escape Rooms for Supt Advisory Trip	01 2320 580 000 000	157.44
ALL THINGS ALGEBRA	05/08/2024	13703	Pre-Calculus Curriculum	01 1100 640 001 000	172.50
AMAZON ORDER	07/03/2024	13583	Washburn Educational Resources (Elementa	01 1100 640 003 000	67.62
AMAZON ORDER	07/03/2024	13583	WASHBURN EDUCAATION RESOURCES	01 1100 640 003 000	67.62
END OF SCHOOL YEAR	05/21/2024		END OF SCHOOL YEAR BBQ SUPPLIES	01 2310 890 000 000	105.07

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

FEDEX 2024-05	07/03/2024	13721	Fedex Ground	01 2510 531 000 000	23.88
GILBALTAR	05/20/2024	13680	Gibraltar SC-GRSRA 1.5" Black Right Angl	01 1100 733 001 030	137.94
GILBALTAR	05/20/2024	13680	Gibraltar SC-GRSMC 1.5" Black Drum Rack	01 1100 733 001 030	111.96
GILBALTAR	05/20/2024	13680	Gibraltar SC-GRSTL 1.5" Black Drum Rack	01 1100 733 001 030	45.98
GILBALTAR	05/20/2024	13680	Gibraltar SC-GRSRAA 1.5" Black Drum Rack	01 1100 733 001 030	103.96
GILBALTAR	05/20/2024	13680	Gibraltar SC-GRGSM Drum Rack Clamp with	01 1100 733 001 030	39.95
GILBALTAR	05/20/2024	13680	Gibraltar SC-RC Drum Rack Caster	01 1100 733 001 030	115.96
GILBALTAR	05/20/2024	13680	DISCOUNT	01 1100 733 001 030	(60.57)
IT Dir Computer Refr	07/03/2024	13778	Legion Pro 7i Gen 9 Intel (16?) with RTX	01 2230 734 000 000	2,455.28
SAFETY KITS	07/03/2024	13695	Roadside Compliance kit	01 2710 610 000 000	204.90
SLICK CITY-2024	07/03/2024	13781	Slick City	01 2410 580 001 906	679.21
STORAGE RACK	05/20/2024	12776	Storage rack training room, stadium lig	01 2610 610 003 000	466.11

*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 14,832.34

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101					
Check Number: 62377	Check Type: Check	Check Date: 07/08/2024	Vendor: DISCOUNTSC	DISCOUNT SCHOOL SUPPLY	Check Total:	678.99	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
007681600101	05/23/2024	13810	yellow paper roll	01 1100 610 001 000	115.43		
007681600101	05/23/2024	13810	purple paper roll	01 1100 610 001 000	115.43		
007681600101	05/23/2024	13810	black paper roll	01 1100 610 001 000	115.43		
007681600101	05/23/2024	13810	white paper roll	01 1100 610 001 000	101.84		
007681600101	05/23/2024	13810	brown paper roll	01 1100 610 001 000	115.43		
007681600102	05/23/2024	13810	brown paper roll	01 1100 610 001 000	115.43		
Check Number: 62378	Check Type: Check	Check Date: 07/08/2024	Vendor: ESPARKLEAR	eSPARK LEARNING	Check Total:	4,272.95	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
SI-0001115	07/01/2024	13556	PD Session	01 1100 330 003 000	600.00		
SI-0001115	07/01/2024	13556	Data Analysis	01 1100 330 003 000	600.00		
SI-0001115	07/01/2024	13556	eSpark License	01 1100 640 003 000	3,072.95		
Check Number: 62380	Check Type: Check	Check Date: 07/08/2024	Vendor: ESUCOORDIN	ESU COORDINATING COUNCIL	Check Total:	246.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
PFPT000113	05/30/2024	13558	WORLD BOOK	01 2290 890 001 000	123.00		
PFPT000113	05/30/2024	13558	WORLD BOOK	01 2290 890 003 000	123.00		
Check Number: 62381	Check Type: Check	Check Date: 07/08/2024	Vendor: FOLLETTCON	FOLLETT CONTENT SOLUTIONS, LLC	Check Total:	246.06	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
400440F	06/17/2024	13737	Controlled Burn	01 2220 640 003 000	25.28		
400440F	06/17/2024	13737	Destiny Calling	01 2220 640 003 000	17.47		
400440F	06/17/2024	13737	Embassy of the Dead	01 2220 640 003 000	16.56		
400440F	06/17/2024	13737	Hangman's Crossing	01 2220 640 003 000	17.47		
400440F	06/17/2024	13737	How Dinosaurs Went Extinct: A Safety Gui	01 2220 640 003 000	17.47		
400440F	06/17/2024	13737	More than Peach: Changing the World one	01 2220 640 003 000	17.47		
400440F	06/17/2024	13737	What You Never Knew about Taylor Swift	01 2220 640 003 000	23.54		
400440F	06/17/2024	13737	Ruptured	01 2220 640 003 000	17.47		
400440F	06/17/2024	13737	The Ghost Forest	01 2220 640 003 000	17.47		
400440F	06/17/2024	13737	Volleyball Dreams	01 2220 640 003 000	19.54		
400440F	06/17/2024	13737	Volleyball Victory	01 2220 640 003 000	19.54		
400440F	06/17/2024	13737	Warrior on the Mound	01 2220 640 003 000	18.39		
400440F	06/17/2024	13737	We Don't Lose our Class Goldfish	01 2220 640 003 000	18.39		
Check Number: 62382	Check Type: Check	Check Date: 07/08/2024	Vendor: FRENCHMANV	FRENCHMAN VALLEY COOP	Check Total:	824.38	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2024-06-30-0001	07/30/2024		CARDTROL FUEL PURCHASES	01 2710 626 000 000	824.38		
Check Number: 62383	Check Type: Check	Check Date: 07/08/2024	Vendor: GOODHEARTW	GOODHEART-WILCOX PUBLISHER	Check Total:	4,565.58	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
01983875	06/30/2024	13633	OIR LIFESPAN DEVELOPMENT 6YR EM (2024)	01 1100 640 001 000	600.00		

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
01983875	06/30/2024	13633	TXT CHILD DEVELOPMENT	01 1100 640 001 000	1,649.70	
01983875	06/30/2024	13633	OIR CHILD DEVELOPMENT 6YR EMAIL (2024)	01 1100 640 001 000	600.00	
01983875	06/30/2024	13633	TXT LIFESPAN DEVELOPMENT	01 1100 640 001 000	1,575.00	
01983875	06/30/2024	13633	Shipping and Handling	01 1100 640 001 000	140.88	
Check Number: 62384	Check Type: Check	Check Date: 07/08/2024	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total: 791.43	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2024-06-31-0001	07/01/2024		TELEPHONE SERVICE	01 2510 530 000 000	791.43	
Check Number: 62385	Check Type: Check	Check Date: 07/08/2024	Vendor: BLUFFSFACI	IDEAL/BLUFFS FACILITY SOLUTIONS	Check Total: 456.12	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
484282	06/24/2024	13915	LINER-PL-24X32-WHT-.45 500CT STEEL-FLEX	01 2610 610 003 000	43.77	
484282	06/24/2024	13915	LINER 46X50-BLACK-60 GAL-1.5ML 100CT	01 2610 610 003 000	45.63	
484282	06/24/2024	13915	LINER-40X46-BLACK-45 GAL-2MIL-100CT	01 2610 610 003 000	40.33	
484282	06/24/2024	13915	CR-2 ROACH & ANT KILLER 12/CS 20OZ	01 2610 610 003 000	15.90	
484282	06/24/2024	13915	BUCKEYE-DEFOAMER-GAL	01 2610 610 003 000	30.05	
484282	06/24/2024	13915	Freight	01 2610 610 003 000	3.00	
484420	06/24/2024	13894	Freight	01 2610 610 001 000	3.00	
484420	06/24/2024	13894	T.T.-865 SHEETS-TORK-36/CS	01 2610 610 001 000	274.44	
Check Number: 62386	Check Type: Check	Check Date: 07/08/2024	Vendor: ITSAVVY	ITSAVVY LLC	Check Total: 504.69	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01502582	06/06/2024	13847	Epson DS-770 II Document scanner - Conta	01 2510 733 000 000	504.69	
Check Number: 62387	Check Type: Check	Check Date: 07/08/2024	Vendor: JWPEPPERSON	J.W. PEPPER & SON INC.	Check Total: 440.78	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
366230177	02/27/2024	13338	Shipping	01 1100 610 001 032	17.99	
366230177	02/27/2024	13338	Silver Rain	01 1100 610 001 032	109.50	
366276446	06/24/2024	13376	Duet books for contest	01 1100 610 001 030	97.80	
366276446	06/24/2024	13376	Scores for contest judges	01 1100 610 001 030	12.00	
366287537	06/24/2024	13376	Scores for contest judges	01 1100 610 001 030	10.50	
366321679	03/22/2024	13376	Scores for contest judges	01 1100 610 001 030	30.00	
366355752	05/03/2024	13459	Music for jr. high band concert	01 1100 610 001 030	145.00	
366355752	05/03/2024	13459	Shipping	01 1100 610 001 030	17.99	
Check Number: 62388	Check Type: Check	Check Date: 07/08/2024	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE	Check Total: 562.65	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6093	06/05/2024	13853	SPRYPNT ACE GLS WHITE	01 2610 610 001 000	10.78	
6093	06/05/2024	13853	ACE BETTER RLR FROM 4 X 1/2	01 2610 610 001 000	5.39	
6093	06/05/2024	13853	ACE BETTER RLR 4 X 1/2 5PK	01 2610 610 001 000	7.73	
6093	06/05/2024	13853	RSTP IE OB GLS SF RED 1G	01 2610 610 001 000	37.79	
6103	06/06/2024	13854	Super Glue	01 2710 610 000 000	8.63	
6103	06/06/2024	13854	1/2" Ball Valve	01 2710 610 000 000	15.29	

Checking Account: 01		GENERAL FUND 01-101			
6103	06/06/2024	13854	1/2"X3.5" black nipple	01 2710 610 000 000	1.79
6104	06/06/2024	13855	PIPE POLY 1"X100' NSF100	01 2610 610 000 000	75.20
6104	06/06/2024	13855	COUPLE INSERT POLY 1"	01 2610 610 003 000	3.22
6104	06/06/2024	13855	BLOCK FLR/SEALR WHT 1G	01 2610 610 003 000	25.19
6125	06/07/2024	13879	ANGLE A33	01 2610 610 001 000	34.60
6125	06/07/2024	13879	MISC. FASTENERS	01 2610 610 001 000	4.50
6125	06/07/2024	13879	MISC. FASTENERS	01 2610 610 001 000	2.72
6125	06/07/2024	13879	CUTOFF WHL 4-1/2 X .045 SS	01 2610 610 003 000	8.98
6125	06/07/2024	13879	CUTOFF WHL 4-1/2 X .045 SS	01 2610 610 003 000	4.49
6171	06/11/2024	13868	PRIMRSPRY AUTO SELF ETCH	01 2610 610 001 000	25.89
6171	06/11/2024	13868	SANDING SPONGE 80 GRT 1PK	01 2610 610 001 000	4.49
6171	06/11/2024	13868	SANDING SPONGE 100GRT 1PK	01 2610 610 001 000	4.49
6171	06/11/2024	13868	CHEM GLOVE ORG PVC LG	01 2610 610 001 000	9.59
6171	06/11/2024	13868	BRAKE PARTS CLEANER 14OZ	01 2710 610 000 000	7.19
6190	06/12/2024	13884	ADAPTR INSRT POLY 1" MPT	01 2610 610 000 000	7.51
6190	06/12/2024	13884	ORIG PNTR TPE 1.88" X 60 YD	01 2610 610 001 000	17.26
6193	06/12/2024	13883	SMALL O-RING 6PC ASST	01 2610 610 001 000	6.83
6195	06/12/2024	13874	Mr. Coffee pot	01 2710 610 000 000	37.79
6203	06/13/2024	13878	DW DRILL TITAN SET 14PC	01 2610 610 003 000	24.29
6213	06/14/2024	13892	MISC. FASTENERS	01 2610 610 003 000	1.19
6269	06/18/2024	13902	BAR CARPET SILV 1-3/8X3'	01 2610 610 001 000	8.99
6274	06/19/2024	13900	DOWEL FSC 3/16X48" BLACK	01 2610 610 001 000	1.94
6282	06/19/2024	13899	RING WAX EXTENDER KIT	01 2610 610 001 000	17.98
6282	06/19/2024	13899	RING WAX EXTRA THICK #10	01 2610 610 001 000	23.72
6282	06/19/2024	13899	ADHSV CAULK AP WHT 10OZ	01 2610 610 003 000	5.93
6282	06/19/2024	13899	CAULK LEXEL CLEAR 10.5OZ	01 2610 610 003 000	12.59
6295	06/20/2024	13901	ACE ALL-IN-1 SEED	01 2610 610 000 000	28.04
6303	06/20/2024	13904	CLOSET FLANGE RING PVC4"	01 2610 610 001 000	5.39
6303	06/20/2024	13904	BOLTS SET 5/16X2-1/4 BRS	01 2610 610 001 000	6.29
6303	06/20/2024	13904	RING WAX #1 BOWL 8OZ	01 2610 610 001 000	3.23
6317	06/21/2024	13907	SWITCH GRND 3WAY 15A WHT	01 2610 610 003 000	(1.91)
6317	06/21/2024	13907	ALUM FLAT BAR 3/4 X 3'	01 2610 610 003 000	3.14
6317	06/21/2024	13907	BAR CARPET SILV 1-3/8 X 6'	01 2610 610 003 000	12.74
6317	06/21/2024	13907	ANGLE 1/16" X 1/2"	01 2610 610 003 000	6.74
6317	06/21/2024	13907	FLTBAR ALM 1/16" X 1/2" X4'	01 2610 610 003 000	2.54
6317	06/21/2024	13907	FLAT BAR ALUM 1/16 X 1/2"	01 2610 610 003 000	3.74
6317	06/21/2024	13907	ADHSV CAULK AP WHT 10OZ	01 2610 610 003 000	5.93
6322	06/21/2024	13906	FLTBAR ALM 1/16" X 1/2" X 4'	01 2610 610 003 000	(2.54)
6322	06/21/2024	13906	BAR FLAT 1/16 X 3/4 X 4' ALUM	01 2610 610 003 000	10.49
6399	06/28/2024	13933	SWITCH GRND 3WAY 15A WHT	01 2610 610 003 000	1.91
6399	06/28/2024	13933	WALLPLAT1G GFCI DECOR WH	01 2610 610 003 000	1.27

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6400	06/28/2024	13934	3WAY SWITCH SP 15A WHT	01 2610 610 003 000	13.59	
6400	06/28/2024	13934	SWITCH GRND 3WAY 15A WHT	01 2610 610 003 000	(1.91)	
Check Number: 62389	Check Type: Check	Check Date: 07/08/2024	Vendor: KIMBALLAUT	KIMBALL AUTO PARTS CO	Check Total:	80.89
260905	06/04/2024	13848	Tri-Power Belt	01 2710 610 000 000	13.91	
260913	06/04/2024	13849	FLEETRUNKER BELTS	01 2710 610 000 000	66.98	
Check Number: 62390	Check Type: Check	Check Date: 07/08/2024	Vendor: LONGWILLIA	WILLIAM LONG	Check Total:	458.28
4TH QTR 2024	06/26/2024	13918	Mileage Reimbursement	01 2710 332 000 000	458.28	
Check Number: 62391	Check Type: Check	Check Date: 07/08/2024	Vendor: MATHESON	MATHESON TRI-GAS, INC	Check Total:	281.48
0029593673	04/22/2024	13704	Contact Tips	01 1100 733 001 040	14.44	
0029718521/7380	05/21/2024	13845	TIG torch supplies	01 1100 610 001 040	84.80	
0029718521/7380	05/21/2024	13845	Contact Tips	01 1100 610 001 040	36.64	
0052353289	05/31/2024		WELDING SUPPLIES	01 1100 610 001 040	68.60	
52366748	07/03/2024	13845	TIG torch supplies	01 1100 610 001 040	77.00	
Check Number: 62392	Check Type: Check	Check Date: 07/08/2024	Vendor: MCMANIGALL	MCMANIGAL LAWN AND LANDSCAPE	Check Total:	150.00
2390	06/13/2024	13890	Main Grounds at High School Front, Back	01 2630 350 000 000	150.00	
Check Number: 62393	Check Type: Check	Check Date: 07/08/2024	Vendor: MENARDS	MENARDS - SCOTTSBLUFF	Check Total:	260.86
4282	06/05/2024	13850	V-Notch Spatula	01 2610 610 001 000	4.17	
4282	06/05/2024	13850	Tread Adhesive	01 2610 610 001 000	119.97	
4282	06/05/2024	13850	1" In-Line Sprinkler Valve	01 2610 610 003 000	35.94	
4282	06/05/2024	13850	3/8Dr Ratchet	01 2610 610 003 000	19.97	
4282	06/05/2024	13850	purple Degreaser	01 2710 610 000 000	46.98	
4282	06/05/2024	13850	HP Hose QC Kit	01 2710 610 000 000	16.99	
4629	06/10/2024	13862	Kerosene 5 gal Can	01 2610 610 003 000	16.84	
Check Number: 62394	Check Type: Check	Check Date: 07/08/2024	Vendor: MOHRRANCH	MOHR RANCH AND CONSTRUCTION	Check Total:	9,450.00
GREENHOUSE 2024	06/19/2024	13897	Labor to refurbish ridge and eve trim /	01 2620 610 001 000	9,000.00	
GREENHOUSE 2024	06/19/2024	13897	Misc. Fees Dump	01 2620 610 001 000	100.00	
GREENHOUSE 2024	06/19/2024	13897	Misc. Material Caulk	01 2620 610 001 000	350.00	
Check Number: 62395	Check Type: Check	Check Date: 07/08/2024	Vendor: MONUMENTCL	MONUMENT CLEANING COMPANY	Check Total:	11,078.75
491	06/01/2024	13840	Kimball Daily Cleaning	01 2610 420 001 000	5,565.00	
491	06/01/2024	13840	Kimball twice weekly Glass, inactive Cla	01 2610 420 001 000	450.00	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
491	06/01/2024	13840	Commuting	01 2610 420 001 000	1,050.00	
491	06/01/2024	13840	Stadium Add On	01 2610 420 001 000	175.00	
491	06/01/2024	13840	Auditorium Add On	01 2610 420 001 000	125.00	
500	07/01/2024	13935	Commuting	01 2610 420 001 000	600.00	
500	07/01/2024	13935	Kimball Daily Cleaning	01 2610 420 001 000	3,113.75	
Check Number: 62396	Check Type: Check	Check Date: 07/08/2024	Vendor: VIAEROWIRE	NE COLORADO CELLULAR, INC.	Check Total: 196.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY 2024-0002	07/20/2024		HOT SPOTS	01 2510 530 000 000	196.50	
Check Number: 62397	Check Type: Check	Check Date: 07/08/2024	Vendor: NESTFIREMA	NEBRASKA STATE FIRE MARSHALL	Check Total: 144.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
131198	05/31/2024	13839	NE06426 - Boiler, Kimball Jr/Sr High Sch	01 2610 890 003 000	36.00	
131198	05/31/2024	13839	NE15748 - Boiler, Kimball Jr/Sr High Sch	01 2610 890 003 000	36.00	
131198	05/31/2024	13839	NE15749 - Boiler, Kimball Jr/Sr High Sch	01 2610 890 003 000	36.00	
131198	05/31/2024	13839	NE31916 - Boiler, Kimball Jr/Sr High Sch	01 2610 890 003 000	36.00	
Check Number: 62398	Check Type: Check	Check Date: 07/08/2024	Vendor: OBRIENJIM	JIM O'BRIEN	Check Total: 64.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
78833	05/10/2024		BAND BAGS LAUNDRY	01 1100 340 001 030	64.00	
Check Number: 62399	Check Type: Check	Check Date: 07/08/2024	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total: 212.53	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
728725	06/06/2024	13910	ELITE Summer Program	01 6968 610 003 000	61.93	
728798	06/19/2024	13912	ELITE summer program supplies	01 6968 610 003 000	14.35	
CARDTROL 2024-06	07/02/2024		CARDTROL PURCHASES 2024-06	01 2710 626 000 000	136.25	
Check Number: 62400	Check Type: Check	Check Date: 07/08/2024	Vendor: PAPER101	PAPER101	Check Total: 4,141.20	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
255521-00	04/12/2024	13256	3 pallets of paper	01 1100 610 000 000	4,141.20	
Check Number: 62401	Check Type: Check	Check Date: 07/08/2024	Vendor: PERRYGUTHE	PERRY, GUTHERY, HAASE & GESSFO	Check Total: 390.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
260-0001	07/19/2024		LEGAL SERVICES	01 2330 317 000 000	390.00	
Check Number: 62402	Check Type: Check	Check Date: 07/08/2024	Vendor: PREMIERLAN	PREMIER LAND MANAGEMENT SERVICES, LLC	Check Total: 6,658.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
14513	07/01/2024	13925	Property Care Program	01 2630 350 000 000	6,658.00	
Check Number: 62403	Check Type: Check	Check Date: 07/08/2024	Vendor: PYRAMIDSCH	PYRAMID SCHOOL PRODUCTS	Check Total: 725.77	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S1472217.001	06/11/2024	13323	SCISSORS	01 1100 610 001 020	23.40	
S1472217.001	06/11/2024	13323	WATERCOLOR SET	01 1100 610 001 020	32.28	
S1472217.001	06/11/2024	13323	MECH PENCILS LEAD	01 1100 610 001 020	23.76	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
S1472217.001	06/11/2024	13323	MECH PENICILS	01 1100 610 001 020	24.90	
S1472217.001-	06/11/2024	13385	Post-it Notes - 3 x 3 - plain	01 2410 610 003 000	7.74	
S1472217.001-	06/11/2024	13385	Ring Binder - 3-ring - 1" Red	01 2410 610 003 000	35.40	
S1472217.001-	06/11/2024	13385	Gallon Size Ziplock plastic bags	01 2410 610 003 000	31.99	
S1472217.001-	06/11/2024	13385	Post-It Notes - Dispenser refills - 3 x	01 2410 610 003 000	12.69	
S1472217.001-	06/11/2024	13385	AA Cell - Alkaline Batteries	01 2410 610 003 000	8.16	
S1472217.001--	06/11/2024	13495	Gallon Bags	01 1100 610 001 042	31.99	
S1472217.001--	06/11/2024	13495	Wooden Craft Sticks	01 1100 610 001 042	5.69	
S1472217.001---	06/11/2024	13467	203040 Mavalus Tape - White - 1" x 324"	01 1100 610 003 010	31.60	
S1472217.001----	06/11/2024	13496	Classpack 16 Color Crayola Crayons	01 1100 610 001 024	112.17	
S1472217.001----	06/11/2024	13496	LAD Intermediate Pencils	01 1100 610 001 024	229.68	
S1472217.001----	06/11/2024	13496	Manila File Folders-Legal Size	01 1100 610 001 024	30.69	
S1472217.001----	06/11/2024	13496	Index Tabs-Self Adhesive Assorted	01 1100 610 001 024	8.85	
S1472217.001-----	06/11/2024	13403	CRAYOLA 800 STD CLASSPACK	01 6968 610 003 000	37.39	
S1472217.001-----	06/11/2024	13403	CRAYOLA 800 STD CLASSPACK	01 6968 610 003 000	37.39	
Check Number: 62404	Check Type: Check	Check Date: 07/08/2024	Vendor: RAPIDSWHOL	RAPIDS WHOLESALE	Check Total: 54.20	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
I2003169A	05/31/2024	13495	1 OZ PORTION SCOOP	01 1100 610 001 042	54.20	
Check Number: 62405	Check Type: Check	Check Date: 07/08/2024	Vendor: SCHOOLHEA2	SCHOOL HEALTH CORPORATION	Check Total: 2.46	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CINV000054382	06/12/2024	13496	STRIPS FABRIC-FLEX 3/4X3 SH 100XBX	01 1100 610 001 024	2.46	
Check Number: 62406	Check Type: Check	Check Date: 07/08/2024	Vendor: SECURLYINC	SECURLY, INC	Check Total: 1,001.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
128485	06/07/2024	13786	renweal	01 2120 610 001 000	1,001.00	
Check Number: 62407	Check Type: Check	Check Date: 07/08/2024	Vendor: SHEETMUSIC	SHEETMUSICPLUS	Check Total: 19.17	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
85610079	05/31/2024	13681	The Art of Rock Drumming books 1 & 2	01 1100 610 001 030	17.90	
85610079	05/31/2024	13681	SHIPPING	01 1100 610 001 030	1.27	
Check Number: 62408	Check Type: Check	Check Date: 07/08/2024	Vendor: SHOEMAKERK	KATHLEEN SHOEMAKER	Check Total: 54.30	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2024-05 PD REIMBURSE	05/30/2024	13938	The Alley Rose Meal Receipt	01 1100 580 001 024	25.92	
2024-05 PD REIMBURSE	05/30/2024	13938	Joy's Table Meal Receipt	01 1100 580 001 024	28.38	
Check Number: 62409	Check Type: Check	Check Date: 07/08/2024	Vendor: SOFTWAREUN	SOFTWARE UNLIMITED, INC.	Check Total: 10,900.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240628-035	06/29/2024		K12-DOCS	01 2510 315 000 000	3,300.00	
20240628-035	06/29/2024		SAS (AP,PR, GL)	01 2510 315 000 000	4,350.00	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
20240628-035	06/29/2024		ONLINE	01 2510 315 000 000	2,050.00	
20240628-035	06/29/2024		WEBLINK	01 2510 315 000 000	700.00	
20240628-035	06/29/2024		WEBLINK HOSTED ANNUAL FEE	01 2510 315 000 000	500.00	
Check Number: 62410	Check Type: Check	Check Date: 07/08/2024	Vendor: SOURCEWELL	SOURCEWELL	Check Total: 4,650.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV00002978	07/01/2024	13555	Ongoing Advantage PD	01 1100 330 003 000	1,950.00	
INV00002978	07/01/2024	13555	SpringMath License	01 1100 640 003 000	2,700.00	
Check Number: 62411	Check Type: Check	Check Date: 07/08/2024	Vendor: TEACHINGST	TEACHING STRATEGIES, LLC	Check Total: 520.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
Q-275313	06/12/2024	13869	GOLD Nebraska Bundle	01 1200 640 001 902	520.00	
Check Number: 62412	Check Type: Check	Check Date: 07/08/2024	Vendor: VERIZON	VERIZON WIRELESS	Check Total: 52.92	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9967102937-0001	06/20/2024		cell phones	01 2510 530 000 000	52.92	
Check Number: 62413	Check Type: Check	Check Date: 07/08/2024	Vendor: VOYAGER	VOYAGER FLEET SYSTEMS, INC.	Check Total: 500.24	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8691497732-0022	07/01/2024		CARDTROL PURCHASES	01 2710 626 000 000	530.49	
8691497732-0022	07/01/2024		TAX ADJUSTMENT	01 2710 626 000 000	(30.25)	
Check Number: 62414	Check Type: Check	Check Date: 07/08/2024	Vendor: WESTERNNEO	WESTERN NEBRASKA OBSERVER	Check Total: 166.42	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
709039	06/06/2024		BOARD MINTUES	01 2310 540 000 000	166.42	
Check Number: 62415	Check Type: Check	Check Date: 07/08/2024	Vendor: WPCI	WPCI	Check Total: 114.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S165089-IN	05/20/2024		RANDOM/NORBERG	01 2710 890 000 000	38.00	
S165089-IN	05/20/2024		RANDOM/HOWITT	01 2710 890 000 000	38.00	
S165089-IN	05/20/2024		RANDOM/BROWN	01 2710 890 000 000	38.00	
Check Number: 62416	Check Type: Check	Check Date: 07/08/2024	Vendor: APPTGYINC	APPTGY, INC	Check Total: 6,567.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV24334	06/26/2024	13913	Thrillshare Rooms Subscription	01 1100 650 000 000	6,567.50	
Check Number: 62417	Check Type: Check	Check Date: 07/08/2024	Vendor: BERGANKDVL	BERGANKDV,LTD	Check Total: 218.40	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2024-06 IN-0001	07/06/2024		BERGAN PAYROLL PROCESSING	01 2510 610 000 000	218.40	
Check Number: 62418	Check Type: Check	Check Date: 07/08/2024	Vendor: BLACKHILLS	BLACK HILLS ENERGY	Check Total: 2,211.93	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2024-06 ST-0001	07/27/2024		HIGH SCHOOL	01 2610 621 001 000	1,000.00	
2024-06 ST-0001	07/27/2024		BUS BARN	01 2610 621 001 000	749.00	
2024-06 ST-0001	07/27/2024		MARY LYNCH	01 2610 621 003 000	462.93	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
Check Number: 62419	Check Type: Check	Check Date: 07/08/2024	Vendor: CAPITALBUS	CAPITAL BUSINESS SYSTEMS, INC.	Check Total: 500.42	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
36834089-0001	06/20/2024		COPIER LEASE	01 1100 610 000 000	500.42	
Check Number: 62420	Check Type: Check	Check Date: 07/08/2024	Vendor: CAPITALBUS	CAPITAL BUSINESS SYSTEMS, INC.	Check Total: 356.87	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CONTRACT I-0013	07/30/2024		CONTRACT INVOICE-1395448	01 1100 610 000 000	158.09	
CONTRACT I-0013	07/30/2024		CONTRACT 1395320	01 1100 610 000 000	50.00	
CONTRACT I-0013	07/30/2024		CONTRACT INVOICE #1405816	01 1100 610 000 000	52.83	
CONTRACT I-0013	07/30/2024		CONTRACT INV 1397455	01 2330 317 000 000	95.95	
Check Number: 62421	Check Type: Check	Check Date: 07/08/2024	Vendor: CENGAGELEA	CENGAGE LEARNING	Check Total: 9,163.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
84311255	05/28/2024	13715	Kinder Resource Package	01 1100 640 003 000	900.00	
84311255	05/28/2024	13715	Kinder Teacher Resource Online	01 1100 640 003 000	320.00	
84311255	05/28/2024	13715	1st Grade Student Resource Package	01 1100 640 003 000	1,200.00	
84311255	05/28/2024	13715	1st Grade Teacher Resource Online	01 1100 640 003 000	320.00	
84311255	05/28/2024	13715	2nd Grade Student Online Resources	01 1100 640 003 000	660.00	
84311255	05/28/2024	13715	2nd Grade SE Vol. 1	01 1100 640 003 000	260.00	
84311255	05/28/2024	13715	2nd Grade Teacher Resource Online	01 1100 640 003 000	320.00	
84311255	05/28/2024	13715	3rd Grade Teacher Resource Online	01 1100 640 003 000	320.00	
84311255	05/28/2024	13715	3rd Grade Student Online Resources	01 1100 640 003 000	1,050.00	
84311255	05/28/2024	13715	4th Grade Online Teacher Resource	01 1100 640 003 000	160.00	
84311255	05/28/2024	13715	4th Grade Online Student Resource Packag	01 1100 640 003 000	770.00	
84311255	05/28/2024	13715	2nd Grade SE Vol. 2	01 1100 640 003 000	156.00	
84311255	05/28/2024	13715	5th Grade Online Student Resource Packag	01 1100 640 003 000	550.00	
84311255	05/28/2024	13715	6th Grade Online Student Resource Packag	01 1100 640 003 000	704.00	
84311255	05/28/2024	13715	Shipping	01 1100 640 003 000	833.00	
84311255	05/28/2024	13715	Kinder Teacher Online Resource - SPED	01 1200 640 003 902	160.00	
84311255	05/28/2024	13715	1st Grade Teacher Online Resource - SPED	01 1200 640 003 902	160.00	
84311255	05/28/2024	13715	2nd Grade Teacher Online Resource - SPED	01 1200 640 003 902	160.00	
84311255	05/28/2024	13715	3rd Grade Teacher Online Resource - SPED	01 1200 640 003 902	160.00	
Check Number: 62422	Check Type: Check	Check Date: 07/08/2024	Vendor: CENTURYLI2	CENTURY LINK BUSINESS SERVICES	Check Total: 290.58	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
692775975-0001	06/20/2024		OUTBOUND VOIP SERVICE	01 2510 530 000 000	290.58	
Check Number: 62423	Check Type: Check	Check Date: 07/08/2024	Vendor: CITYOFKIMB	CITY OF KIMBALL	Check Total: 10,980.47	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1079	06/10/2024	13898	Y3 C&D @\$13.40	01 2610 890 001 000	113.90	
1094	06/07/2024	13865	C + D @ \$13.40	01 2620 890 003 000	40.20	
1150	06/27/2024	13929	YD C&D @ \$13.4	01 2620 890 001 000	58.96	
1155	06/27/2024	13928	yards @ 13.4 Per Y3	01 2620 890 001 000	58.96	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
JUNE 2024-0001	07/20/2024		AG SHOP SEWER	01 2610 410 001 000	33.00	
JUNE 2024-0001	07/20/2024		AG SHOP COLLECTION-LANDFILL	01 2610 410 001 000	64.45	
JUNE 2024-0001	07/20/2024		MAIN BLD SEWER	01 2610 410 001 000	99.84	
JUNE 2024-0001	07/20/2024		MAIN BLD COLLECTION/LANDFILL	01 2610 410 001 000	580.05	
JUNE 2024-0001	07/20/2024		MECHANIC SHOP WATER	01 2610 410 001 000	1,073.33	
JUNE 2024-0001	07/20/2024		MECHANIC SHOP SEWER	01 2610 410 001 000	75.33	
JUNE 2024-0001	07/20/2024		MAIN BLD WATER	01 2610 410 001 000	405.02	
JUNE 2024-0001	07/20/2024		STADIUM WATER	01 2610 410 001 000	79.38	
JUNE 2024-0001	07/20/2024		STADIUM SEWER	01 2610 410 001 000	38.50	
JUNE 2024-0001	07/20/2024		ML E WARD 3-W WATER	01 2610 410 003 000	39.00	
JUNE 2024-0001	07/20/2024		ML E WARD 3-W COLLECTION AND LANDFILL	01 2610 410 003 000	386.70	
JUNE 2024-0001	07/20/2024		#3 EAST SEWER	01 2610 410 003 000	67.16	
JUNE 2024-0001	07/20/2024		ML MODULAR WATER	01 2610 410 003 000	72.57	
JUNE 2024-0001	07/20/2024		ML MODULAR SEWER	01 2610 410 003 000	47.11	
JUNE 2024-0001	07/20/2024		ML E WARD 3-W SEWER	01 2610 410 003 000	71.62	
JUNE 2024-0001	07/20/2024		AG SHOP ELECTRIC	01 2610 621 001 000	444.86	
JUNE 2024-0001	07/20/2024		STADIUM ELECTRIC	01 2610 621 001 000	119.80	
JUNE 2024-0001	07/20/2024		SOUTH GYM ELECTRIC	01 2610 621 001 000	860.53	
JUNE 2024-0001	07/20/2024		MAIN BLD ELECTRIC	01 2610 621 001 000	4,409.61	
JUNE 2024-0001	07/20/2024		#3 EAST WATER	01 2610 621 003 000	508.87	
JUNE 2024-0001	07/20/2024		ML E WARD 3-W ELECTRIC	01 2610 621 003 000	1,065.69	
JUNE 2024-0001	07/20/2024		ML MODULAR ELECTRIC	01 2610 621 003 000	166.03	
Check Number: 62424 Check Type: Check Check Date: 07/08/2024 Vendor: CPSDISTRIB CPS DISTRIBUTORS Check Total: 67.67						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0015609722-001	05/31/2024	13841	RB 5004 PC ROTOR	01 2610 610 003 000	29.01	
0016008454	06/06/2024	13891	1" RB PLASTIC STRAIGHT VALVE MXB 100DVMB	01 2610 610 003 000	38.66	
Check Number: 62425 Check Type: Check Check Date: 07/08/2024 Vendor: CRISISPREV CRISIS PREVENTION INSTITUTE, INC Check Total: 2,149.00						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
NAIN-07787	06/12/2024	13731	CPI Refresher Training for the Trainer	01 1200 330 000 000	1,949.00	
NAIN-07787	06/12/2024	13731	CPI	01 1200 330 000 000	200.00	
Check Number: 62426 Check Type: Check Check Date: 07/08/2024 Vendor: CULLIGAN CULLIGAN Check Total: 69.95						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JUNE 2024-0001	07/01/2024		SOFTENER RENTAL	01 2610 610 001 000	69.95	
Check Number: 62427 Check Type: Check Check Date: 07/08/2024 Vendor: DASSTATEAC DAS STATE ACCOUNTING - CENTRAL FINANCE Check Total: 267.63						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1393868-0007	07/08/2024		JUNE 2024	01 2510 382 000 000	267.63	
Check Number: 62428 Check Type: Check Check Date: 07/08/2024 Vendor: EMERGENT3 EMERGENT 3 INC Check Total: 2,000.00						
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
1642-	07/01/2024		E-3 SAFETY APP AND DESKTOP APPLICATION	01 2320 643 000 000	2,000.00	
Check Number: 62429	Check Type: Check	Check Date: 07/08/2024	Vendor: FLOYDSTRUC	FLOYD'S TRUCK CENTER,INC	Check Total:	4.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
R101038125:01..	07/03/2024	13852	SHOP FEES	01 2710 610 000 000	4.13	
Check Number: 62430	Check Type: Check	Check Date: 07/08/2024	Vendor: NERURALCOM	NEBRASKA RURAL COMMUNITY SCHOOLS ASSOC.	Check Total:	850.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MEM108.	07/01/2024		2024-25 NRCSA MEMBERSHIP DUES	01 2310 810 000 000	850.00	
Check Number: 62431	Check Type: Check	Check Date: 07/08/2024	Vendor: VOLTATHLET	VOLT ATHLETICS, INC	Check Total:	335.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9056	06/18/2024	13858	Additional accounts needed for summer we	01 1100 640 001 000	335.00	

*Denotes Expensed Invoice Item

Checking Account ID: 01 Total without Voids: 101,949.15

Detail Check Register

Checking Account: 02

DEPRECIATION FUND 02-101

Check Number: 1272	Check Type: Check	Check Date: 07/08/2024	Vendor: KIDWELL	KIDWELL	Check Total:	1,090.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
245962	06/26/2024	13793	eIDC - PoE network door controller suppo	02 2900 733 000 000	630.00	
246713	07/01/2024	13931	Invoice: 246713 Remote support for upgra	02 2900 733 000 000	345.00	
246714	07/01/2024	13930	Invoice: 246714 Remote support for 3xLog	02 2900 733 000 000	115.00	

Check Number: 1273	Check Type: Check	Check Date: 07/08/2024	Vendor: RSWFLOORS	RSW FLOORS	Check Total:	125,048.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1031	06/25/2024	13926	Floor Coating Commons area, auditorium,	02 2900 450 000 000	125,048.00	

*Denotes Expensed Invoice Item

Checking Account ID: 02

Total without Voids: 126,138.00

Detail Check Register

Checking Account: 05

ACTIVITY FUND 05-101

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
Check Number: 19305 Check Type: Check Check Date: 07/08/2024 Vendor: FLOWERHAVE FLOWER HAVEN Check Total: 25.00					
1055	06/26/2024	13632	Roses for NHS Induction ceremony	05 2900 610 001 219	25.00
Check Number: 19306 Check Type: Check Check Date: 07/08/2024 Vendor: HENRYSCHEI HENRY SCHEIN Check Total: 81.14					
90943435	06/03/2024	13814	Rodeo wrap 3"	05 2900 610 001 100	38.86
90943435	06/03/2024	13814	Rodeo Wrap 4"	05 2900 610 001 100	42.28
Check Number: 19307 Check Type: Check Check Date: 07/08/2024 Vendor: ACEHARDWAR KIMBALL ACE HARDWARE Check Total: 25.89					
6366	06/26/2024	13919	PVC pipe for drills and tech	05 2900 610 001 107	25.89
Check Number: 19308 Check Type: Check Check Date: 07/08/2024 Vendor: PANHANDLEC PANHANDLE COOP ASSOCIATION Check Total: 59.76					
728738	06/07/2024	13860	Propane for Red White Grills	05 2900 610 001 100	43.98
728738	06/07/2024	13860	Duck Tape for tent and other	05 2900 610 001 100	15.78
Check Number: 19309 Check Type: Check Check Date: 07/08/2024 Vendor: VINCESCORN VINCE'S CORNER Check Total: 615.54					
4978	05/17/2024	13787	Pizza for spring ball	05 2900 610 001 721	42.00
4978	05/17/2024	13787	Pizza for spring ball	05 2900 610 001 721	45.00
6984	04/17/2024		SOPHMORE CLASS PIZZA TRACK MEET	05 2900 610 001 326	272.79
QTR AWARDS 2024-05	06/12/2024		HS HONOR ROLL CERTIFICATES	05 2900 610 001 501	255.75

*Denotes Expensed Invoice Item

Checking Account ID: 05

Total without Voids: 807.33

Detail Check Register

Checking Account: 06		SCHOOL NUTRITUION FUND 06-101				
Check Number: 6294	Check Type: Check	Check Date: 07/08/2024	Vendor: CASHWADIST	CASH-WA DISTRIBUTING	Check Total:	2,865.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
14227276	06/03/2024		ML FOOD DELIVERY	06 3100 630 003 000	978.29	
14235623	06/10/2024		DISTRICT	06 3100 630 000 000	177.20	
14235623	06/10/2024		ML FOOD	06 3100 630 003 000	1,102.62	
14251140	06/24/2024		ML FOOD	06 3100 630 003 000	607.24	
Check Number: 6295	Check Type: Check	Check Date: 07/08/2024	Vendor: HEARTLAND	HEARTLAND SCHOOLS SOLUTIONS	Check Total:	560.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2024-2025 SUBSCRIPTI	06/26/2024	13916	Heartland - Menu software subscription	06 3100 890 000 000	560.00	
Check Number: 6296	Check Type: Check	Check Date: 07/08/2024	Vendor: HILANDDAIR	HILAND DAIRY FOODS COMPANY, LLC	Check Total:	841.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JUNE INVOICES	06/04/2024		1712320	06 3100 630 003 000	43.86	
JUNE INVOICES	06/04/2024		1712387	06 3100 630 003 000	172.51	
JUNE INVOICES	06/04/2024		1712454	06 3100 630 003 000	43.86	
JUNE INVOICES	06/04/2024		1712522	06 3100 630 003 000	149.52	
JUNE INVOICES	06/04/2024		1712584	06 3100 630 003 000	108.32	
JUNE INVOICES	06/04/2024		1712651	06 3100 630 003 000	128.92	
JUNE INVOICES	06/04/2024		1712716	06 3100 630 003 000	108.32	
JUNE INVOICES	06/04/2024		1712785	06 3100 630 003 000	86.39	
Check Number: 6297	Check Type: Check	Check Date: 07/08/2024	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total:	16.15
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
728819	06/21/2024		PANHANDLE COOP	06 3100 630 003 000	16.15	

*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 4,283.20

Detail Check Register

Checking Account: 08

BUILDING FUND 08-101

Check Number: 1571	Check Type: Check	Check Date: 07/08/2024	Vendor: CREATIVESI	CREATIVE SITES, LLC	Check Total:	120,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2356	06/21/2024	13914	BCI Burke Playground Equipment and Inst	08 2610 733 000 000	120,000.00	

*Denotes Expensed Invoice Item

Checking Account ID: 08

Total without Voids: 120,000.00



KIMBALL PUBLIC SCHOOLS

Administration Offices
 901 South Nadine Street
 Kimball, NE 69145

Mr. Trevor Anderson, Superintendent	(308) 235-2188
Carmela Graves, Business Manager	Fax (308) 235-3269

July 8, 2024

Treasurer's report is as follows:

	Jun-24	Jun-23
Amount received from County Treasurer	345,627.68	592,725.45
Bank Balance May 31, 2024	195,873.70	81,607.53
Savings Account General Funds May 31, 2024	3,181,185.33	3,207,095.28
Depreciation Fund May 31, 2024	170,344.72	450,476.22
Building Fund May 31, 2024	545,711.28	430,076.04
Nutrition Fund May 31, 2024	48,933.50	115,892.86
Activity Fund May 31, 2024	57,622.45	46,152.27
Total Available Funds	4,199,670.98	4,331,300.20
Payroll Gross	312,435.93	300,612.74
Amount of Bills	352,370.35	113,820.22
Blue Cross Blue Shield/HSA Pmt/UNUM Life	87,404.75	78,251.11
Nebraska School Retirement	30,042.66	29,255.87
FirsTier Bank (FICA)	23,423.60	22,544.54
Total Amount of Expenses	805,677.29	544,484.48
Balance Remaining after Expenses	3,393,993.69	3,786,815.72

Monthly Finance Report to the Board

Jul-24

**Reconciled Balances as of JUNE 30, 2024		
(Balance on Books)		
	2022-2023	2023-2024
General - Checking	\$ 81,607.53	\$ 195,873.70
General - Savings	\$ 3,207,095.28	\$ 3,181,185.33
Depreciation	\$ 450,476.22	\$ 170,344.72
Activity	\$ 46,152.27	\$ 57,622.45
Nutrition	\$ 115,892.86	\$ 48,933.50
Spec Building	\$ 430,076.04	\$ 545,711.28
FUNDS TOTAL	\$ 4,331,300.20	\$ 4,199,670.98

JULY GF EXPENDITURES		
	2022-2023	2023-2024
GF Bills Payable	\$ 264,412.04	\$ 101,949.15
GF Payroll	\$ 423,525.95	\$ 444,331.09
(including Ins, RET & Tax)	\$ 687,937.99	\$ 546,280.24
JUNE REVENUE		
Beginning Cash	\$ 192,924.32	\$ 372,831.39
GF Transfer	\$ 500,000.00	\$ 350,000.00
State Aid	\$ 46,906.00	\$ 160,862.47
Kimball County	\$ 592,725.45	\$ 345,627.68
Interest	\$ 12,033.63	\$ 11,656.39
Total Month Available	\$ 1,344,589.40	\$ 1,240,977.93

Three Year Comparison			
GF Revenue			
	2021-2022	2022-2023	2023-2024
September	\$ 1,856,081.18	\$ 1,742,904.71	\$ 1,755,327.15
October	\$ 280,137.01	\$ 174,086.98	\$ 276,514.37
November	\$ 103,078.48	\$ 119,263.73	\$ 174,307.86
December	\$ 201,805.61	\$ 134,113.69	\$ 274,775.16
January	\$ 862,650.98	\$ 980,978.07	\$ 899,830.06
February	\$ 419,359.54	\$ 697,558.26	\$ 445,468.50
March	\$ 402,894.18	\$ 371,544.17	\$ 687,522.47
April	\$ 219,875.66	\$ 361,418.71	\$ 221,548.69
May	\$ 2,270,649.87	\$ 1,679,707.69	\$ 2,167,515.47
June	\$ 600,914.46	\$ 651,665.08	\$ 518,129.99
July	\$ 220,095.13	\$ 97,061.37	
August	\$ 264,327.29	\$ 117,420.86	
Running Total (YTD)	\$ 7,217,446.97	\$ 6,913,241.09	\$ 7,420,939.72
Total Revenue	\$ 7,701,869.39	\$ 7,127,723.32	\$ 7,420,939.72
% OF BUD (YTD)	100.00%	95.78%	96.60%
Annual Budget	\$ 7,501,033.00	\$ 7,217,500.00	\$ 7,682,000.00
% of Bud Rec	102.68%	98.76%	96.60%

JULY NUTRITION FUND		
	2022-2023	2023-2024
NF Bills Payable	\$ 12,070.51	\$ 4,283.20
NF Payroll	\$ 7,138.31	\$ 8,975.85
	\$ 19,208.82	\$ 13,259.05
JUNE REVENUE		
Beginning Cash	\$ 112,505.60	\$ 71,185.39
LUNCH INFINITE CAMPUS	\$ 696.84	\$ 99.53
SFSP Lunch Claim	\$ 16,035.33	\$ 16,440.92
Checks	\$ 3,280.21	\$ 709.33
INTEREST	\$ 425.92	\$ 199.59
	\$ 132,943.90	\$ 88,634.76

Three Year Comparison			
GF Expenditures			
	2021-2022	2022-2023	2023-2024
September	\$ 619,836.07	\$ 620,981.51	\$ 653,383.62
October	\$ 523,352.74	\$ 533,968.42	\$ 565,759.67
November	\$ 554,319.21	\$ 577,418.34	\$ 641,858.85
December	\$ 566,973.73	\$ 548,958.90	\$ 574,717.65
January	\$ 501,526.94	\$ 515,206.81	\$ 521,289.42
February	\$ 548,304.59	\$ 571,713.07	\$ 607,929.72
March	\$ 531,266.35	\$ 544,625.81	\$ 608,436.12
April	\$ 968,021.51	\$ 559,954.31	\$ 570,372.97
May	\$ 716,429.52	\$ 608,072.01	\$ 691,488.00
June	\$ 565,530.15	\$ 560,529.78	\$ 558,538.46
July	\$ 643,475.88	\$ 476,687.88	
August	\$ 433,623.09	\$ 649,809.34	
Running Total (YTD)	\$ 6,095,560.81	\$ 5,641,428.96	\$ 5,993,774.48
Total Expenditures	\$ 7,172,659.78	\$ 6,767,926.18	\$ 5,993,774.48
% of Bud Spent (YTD)	65.19%	58.58%	60.37%
Annual Budget	\$ 9,350,752.00	\$ 9,629,521.00	\$ 9,928,634.00
% of Bud Spent	76.71%	70.28%	60.37%

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05 1920 0222	BACKPACK FOOD PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0225	ONE ACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0255	SANTA'S ELVES DONATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0260	HS QUIZ BOWL	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1920 0265	JH QUIZ BOWL	0.00	150.00	500.00	30.00	0.00	0.00	0.00	0.00
05 1920 0266	ACTIVITIES SPONSOR	9,645.05	23,155.05	30,000.00	77.18	2,250.00	15,250.00	25,000.00	61.00
05 1920 0270	O'BRIEN READING CABINET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0323	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1920 0324	CLASS OF 2024	0.00	34.25	0.00	0.00	12.27	14,420.72	10,000.00	144.21
05 1920 0325	CLASS OF 2025	0.00	11,312.89	0.00	0.00	0.00	2,012.20	1,000.00	201.22
05 1920 0326	CLASS OF 2026	0.00	3,611.43	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0327	CLASS OF 2027	0.00	877.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0701	FFA FUND	0.00	40,310.42	0.00	0.00	0.00	8,805.43	20,000.00	44.03
05 1920 0738	ESPORTS FUNDRAISER	0.00	425.00	500.00	85.00	0.00	200.00	0.00	0.00
05 1920 0763	TOM SOUTHARD MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0999	SCHOLARSHIP INCOME	0.00	0.00	0.00	0.00	0.00	(125,341.18)	0.00	0.00
05 1990 0100	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0108	MEDICAL SUPPLIES/EQUIP	0.00	0.00	0.00	0.00	0.00	(168,655.47)	0.00	0.00
05 1990 0109	UNIFORMS	0.00	190.00	0.00	0.00	0.00	100.00	0.00	0.00
05 1990 0111	FB OFFICIALS	0.00	0.00	0.00	0.00	0.00	14,827.98	0.00	0.00
05 1990 0113	FB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	2,150.00	0.00	0.00
05 1990 0133	XC SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0137	CHEERLEADING TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0141	BBB/GBB OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0142	BBB TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0143	BBB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0153	WR SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0162	TR TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0163	TR SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0180	JH FOOTBALL OTHER LOCAL REVENUE	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0199	STATE/NATIONAL EXPENSES	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00
05 1990 0202	YEARBOOK	0.00	65.00	500.00	13.00	0.00	300.00	2,000.00	15.00
05 1990 0203	VO AG PROJECT MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0207	JR CLASS CONCESSION EQUIP FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0208	FACILITY USE	200.00	335.00	500.00	67.00	35.00	160.00	500.00	32.00
05 1990 0215	SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
05 1990	WOODSHOP PROJECTS	0.00	5,718.40	5,000.00	114.37	687.01	2,621.01	10,000.00	26.21

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
0220									
05 1990 0235	THE RANCH	0.00	0.00	0.00	0.00	0.00	63.00	1,000.00	6.30
05 1990 0265	JH QUIZ BOWL	0.00	0.00	0.00	0.00	0.00	50.00	500.00	10.00
05 1990 0313	CLASS OF 2013	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
05 1990 0317	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0319	CLASS OF 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0320	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0321	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0322	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0323	CLASS OF 2023	0.00	74.45	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0324	CLASS OF 2024	0.00	0.00	1,000.00	0.00	0.00	3,756.50	0.00	0.00
05 1990 0325	CLASS OF 2025	0.00	11,168.65	20,000.00	55.84	0.00	675.00	0.00	0.00
05 1990 0326	CLASS OF 2026	0.00	1,142.80	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0400	GRADE ACTIVITY MISCELLANEOUS	0.00	7,308.19	500.00	1,461.64	0.00	497.38	1,000.00	49.74
05 1990 0410	GRADE ACTIVITY LEADERSHIP FUND	0.00	606.78	0.00	0.00	0.00	1,740.39	0.00	0.00
05 1990 0450	JANICEK STOCK MARKET FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0500	HS MISCELLANEOUS FUND	0.00	2,292.94	500.00	458.59	0.00	115,653.12	1,000.00	11,565.31
05 1990 0501	HS HONOR ROLL CERTIFICATES	0.00	(74.45)	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0601	BAND ACTIVITY	0.00	1,340.00	1,500.00	89.33	50.00	1,150.00	1,500.00	76.67
05 1990 0602	SCHOOL INSTRUMENT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0603	CHORUS	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0606	SHOW CHOIR UNIFORMS	0.00	3,905.00	5,500.00	71.00	0.00	3,792.00	5,000.00	75.84
05 1990 0607	ELEM SHOW CHOIR	0.00	337.00	0.00	0.00	0.00	160.00	1,000.00	16.00
05 1990 0701	FFA FUND	0.00	300.00	0.00	0.00	0.00	16,797.50	0.00	0.00
05 1990 0703	JH CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0705	CHEERLEADING FUNDRAISING	2,615.00	25,720.85	25,000.00	102.88	2,700.02	15,982.59	20,000.00	79.91
05 1990 0707	INTERACT CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0709	JH STUDENT COUNCIL	0.00	0.00	100.00	0.00	0.00	94.00	0.00	0.00
05 1990 0711	HS STUCO FUNDRAISER	0.00	0.00	500.00	0.00	0.00	461.00	2,000.00	23.05
05 1990 0713	NATIONAL HONOR SOCIETY FUNDRAISER	0.00	411.00	500.00	82.20	0.00	498.50	500.00	99.70
05 1990 0715	XC FUNDRAISING	0.00	1,092.00	1,500.00	72.80	0.00	0.00	2,000.00	0.00
05 1990 0717	BOYS GOLF FUNDRAISING	0.00	500.00	1,500.00	33.33	0.00	120.00	1,000.00	12.00
05 1990 0719	GIRLS GOLF FUNDRAISING	0.00	190.00	1,500.00	12.67	0.00	100.00	1,000.00	10.00
05 1990 0721	FB FUNDRAISING	612.00	3,937.82	10,000.00	39.38	0.00	2,910.81	10,000.00	29.11
05 1990 0723	VOLLEYBALL FUNDRAISER	145.00	1,680.00	10,000.00	16.80	25.00	1,758.80	15,000.00	11.73
05 1990 0724	JH VOLLEYBALL FUNDRAISER	697.44	697.44	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0725	BBB FUNDRAISING	999.00	1,704.00	7,000.00	24.34	2,145.00	3,759.50	5,000.00	75.19

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05 1990 0727	GBB FUNDRAISING	0.00	1,366.50	7,000.00	19.52	1,375.00	6,790.00	5,000.00	135.80
05 1990 0729	WRESTLING FUNDRAISING	2,000.00	2,000.00	3,000.00	66.67	0.00	1,340.00	5,000.00	26.80
05 1990 0731	TRACK FUNDRAISING	0.00	150.00	3,000.00	5.00	0.00	560.00	1,000.00	56.00
05 1990 0735	WEIGHT LIFTING CLUB	0.00	(800.00)	7,000.00	(11.43)	0.00	6,208.87	0.00	0.00
05 1990 0739	STAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0741	ART CLASS PROJECTS	0.00	0.00	100.00	0.00	0.00	20.00	0.00	0.00
05 1990 0743	MATH CLUB	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
05 1990 0745	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0751	7-12 RESOURCE RM FUNDRAISING	0.00	780.30	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0753	SPEECH FUNDRAISING	0.00	0.00	1,000.00	0.00	0.00	0.00	2,000.00	0.00
05 1990 0755	ONE ACT FUNDRAISING	0.00	0.00	1,000.00	0.00	0.00	720.00	1,000.00	72.00
05 1990 0757	LONGHORNS COMMITTED	0.00	1,358.00	1,000.00	135.80	0.00	2,273.23	0.00	0.00
05 1990 0759	CIVICS FUNDRAISER	0.00	3,010.78	2,500.00	120.43	0.00	4,626.00	0.00	0.00
05 1990 0761	KIMBALL PREVENTION COALITION	0.00	0.00	0.00	0.00	0.00	(951.23)	0.00	0.00
05 1990 0762	EDUCATION QUEST	0.00	5,000.00	2,500.00	200.00	0.00	2,500.00	2,000.00	125.00
05 1990 0764	LONGHORN APPAREL	0.00	168.00	1,000.00	16.80	0.00	950.00	2,000.00	47.50
05 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	74,726.00	0.00
05 5200 0201	TRANSFER ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
		<u>17,148.95</u>	<u>184,337.67</u>	<u>218,450.00</u>	<u>84.38</u>	<u>11,530.52</u>	<u>148,113.28</u>	<u>307,526.00</u>	<u>48.16</u>
05	ACTIVITIES	17,148.95	184,337.67	218,450.00	84.38	11,530.52	148,113.28	307,526.00	48.16
06	SCHOOL NUTRITION								
06 1510	INTEREST ON LOCAL REV RECEIPTS	199.59	3,288.57	4,000.00	82.21	425.92	3,073.87	0.00	0.00
06 1611	STUDENT LUNCHES	808.86	119,575.81	110,000.00	108.71	3,974.21	97,779.01	75,000.00	130.37
06 1612	STUDENT BREAKFASTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1613	SPECIAL MILK PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1620	FOOD PROGRAM ADULT RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3150	SCHOOL LUNCH-STATE SHARE	0.00	9,816.77	210,000.00	4.67	16,035.33	190,756.43	139,467.00	136.78
06 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 4210	SCHOOL LUNCH (FED ONLY)	16,440.92	185,314.87	0.00	0.00	0.00	0.00	130,000.00	0.00
06 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<u>17,449.37</u>	<u>317,996.02</u>	<u>324,000.00</u>	<u>98.15</u>	<u>20,435.46</u>	<u>291,609.31</u>	<u>344,467.00</u>	<u>84.66</u>
06	SCHOOL NUTRITION	17,449.37	317,996.02	324,000.00	98.15	20,435.46	291,609.31	344,467.00	84.66
08	SPECIAL BUILDING FUND								
08 1100	PROPERTY TAX COMMISSION	28,075.47	403,123.91	420,000.00	95.98	39,861.03	385,677.83	410,000.00	94.07
08 1115	CARLINE TAXES	0.00	2,027.91	2,000.00	101.40	0.00	1,581.10	0.00	0.00
08 1140	PROP TAXES PENALTIES & INTEREST	55.10	1,112.36	2,000.00	55.62	29.78	1,699.80	0.00	0.00
08 1510	INTEREST ON LOCAL REV RECEIPTS	1,949.66	19,147.19	15,000.00	127.65	2,146.82	21,509.58	0.00	0.00
08 1920	CONTRIBUTIONS/DONATIONS PRIVATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3130	HOMESTEAD ALLOCATION	1,654.97	6,570.23	10,000.00	65.70	1,158.59	4,634.36	0.00	0.00
08 3131	PROPERTY TAX CREDIT	0.00	30,950.86	30,000.00	103.17	0.00	23,345.28	0.00	0.00
08 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3133	NAMEPLATE CAPACITY TAX	0.00	7,200.10	5,000.00	144.00	0.00	1,083.55	0.00	0.00
08 3180	PRO-RATA MOTOR VEHICLE	0.00	761.44	1,551.00	49.09	0.00	693.90	0.00	0.00
08 5400	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<u>31,735.20</u>	<u>470,894.00</u>	<u>485,551.00</u>	<u>96.98</u>	<u>43,196.22</u>	<u>440,225.40</u>	<u>410,000.00</u>	<u>107.37</u>

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
08	SPECIAL BUILDING FUND	31,735.20	470,894.00	485,551.00	96.98	43,196.22	440,225.40	410,000.00	107.37
Grand Total:		585,219.27	8,410,845.09	8,925,001.00	94.24	728,468.91	7,807,346.64	8,479,493.00	92.07

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	(72,163.53)	0.00	0.00	0.00	(72,163.53)
05 704 0100	ATHLETIC FUND	(161,195.33)	0.00	0.00	0.00	(161,195.33)
05 704 0101	ACTIVITY TICKETS	1,935.00	0.00	0.00	0.00	1,935.00
05 704 0107	WT ROOM SUPPLIES/EQUIP/MISC	(6,304.66)	0.00	0.00	0.00	(6,304.66)
05 704 0109	UNIFORMS	(28,382.49)	0.00	0.00	0.00	(28,382.49)
05 704 0110	FB GATE RECEIPTS	11,590.00	0.00	0.00	0.00	11,590.00
05 704 0111	FB OFFICIALS	(21,006.69)	0.00	0.00	0.00	(21,006.69)
05 704 0112	FB TRAVEL	(1,481.42)	0.00	0.00	0.00	(1,481.42)
05 704 0113	FB SUPPLIES/EQUIP/MISC	(25,370.59)	0.00	0.00	0.00	(25,370.59)
05 704 0116	VB TRAVEL	(838.32)	0.00	0.00	0.00	(838.32)
05 704 0120	VB GATE RECEIPTS	10,431.26	0.00	0.00	0.00	10,431.26
05 704 0121	VB OFFICIALS	(7,361.00)	0.00	0.00	0.00	(7,361.00)
05 704 0123	VB SUPPLIES/EQUIP/MISC	(1,887.14)	0.00	0.00	0.00	(1,887.14)
05 704 0130	XC ENTRY FEES	996.00	0.00	0.00	0.00	996.00
05 704 0133	XC SUPPLIES/EQUIP/MISC	(17,075.34)	0.00	0.00	0.00	(17,075.34)
05 704 0137	CHEERLEADING TRAVEL	(6,816.40)	0.00	0.00	0.00	(6,816.40)
05 704 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	(859.95)	0.00	0.00	0.00	(859.95)
05 704 0140	BBB/GBB GATE RECEIPTS	21,489.54	0.00	0.00	0.00	21,489.54
05 704 0141	BBB/GBB OFFICIALS	(21,489.98)	0.00	0.00	0.00	(21,489.98)
05 704 0143	BBB SUPPLIES/EQUIP/MISC	(546.00)	0.00	0.00	0.00	(546.00)
05 704 0144	BASKETBALL DUES AND FEES	(785.33)	0.00	0.00	0.00	(785.33)
05 704 0145	BBALL BIG EQUIP/TECHNOLOGY/HUDL	(282.30)	0.00	0.00	0.00	(282.30)
05 704 0150	WR GATE RECEIPTS	1,131.10	0.00	0.00	0.00	1,131.10
05 704 0151	WR OFFICIALS	(2,762.00)	0.00	0.00	0.00	(2,762.00)
05 704 0152	WR TRAVEL	(1,745.97)	0.00	0.00	0.00	(1,745.97)
05 704 0153	WR SUPPLIES/EQUIP/MISC	(1,707.96)	0.00	0.00	0.00	(1,707.96)
05 704 0154	WR DUES AND FEES	(2,380.94)	0.00	0.00	0.00	(2,380.94)
05 704 0160	TR GATE RECEIPTS	3,183.95	0.00	0.00	0.00	3,183.95
05 704 0161	TR OFFICIALS	(622.50)	0.00	0.00	0.00	(622.50)
05 704 0162	TR TRAVEL	(6,558.73)	0.00	0.00	0.00	(6,558.73)
05 704 0163	TR SUPPLIES/EQUIP/MISC	(12,345.86)	0.00	0.00	0.00	(12,345.86)
05 704 0164	TRACK DUES AND FEES	(2,231.67)	0.00	0.00	0.00	(2,231.67)
05 704 0165	JH TRACK DUES AND FEES	(2,334.50)	0.00	0.00	0.00	(2,334.50)
05 704 0170	BOYS GOLF ENTRY FEES	(1,283.30)	0.00	0.00	0.00	(1,283.30)
05 704 0172	BOYS GOLF TRAVEL	(1,022.01)	0.00	0.00	0.00	(1,022.01)
05 704 0173	BOYS GOLF SUPPLIES/EQUIP/MISC	(6,789.65)	0.00	0.00	0.00	(6,789.65)
05 704 0176	GIRLS GOLF ENTRY FEES	(1,986.17)	0.00	0.00	0.00	(1,986.17)
05 704 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	(3,822.27)	0.00	0.00	0.00	(3,822.27)

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0180	JH FOOTBALL	340.27	0.00	0.00	0.00	340.27
05 704 0181	JH VOLLEYBALL	2,120.01	0.00	697.44	0.00	2,817.45
05 704 0182	JH BASKETBALL	(1,466.75)	0.00	0.00	0.00	(1,466.75)
05 704 0183	JH WRESTLING	929.64	0.00	0.00	0.00	929.64
05 704 0184	JH TRACK	1,476.93	0.00	0.00	0.00	1,476.93
05 704 0198	RANDOM DRUG TESTING	(5,664.22)	0.00	0.00	0.00	(5,664.22)
05 704 0199	STATE/NATIONAL EXPENSES	(38,779.07)	0.00	0.00	0.00	(38,779.07)
05 704 0201	TRANSFER ACCOUNT	125,054.90	0.00	0.00	0.00	125,054.90
05 704 0202	YEARBOOK	(9,464.28)	0.00	0.00	0.00	(9,464.28)
05 704 0203	VO AG PROJECT MATERIALS	(637.48)	0.00	0.00	0.00	(637.48)
05 704 0204	AG EQUIPMENT FUND	500.00	0.00	0.00	0.00	500.00
05 704 0205	FFA PLASMACAM FUND	(545.83)	0.00	0.00	0.00	(545.83)
05 704 0206	SPECIAL EDUCATION	38.61	0.00	0.00	0.00	38.61
05 704 0207	JR CLASS CONCESSION EQUIP FUND	449.44	0.00	0.00	0.00	449.44
05 704 0208	FACILITY USE	960.00	0.00	200.00	0.00	1,160.00
05 704 0210	PADLOCK DEPOSITS	976.45	0.00	0.00	0.00	976.45
05 704 0211	BOOK FINES/FEES	2,010.01	0.00	0.00	0.00	2,010.01
05 704 0215	SPEECH	(2,421.66)	0.00	0.00	0.00	(2,421.66)
05 704 0216	WORLD STRIDES TRIP FUND	12.38	0.00	0.00	0.00	12.38
05 704 0218	HS STUDENT COUNCIL	(3,021.88)	0.00	0.00	0.00	(3,021.88)
05 704 0219	NATIONAL HONOR SOCIETY	(875.49)	0.00	0.00	0.00	(875.49)
05 704 0220	WOODSHOP PROJECTS	(1,895.12)	49.53	0.00	0.00	(1,944.65)
05 704 0222	BACKPACK FOOD PROGRAM	2,979.00	0.00	0.00	0.00	2,979.00
05 704 0225	ONE ACTS	(3,526.47)	200.00	0.00	0.00	(3,726.47)
05 704 0230	MILK BREAK	559.90	0.00	0.00	0.00	559.90
05 704 0235	THE RANCH	(2,453.58)	0.00	0.00	0.00	(2,453.58)
05 704 0240	PALS MENTORING	1,446.08	0.00	0.00	0.00	1,446.08
05 704 0245	HEALTH & WELLNESS FUND	3,266.34	0.00	0.00	0.00	3,266.34
05 704 0250	DISTRICT PROJECT FUND	8,230.19	0.00	0.00	0.00	8,230.19
05 704 0255	SANTA'S ELVES DONATION FUND	62.20	0.00	0.00	0.00	62.20
05 704 0260	HS QUIZ BOWL	98.10	0.00	0.00	0.00	98.10
05 704 0265	JH QUIZ BOWL	939.56	0.00	0.00	0.00	939.56
05 704 0266	ACTIVITIES SPONSORS	(7,454.06)	0.00	9,645.05	0.00	2,190.99
05 704 0270	O'BRIEN READING CABINET	678.13	0.00	0.00	0.00	678.13
05 704 0323	CLASS OF 2023	112.49	0.00	0.00	0.00	112.49
05 704 0324	CLASS OF 2024	934.31	113.87	0.00	0.00	820.44
05 704 0325	CLASS OF 2025	5,746.26	0.00	0.00	0.00	5,746.26
05 704 0326	CLASS OF 2026	3,721.67	0.00	0.00	0.00	3,721.67

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0327	CLASS OF 2027	877.00	0.00	0.00	0.00	877.00
05 704 0400	GRADE ACTIVITY MISCELLANEOUS	21,734.33	3,740.00	0.00	0.00	17,994.33
05 704 0410	GRADE ACTIVITY LEADERSHIP FUND	1,001.25	0.00	0.00	0.00	1,001.25
05 704 0420	GRADE ACTIVITY SPECIAL EDUCATION	323.63	0.00	0.00	0.00	323.63
05 704 0450	JANICEK STOCK MARKET FUNDRAISER	650.10	0.00	0.00	0.00	650.10
05 704 0500	HS MISCELLANEOUS FUND	(28,094.72)	0.00	0.00	0.00	(28,094.72)
05 704 0501	HS HONOR ROLL CERTIFICATES	(897.37)	0.00	0.00	0.00	(897.37)
05 704 0502	HS INTEREST EARNED ON ACCOUNT	21,020.74	0.00	235.46	0.00	21,256.20
05 704 0601	BAND ACTIVITY	3,510.08	0.00	0.00	0.00	3,510.08
05 704 0602	SCHOOL INSTRUMENT & REPAIRS	927.46	0.00	0.00	0.00	927.46
05 704 0603	CHORUS	568.14	0.00	0.00	0.00	568.14
05 704 0605	MUSICAL PRODUCTIONS	2,195.15	0.00	0.00	0.00	2,195.15
05 704 0606	SHOW CHOIR UNIFORMS	1,968.00	0.00	0.00	0.00	1,968.00
05 704 0607	ELEM SHOW CHOIR	304.54	0.00	0.00	0.00	304.54
05 704 0701	FFA FUND	48,757.09	0.00	0.00	0.00	48,757.09
05 704 0703	JH CONCESSIONS	200.00	0.00	0.00	0.00	200.00
05 704 0705	CHEERLEADING FUNDRAISING	16,359.01	0.00	2,615.00	0.00	18,974.01
05 704 0707	INTERACT CLUB	467.92	0.00	0.00	0.00	467.92
05 704 0709	JH STUDENT COUNCIL	(443.29)	0.00	0.00	0.00	(443.29)
05 704 0711	HS STUCO FUNDRAISER	1,736.74	0.00	0.00	0.00	1,736.74
05 704 0713	NATIONAL HONOR SOCIETY FUNDRAISER	1,073.95	0.00	0.00	0.00	1,073.95
05 704 0715	XC FUNDRAISING	1,698.60	0.00	0.00	0.00	1,698.60
05 704 0717	BOYS GOLF FUNDRAISING	2,252.34	0.00	0.00	0.00	2,252.34
05 704 0719	GIRLS GOLF FUNDRAISING	2,464.09	0.00	0.00	0.00	2,464.09
05 704 0721	FB FUNDRAISING	1,334.11	0.00	612.00	0.00	1,946.11
05 704 0723	VOLLEYBALL FUNDRAISING	5,217.48	0.00	145.00	0.00	5,362.48
05 704 0725	BBB FUNDRAISING	1,545.45	0.00	999.00	0.00	2,544.45
05 704 0727	GBB FUNDRAISING	737.96	0.00	0.00	0.00	737.96
05 704 0729	WRESTLING FUNDRAISING	794.70	0.00	2,000.00	0.00	2,794.70
05 704 0731	TRACK FUNDRAISING	230.46	0.00	0.00	0.00	230.46
05 704 0735	WEIGHT LIFTING CLUB	171.26	0.00	0.00	0.00	171.26
05 704 0737	SPORTSMANSHIP FUND	202.73	0.00	0.00	0.00	202.73
05 704 0738	ESPORTS FUNDRAISER	625.00	0.00	0.00	0.00	625.00
05 704 0739	STAND	1,216.54	0.00	0.00	0.00	1,216.54
05 704 0740	ESPORTS	(197.94)	0.00	0.00	0.00	(197.94)
05 704 0741	ART CLASS PROJECTS	722.08	0.00	0.00	0.00	722.08
05 704 0743	MATH CLUB	(605.18)	0.00	0.00	0.00	(605.18)
05 704 0745	SCIENCE CLUB	2.54	0.00	0.00	0.00	2.54

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2024 - 06/2024

Fund: 05 ACTIVITIES

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0747	MITCHELL SCIENCE GRANT	294.35	0.00	0.00	0.00	294.35
05 704 0749	SPANISH CLUB	68.79	0.00	0.00	0.00	68.79
05 704 0751	7-12 RESOURCE RM FUNDRAISING	680.84	0.00	0.00	0.00	680.84
05 704 0753	SPEECH FUNDRAISING	1,758.62	0.00	0.00	0.00	1,758.62
05 704 0755	ONE ACT FUNDRAISING	4,804.95	0.00	0.00	0.00	4,804.95
05 704 0757	LONGHORNS COMMITTED	4,155.11	0.00	0.00	0.00	4,155.11
05 704 0759	CIVICS FUNDRAISER	3,897.16	0.00	0.00	0.00	3,897.16
05 704 0762	EDUCATION QUEST	(2,603.75)	0.00	0.00	0.00	(2,603.75)
05 704 0763	TOM SOUTHARD MEMORIAL	3,429.00	0.00	0.00	0.00	3,429.00
05 704 0764	LONGHORN APPAREL	(1,039.15)	0.00	0.00	0.00	(1,039.15)
05 704 0999	SCHOLARSHIP FUND	216,734.98	0.00	0.00	0.00	216,734.98
Fund Total: 05		59,586.70	4,103.40	17,148.95	0.00	72,632.25

BOARD BUDGET REPORT OF EXPENSES

Object #	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget	
01	GENERAL FUND								
000	AMT ABSORB UNUSED BUDGET AUTH	0.00	0.00	2,091,934.00	0.00	0.00	0.00	2,064,521.00	0.00
105	EXECUTIVE ADMINISTRATION SALARIES	10,650.00	106,500.00	130,000.00	81.92	10,000.00	100,000.00	120,000.00	83.33
110	SALARIES NON-INSTRUCTIONAL	28,296.44	318,297.50	409,000.00	77.82	32,039.20	349,600.08	375,000.00	93.23
111	SALARIES TEACHERS/PROF STAFF	221,564.86	2,227,671.60	2,863,500.00	77.80	215,612.95	2,167,880.27	2,822,000.00	76.82
112	SALARIES PARAS	28,359.57	232,622.26	272,000.00	85.52	22,200.07	235,288.54	211,000.00	111.51
114	SALARIES DIRECTOR	2,680.44	28,169.34	35,000.00	80.48	2,641.24	29,495.54	30,000.00	98.32
116	SALARIES PROFESSIONAL NON-CERTIFIED	14,318.27	146,441.24	180,000.00	81.36	14,196.49	141,964.90	171,000.00	83.02
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	1,504.66	2,000.00	75.23	0.00	1,660.67	0.00	0.00
122	SUBSTITUTES PARAS	0.00	6,955.00	0.00	0.00	960.00	4,800.00	0.00	0.00
123	SUBSTITUTES SALARIES - TEACHERS	9,398.30	123,708.95	110,000.00	112.46	11,620.71	95,804.92	65,000.00	147.39
126	SUBSTITUTES SALARIES - PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.00	254.07	0.00	0.00	0.00	179.65	1,000.00	17.97
132	OVERTIME PARAS	81.52	749.97	0.00	0.00	86.72	625.38	0.00	0.00
150	ADDITIONAL COMP NON-INSTRUCTIONAL	3,138.91	42,562.70	30,000.00	141.88	4,369.42	23,930.55	20,000.00	119.65
151	ADDITIONAL COMP TEACHERS/PROF STAFF	5,934.13	145,320.85	170,000.00	85.48	5,683.53	147,907.68	156,000.00	94.81
152	ADDITIONAL COMP PARAS	319.60	3,196.00	5,000.00	63.92	277.50	2,775.00	5,500.00	50.45
159	STIPENDS PAID TO DISTRICT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	3,157.79	32,829.48	54,600.00	60.13	3,798.96	39,193.67	57,500.00	68.16
211	GROUP INSURANCE TEACHERS/PROF STAFF	71,546.33	721,121.92	846,300.00	85.21	61,977.17	619,328.48	763,400.00	81.13
212	GROUP INSURANCE PARAS	48.90	420.31	600.00	70.05	22.88	58.98	550.00	10.72
213	GROUP INSURANCE LONG TERM SUB	669.75	6,645.76	9,500.00	69.96	630.90	6,199.17	0.00	0.00
214	GROUP INSURANCE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215	GROUP INSURANCE SUPERINTENDENT	2,290.47	22,644.81	26,000.00	87.10	2,036.68	20,117.72	24,000.00	83.82
216	GROUP INSURANCE PROFESSIONAL NONCERTIFIE	6,731.92	67,828.80	77,000.00	88.09	5,978.84	60,197.74	72,000.00	83.61
220	SOCIAL SECURITY NON-INSTRUCTIONAL	2,166.78	25,338.95	27,500.00	92.14	2,208.90	21,255.63	30,000.00	70.85
221	SOCIAL SECURITY TEACHERS/PROF STAFF	16,995.04	177,610.54	248,200.00	71.56	16,547.44	173,229.91	225,500.00	76.82
222	SOCIAL SECURITY PARAS	2,200.19	18,629.57	20,600.00	90.43	1,789.01	18,430.15	17,700.00	104.13
223	SOCIAL SECURITY SUB TEACHERS	719.02	9,463.95	8,100.00	116.84	888.18	7,321.04	5,200.00	140.79
224	SOCIAL SECURITY DIRECTOR	200.57	2,110.24	3,000.00	70.34	197.60	2,211.70	3,000.00	73.72
225	SOCIAL SECURITY SUPERINTENDENT	810.61	8,106.70	10,500.00	77.21	760.89	7,609.36	9,500.00	80.10
226	SOCIAL SECURITY PROFESSIONAL/NONCERTIFIE	1,074.52	10,993.96	15,000.00	73.29	1,065.16	10,651.60	13,500.00	78.90
229	SOCIAL SECURITY EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	2,539.72	30,114.50	32,000.00	94.11	2,327.42	26,512.45	32,500.00	81.58
231	RETIREMENT TEACHERS/PROF STAFF	22,359.82	231,536.82	308,500.00	75.05	21,745.45	227,479.43	295,300.00	77.03
232	RETIREMENT PARAS	2,673.99	22,674.88	25,600.00	88.57	2,091.88	23,411.94	21,200.00	110.43
233	tax expense	363.33	4,440.36	0.00	0.00	478.15	3,629.49	0.00	0.00
234	RETIREMENT DIRECTOR	0.00	4.29	100.00	4.29	0.00	54.97	1,000.00	5.50
235	RETIREMENT SUPERINTENDENT	1,051.98	10,519.83	13,000.00	80.92	987.78	9,877.80	11,500.00	85.89
236	RETIREMENT PROFESSIONAL NONCERTIFIED	1,414.33	14,465.14	18,500.00	78.19	1,402.29	14,022.90	17,500.00	80.13
237	INCREASED RETIREMENT CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
239	EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	0.00	2,000.00	0.00	0.00	0.00	8,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	4,966.00	11,000.00	45.15	0.00	10,590.00	6,500.00	162.92
271	WORKMEN'S COMP TEACHERS/PROF STAFF	0.00	16,227.00	22,000.00	73.76	0.00	20,855.00	21,500.00	97.00
280	HEALTH BENEFIT PAID NON-INSTRUCTIONAL	270.90	3,407.44	5,000.00	68.15	350.88	3,566.27	4,250.00	83.91
281	HEALTH BENEFIT PAID TEACHERS/PROF STAFF	2,840.17	35,174.06	49,000.00	71.78	2,748.44	30,299.24	42,050.00	72.06
282	HEALTH BENEFIT PAID PARAS	0.00	0.07	0.00	0.00	0.00	1.24	0.00	0.00
283	HSA	104.28	1,068.49	0.00	0.00	111.50	1,100.64	0.00	0.00
286	HEALTH BENEFIT PAID PROF NON-CERTIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
291	OTHER BENEFITS TEACHERS/PROF STAFF	0.00	2,365.73	5,500.00	43.01	553.50	4,140.70	5,500.00	75.29
293	OTHER BENEFITS SUBSTITUTES	0.00	643.20	1,000.00	64.32	123.25	906.45	1,000.00	90.65
315	AUDIT	0.00	16,745.41	30,000.00	60.15	0.00	18,493.75	30,000.00	61.65
317	LEGAL SERVICES	440.45	10,321.70	25,000.00	41.29	8,232.10	27,308.70	25,000.00	109.23
320	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	EMPLOYEE TRAINING/PROF DEVELOPMENT	81.90	6,791.10	17,500.00	41.03	227.70	10,362.71	14,000.00	74.02
332	MILEAGE TO PARENTS	0.00	1,556.60	4,500.00	34.59	438.70	2,738.58	6,000.00	45.64

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
334	MILEAGE PAID TO OTHERS	53.08	890.42	7,500.00	11.87	205.46	10,179.31	2,000.00	508.97
340	OTHER PROFESSIONAL SERVICES	650.03	11,359.52	55,000.00	36.62	804.12	34,637.13	51,550.00	67.19
350	Technical services	500.00	8,758.00	0.00	0.00	0.00	0.00	0.00	0.00
352	other technical services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
382	REIMBURSIBLE DISTANCE LEARNING	2,251.96	22,442.24	29,000.00	77.39	2,166.46	21,651.60	31,000.00	69.84
410	WATER AND SEWER	1,836.06	25,341.06	40,000.00	63.35	2,005.39	23,951.58	40,000.00	59.88
420	CLEANING SERVICES	0.00	51,155.00	0.00	0.00	0.00	0.00	0.00	0.00
430	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
442	RENTALS OF EQUIPMENT AND VEHICLES	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00
443	RENTALS OF COMP AND RELATED EQUIPMENT	0.00	107.70	0.00	0.00	0.00	0.00	0.00	0.00
490	ASBESTOS ABATEMENT	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
520	INSURANCE OTHER THAN EMPLOYEE BENEFITS	0.00	141,368.00	130,000.00	108.74	0.00	98,743.00	100,000.00	98.74
521	FIDELITY BOND PREMIUMS	0.00	0.00	500.00	0.00	0.00	0.00	250.00	0.00
530	TELEPHONE	1,233.18	14,440.04	20,000.00	72.20	1,388.88	12,209.05	35,000.00	34.88
531	POSTAGE	23.88	392.84	2,500.00	15.71	0.00	1,580.32	2,500.00	63.21
540	ADVERTISING AND PRINTING	44.15	2,659.30	5,000.00	53.19	417.42	3,145.60	6,000.00	52.43
561	TUITION PAID TO OTHER DISTRICTS	7,623.60	68,612.40	87,000.00	78.86	7,323.60	65,912.40	68,000.00	96.93
569	TUITION OTHER (OUT OF STATE)	0.00	0.00	1,000.00	0.00	0.00	0.00	3,500.00	0.00
580	TRAVEL EXPENSE AND MILEAGE	1,107.94	21,015.54	49,600.00	47.32	1,773.43	13,160.22	41,250.00	31.90
591	ESU - MIPS CLERICAL	14,330.29	135,487.17	239,500.00	56.57	20,112.16	174,770.49	217,800.00	80.24
610	SUPPLIES	15,215.88	135,537.80	240,000.00	63.99	24,862.92	120,900.98	217,000.00	55.71
621	NATURAL GAS	12,872.65	114,810.94	105,000.00	109.34	6,336.29	92,998.64	180,000.00	51.67
626	GAS AND OIL	2,572.16	44,916.72	60,000.00	75.36	3,526.99	45,837.98	55,000.00	83.34
640	TEXTBOOKS	7,791.18	49,457.77	95,000.00	58.70	10,725.15	35,460.76	89,500.00	39.62
642	AUDIO-VISUAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	30,000.00	0.00	0.00	0.00	27,850.00	0.00
650	SUPPLIES-TECHNOLOGY RELATED	7,027.78	30,235.94	43,000.00	86.95	4,847.76	17,226.19	33,000.00	52.20
720	BUILDINGS AND IMPROVEMENTS	9,890.01	48,325.78	31,000.00	156.65	0.00	18,858.77	27,500.00	68.58
732	VEHICLE ACQUISITION	1,823.00	1,823.00	200,000.00	0.91	0.00	0.00	200,000.00	0.00
733	FURNITURE AND EQUIPMENT	4,489.76	113,262.42	93,000.00	197.05	8,467.05	57,837.70	74,550.00	77.58
734	COMPUTER EQUIPMENT (HARDWARE)	2,455.28	2,865.69	7,500.00	38.21	0.00	2,046.69	7,500.00	27.29
735	COMPUTER SOFTWARE	6,044.41	23,854.64	30,000.00	79.57	0.00	23,086.11	29,000.00	79.61
739	OTHER EQUIPMENT	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00
805	DEBT SERVICE (CLEAN HARBORS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
807	REVALUATION OF TAXABLE PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	435.00	12,443.26	27,500.00	51.88	0.00	9,231.25	23,100.00	39.96
890	OTHER MISC OBJECTS	5,604.72	24,821.88	83,500.00	32.49	6,057.22	38,698.53	60,000.00	64.50
912	TRANSFERS TO LUNCH FROM GEN FD	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00
913	TRANSFERS TO ACTIVITY ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00
915	OTHER TRANSFERS (DEPR FUND)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	573,370.80	6,008,606.82	9,928,634.00	61.72	560,529.78	5,645,294.89	9,629,521.00	58.62
02	DEPRECIATION FUND								
450	CONSTRUCTION SERVICES	0.00	255,172.00	482,512.00	53.40	0.00	23,306.18	500,000.00	4.66
610	SUPPLIES	490.00	1,427.50	0.00	0.00	0.00	0.00	0.00	0.00
732	VEHICLE ACQUISITION	0.00	187,430.43	200,000.00	93.72	0.00	94,018.00	0.00	0.00
733	FURNITURE AND EQUIPMENT	6,444.00	9,688.23	100,000.00	10.05	0.00	8,868.99	263,327.00	3.37
739	OTHER EQUIPMENT	0.00	1,272.00	0.00	0.00	0.00	0.00	0.00	0.00
02	DEPRECIATION FUND	6,934.00	454,990.16	782,512.00	58.51	0.00	126,193.17	763,327.00	16.53
05	ACTIVITIES								
352	other technical services	0.00	18,652.19	17,500.00	110.07	0.00	13,352.00	12,000.00	111.27
580	TRAVEL EXPENSE AND MILEAGE	0.00	26,598.82	26,500.00	118.04	1,640.89	21,600.33	26,500.00	81.51
610	SUPPLIES	13,529.27	210,022.24	298,000.00	82.25	17,245.71	193,244.25	255,526.00	75.63
733	FURNITURE AND EQUIPMENT	0.00	5,236.40	0.00	0.00	0.00	0.00	0.00	0.00
735	COMPUTER SOFTWARE	0.00	2,419.55	0.00	0.00	0.00	2,099.00	0.00	0.00
739	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	1,370.00	16,237.75	8,000.00	210.06	6,120.24	21,232.74	9,000.00	235.92
890	OTHER MISC OBJECTS	166.63	1,298.45	0.00	0.00	0.00	780.00	0.00	0.00
05	ACTIVITIES	15,065.90	280,465.40	350,000.00	91.83	25,006.84	252,308.32	303,026.00	83.26
06	SCHOOL NUTRITION								
110	SALARIES NON-INSTRUCTIONAL	8,426.61	88,257.11	119,000.00	74.17	8,254.64	83,415.71	110,000.00	75.83
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	839.26	8,400.60	10,500.00	80.01	751.96	6,934.94	9,400.00	73.78

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
211	GROUP INSURANCE TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTRUCTIONAL	634.57	6,648.29	10,500.00	63.32	621.41	6,280.23	9,400.00	66.81
221	SOCIAL SECURITY TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	832.37	10,591.88	11,500.00	92.10	604.98	7,737.08	9,400.00	82.31
231	RETIREMENT TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	59,200.00	0.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	0.00	2,000.00	0.00	0.00	0.00	3,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	0.00	15,000.00	0.00	0.00	0.00	4,000.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	1,131.20	545.00	207.56	0.00	0.00	5,000.00	0.00
610	SUPPLIES	350.00	11,742.77	11,000.00	106.75	1,634.66	10,312.40	11,000.00	93.75
630	FOOD	6,518.76	191,487.57	210,000.00	91.18	9,075.24	184,668.68	180,000.00	102.59
733	FURNITURE AND EQUIPMENT	0.00	26,144.36	5,000.00	522.89	0.00	0.00	3,000.00	0.00
890	OTHER MISC OBJECTS	0.00	653.50	1,000.00	77.95	0.00	0.00	1,000.00	0.00
06	SCHOOL NUTRITION	17,601.57	345,057.28	396,045.00	87.16	20,942.89	299,349.04	406,000.00	73.73
08	SPECIAL BUILDING FUND								
450	CONSTRUCTION SERVICES	2,547.59	26,613.75	0.00	0.00	0.00	0.00	0.00	0.00
720	BUILDINGS AND IMPROVEMENTS	3,186.93	9,542.67	600,000.00	8.77	38,225.00	1,436,907.96	436,373.00	329.28
733	FURNITURE AND EQUIPMENT	0.00	23,812.58	250,293.00	9.95	515.77	1,316.86	1,329,000.00	0.10
830	830	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
831	REDEMPTION OF PRINCIPAL	0.00	250,958.75	0.00	0.00	0.00	0.00	0.00	0.00
832	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	SPECIAL BUILDING FUND	5,734.52	310,927.75	850,293.00	49.55	38,740.77	1,438,224.82	1,765,373.00	81.47
Grand Total:		618,706.79	7,400,047.41	12,307,484.00	62.35	645,220.28	7,761,370.24	12,867,247.00	60.32

July 2024 Superintendent Report

- Financial Update –

- 63.80% of the budget spent; 83% of fiscal year completed. 17% of year remaining and 36.20% of budget unspent.
- Through June 2024, we have spent 63.80% at this point in 2023 61.63%, and in 2022 57.95% had been spent.
- Actual Year-To-Date Expenditures are \$7,374,252.57
- Compared to \$7,753,693.20 last year, \$6,605,518.05 two years ago and \$7,021,984.43 three years ago.
- The current cash balance in the General Fund is \$3,377,059.03.
- In 2023 at this time the balance was \$3,288,702.81, in 2022 the balance was at \$3,019,111.11.

- Grant and Programs Update –

- Our 21st Century Community Learning Center grant for our ELITE afterschool program was approved for the next 5 years. This grant provides \$250,000 or \$50,000 per year to assist our district with expenses associated with our afterschool program. This grant will run through the 2028-29 school year and will allow our district to continue providing our afterschool program at no cost to our students.
- Our DERA (Diesel Emissions Reduction Act) Grant has been approved. This grant will reimburse the district \$24,000 towards the purchase of a new activity bus and replace B04 (current yellow activity bus). These grant funds must be expended by June 30, 2026.
- Our application for the CEP (Community Eligibility Program) program has been approved. All students enrolled in Kimball Public Schools will receive breakfast and lunch at no charge. This program approval lasts for four years (beginning with the 2024-25 school year) and the district can opt out of the program at any time.

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: [Insert Date]

PersonnelTuition Reimbursement Program

(A) Tuition Reimbursement Procedure: The district shall, with the prior written approval of the Superintendent of Schools, reimburse a full-time certificated teacher a Board-approved set amount for tuition costs associated with obtaining an advanced degree and/ or additional endorsement(s) which are of immediate or unique benefit to the district when a teacher meets the following criteria:

(1) Prior to taking the course(s), the teacher shall fill out and submit a class approval form to the Superintendent. The teacher must indicate that they wish to be considered for the tuition reimbursement program on said form. The form must be submitted on or before May 15 for graduate courses offered during the summer. For fall or spring graduate courses, the teacher shall submit such form at least one week prior to the start of the course.

(2) Upon receiving approval for the course(s), the Superintendent will schedule a meeting with the teacher to go through the parameters of the Tuition Reimbursement Loan Agreement. Once the Tuition Reimbursement Loan Agreement is signed by the teacher and Superintendent, the teacher is eligible for reimbursement for course(s) and subject to provision indicated within the agreement.

(3) To be reimbursed, the teacher shall submit a copy of the tuition bill, proof of payment by the teacher, and college transcript documenting successful completion of the approved coursework within 90 days from the date of the last class. Successful completion shall mean a grade of "B" or above as determined by the college or university from which the coursework was taken. Reimbursement will be made at the next applicable pay period following submission of tuition

(4) To the extent the teacher is unsure what will or will not be reimbursed, the teacher should consult with the Superintendent prior to registering and paying for any courses or related fees.

(B) Level of Reimbursement: The Board shall on a regular basis review the reimbursement rate associated with the tuition reimbursement program and in its sole discretion may terminate the program for any reason it deems necessary. The program year shall begin on September 1 of each calendar year and is subject to the following provisions:

(1) The District shall reimburse up to \$300.00 per credit hour for coursework approved by the Superintendent.

(2) A teacher shall not be required to repay the cost of tuition if he/she remains in the employment of the school district for three years after obtaining an advanced degree and/ or additional endorsement(s).

(3) A teacher who leaves the employment of the school district prior to earning the advanced degree and/ or additional endorsement(s) must repay the school district for the tuition reimbursement payments that have been paid by the school district plus interest as indicated in the Tuition Reimbursement Loan Agreement starting in the 2024-25 school year and going forward.

(4) A teacher who leaves the employment of the school district in fewer than three years after earning an advanced degree and/ or additional endorsement(s) shall be responsible for repaying the school district for one-third of the tuition reimbursement payments plus interest for each year less than three that he or she remains.

By accepting the tuition reimbursement amount, the teacher authorizes the District to report such tuition reimbursement to the IRS and other governmental agencies in such fashion as its tax advisers may direct, and the Teacher shall hold the District harmless and indemnify it for any taxes, penalties, or interest (including employer and Teacher shares) that the IRS or other governmental agencies may claim to be due on such reimbursements.

Date of Adoption:

KIMBALL PUBLIC SCHOOLS

TUITION REIMBURSEMENT LOAN AGREEMENT

This Agreement is entered into by and between Kimball Public Schools, a political subdivision of the State of Nebraska ("School District") and [REDACTED] ("Teacher").

WHEREAS, the School District has identified a need for Teachers with advanced degrees and/ or additional endorsement(s);

WHEREAS, the Teacher is employed by Kimball Public Schools as a Teacher and desires to obtain an advanced degree and/ or additional endorsement(s) at an accredited college or university;

WHEREAS, the School District would be agreeable to provide a loan in the form of tuition reimbursement to the Teacher upon receipt of (1) transcripts establishing successful completion of advanced graduate-level coursework towards an advanced degree and/ or additional endorsement(s) approved in advance by the Superintendent (Successful completion shall mean a grade of "B" or above as determined by the college or university from which the coursework was taken); (2) a copy of the tuition bill; and (3) a receipt showing payment for such course work by the Teacher, subject to the Teacher committing to continuing to work for Kimball Public Schools and other terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, it is agreed as follows:

1. Tuition Reimbursement Loan. Kimball Public Schools agrees to provide a tuition reimbursement loan to the Teacher in the amount of \$300.00 per credit hour upon receipt of (1) transcripts establishing successful completion of advanced graduate-level coursework towards an advanced degree and/ or additional endorsement(s) approved in advance by the Superintendent (Successful completion shall mean a grade of "B" or above as determined by the college or university from which the coursework was taken); (2) a copy of the tuition bill; and (3) a receipt showing payment for such course work by the Teacher, subject to the Teacher committing to continuing to work for Kimball Public Schools and other terms and conditions contained herein. The tuition reimbursement loan under this agreement shall terminate, and Kimball Public Schools shall have no obligation to make any further tuition reimbursement loan payments from and after the earlier of: (1) completion of advanced degree program and or additional endorsement(s), (2) five years after the date of this agreement, or (3) the date Teacher ceases to remain in the full-time employment of Kimball for any reason.

2. Repayment of Tuition Reimbursed. Payment of tuition reimbursement under this agreement shall be a loan, subject to forgiveness of such loan, plus accrued interest pursuant to paragraph 3 hereof. Interest shall accrue on the tuition reimbursement loan at the rate of six percent (6%) per annum on the amount of tuition paid, from and after the payment of such tuition reimbursement to the Teacher.

3. Forgiveness of Loan. In the event Teacher leaves the employment of the school district prior to earning the advanced degree and/ or additional endorsement(s), Teacher must repay the school district for the tuition reimbursement payments that have been paid by the school district plus accrued interest per annum starting in the 2024-25 school year and going forward.

In the event Teacher leaves the employment of the school district in fewer than three years after earning an advanced degree and/ or additional endorsement(s), Teacher shall be responsible for repaying the school district for one-third of the tuition reimbursement payments plus interest for each year less than three that he or she remains.

In the event Teacher remains in the full-time employment of Kimball Public Schools for three years after the date of the advanced degree completion or obtainment of additional endorsement(s), the Teacher shall not be required to repay the tuition reimbursement loan.

Kimball Public Schools is authorized to report such tuition reimbursement loan forgiveness to the IRS and other governmental agencies in such fashion as its tax advisers may direct, and Teacher shall hold Kimball Public Schools harmless and indemnify it for any taxes, penalties, or interest (including employer and Teacher shares) that the IRS or other governmental agencies may claim to be due on such loan forgiveness.

4. Authorization of Teacher to Deduct Loan Balance and Interest from Pay Check. In the event the Teacher voluntarily resigns from his/her employment with the Kimball Public Schools prior to the completion of the forgiveness of the tuition reimbursement, the School District is hereby expressly authorized by the Teacher to deduct any principal balance and accrued interest remaining on the tuition reimbursement loan from any compensation remaining unpaid for services rendered without limitation.

5. Continued Employment Condition. In regard to the condition that Teacher remain in the full-time employment of Kimball Public Schools, for any and all purposes of this Agreement, the condition shall be deemed to not have been met in the event full-time employment ends, regardless of whether the employment ends as a result of a resignation or termination, or death, and if for reason of resignation or termination, regardless of the reason, if any, for the resignation or termination.

Notwithstanding anything to the contrary herein, if the Teacher's employment contract with Kimball Public Schools is cancelled, not renewed or terminated under the Teacher Tenure Act, then the Teacher expressly agrees that the District may withhold and deduct the remaining tuition loan and interest balance from the Teacher's final paycheck.

6. Representations by the Teacher. The Teacher represents, warrants and hereby agrees that she/he will remain employed in a full-time capacity at Kimball Public Schools until the tuition loan has been forgiven in full or the Teacher has repaid the remaining tuition loan and interest balance in full. By signing this Agreement and accepting the tuition loan funds, the Teacher understands and accepts that the District will not agree to release the Teacher from the Teacher's continuing contract with Kimball Public Schools until the tuition loan and interest is paid in full.

DATED: _____, 2024

DATED: _____, 2024

KIMBALL PUBLIC SCHOOLS, a Political
subdivision of the State of Nebraska

Teacher

BY: _____
Board President

Students

Preschool Enrollment

The District's preschool program shall be operated in accordance with this policy.

Eligibility

The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program.

If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the preschool program in the following order of priority:

1. Those students that are required by law to participate or be given a preference in the preschool program;
2. Resident students who are or will turn four-years by July 31st prior to the start of the school year;
3. Resident students who are eligible to enroll in kindergarten;
4. Resident students with special needs who require additional support services or are considered part of a vulnerable population. Vulnerable population is defined as low-income or English Language Learner.

The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

Waitlist

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

Compliance

All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

Date of Adoption: [Insert Date]

Business OperationsEmergency Response Mapping

Kimball Public Schools will provide mapping data to public safety agencies for use in response to emergencies. The mapping data will be provided in an electronic or digital format and will contain all information identified in state statute and as reasonably requested by the public safety agencies.

At least annually, the District will certify to the appropriate public safety agencies that the mapping data provided to the public safety agencies is accurate or, if information has changed, provide the appropriate public safety agencies with updated mapping data.

Legal Reference: LB 1329 (2024)

Date of Adoption: [Insert Date]

Class Ranking and Grade Point Average

The official final grade point average (GPA) of graduating students is based upon a minimum of 8 semesters of studies in order to allow student sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities upon request of the student.

Class Rank will be determined on a 4.0 scale.

In order to be eligible for valedictorian and salutatorian recognition, a student must have attended Kimball Public Schools as a full-time student for a minimum of four consecutive semesters in grades 9-12.

Adopted: December 13, 2004
Revised: June 8, 2015
Reviewed: August 14, 2023



MARY LYNCH ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

2024-2025

TABLE OF CONTENTS

Foreword	4
Intent of Handbook	4
Members of the Board of Education:	4
Administrative Staff:	4
Teaching Staff	5
Support Staff	6
A Message from the Principal	7
Mission, Vision and Goals	8
School Mission and Vision Statements	8
Goals and Objectives	8
Mutual Respect	8
School Day	9
Daily Schedule	9
Open-Closed Campus	9
Preschool Program	9
After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence	10
Communication	11
Severe Weather and School Cancellations	12
Use of Building and Grounds	14
Entering and Leaving the Building	14
Visitors	14
Smoke-Free Environment	14
Care of School Property	15
Searches	15
District-Wide Access Control System and Video Surveillance	16
Use of Telephone	16
Bicycles	16
Student Valuables	16
Lost and Found	16
Accidents	16
Insurance	17
Bulletins and Announcements	17
Copyright and Fair Use Policy	17
Attendance	18
Attendance Policy	18
Attendance and Absences	18
Tardiness	21
Leaving School	21
Attendance is Required to Participate in Activities	21
Make-up Work	21
Scholastic Achievement	22
Grading System	22
Promotion, Retention	22
Progress Reports	22
Report Cards	23
Parent-Teacher Conferences	23

Recognition	23
Support Services	24
Support for Student Success	24
Multi-Tiered System of Supports (MTSS)	24
High Ability Learners Program (HAL)	24
Special Education Identification and Placement Procedures	24
Guidance Services	25
Restorative Practice	26
Health Services	27
Additional Academic Opportunities	30
Student Conduct	31
Positive Behavior Interventions and Supports (PBIS)	31
Mary Lynch Discipline Plan	32
Harassment and Bullying Policy	32
Office Referral Process	33
Parent Notification of Disciplinary Actions	34
Student Discipline	34
Short-Term Suspension	34
Long-Term Suspension	35
Expulsion	35
Emergency Exclusion	37
Other forms of Student Discipline	37
Student Conduct Expectations	37
Grounds for Short & Long Term Suspensions, Expulsion or Mandatory Reassignment	38
Additional Student Conduct Expectations and Grounds for Discipline	40
Inappropriate Public Displays of Affection (IPDA)	47
Law Violations	48
Drugs, Alcohol, and Tobacco	49
Drug-Free Schools	49
Alternate Programs	52
Due Process Procedure	53
Network, E-Mail, Internet and Other Computer Use Rules	57
Internet Safety Policy	57
Computer Acceptable Use Policy	58
Acceptable Use of Computers and Networks: Student's Agreement	61
Acceptable Use of Computers and Networks: Parent's Agreement	62
Extra-Curricular Activities - Rights, Conduct, Rules, and Regulations	63
Student Fees Policy	63
State and Federal Programs	65
Notice of Discrimination	65
Designation of Coordinator(s)	65
Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	66
Notice Concerning Staff Qualifications	66
Breakfast and Lunch Programs	67
Kimball Public Schools Wellness Policy	70
Title 1 Parent and Family Engagement Policy	72
School-Parent Learning Compact	74
RECEIPT OF 2024/2025 PARENT-STUDENT HANDBOOK	76

Mary Lynch Elementary School Student Handbook

Foreword

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 Mary Lynch Elementary School. 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 children 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. 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.

Members of the Board of Education:

<u>Name</u>	<u>Contact Information</u>
Travis Cook, President	tcook@kpslonghorns.org
Jennifer Griebel, Vice President	ygriebel@kpslonghorns.org
Tom O’Brien, Secretary	tobrien@kpslonghorns.org
Ken Smith, Treasurer	ksmith@kpslonghorns.org
Lanny Little	llittle@kpslonghorns.org
Britni Toth	btoth@kpslonghorns.org

Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org	308-235-2188
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org	308-235-4861
Amanda Culek	Elementary Principal/Special Education	aculek@kpslonghorns.org	308-235-4696
Deb Bourlier	Administrative Assistant	dbourlier@kpslonghorns.org	308-235-4696
Carmela Graves	Business Manager	cgraves@kpslonghorns.org	308-235-2188

Teaching Staff

<u>Name</u>	<u>Grade</u>	<u>Email</u>
Sarah Lewis	Guidance Counselor Behavioral Health Point of Contact	slewis@kpslonghorns.org
Victoria Ingram	Pre-Kindergarten	vingram@kpslonghorns.org
Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
Cassady Malm	Kindergarten	cmalm@kpslonghorns.org
Rachel Risseeuw	First Grade	rlashmett@kpslonghorns.org
Kelli Patterson	First Grade	kpatterson@kpslonghorns.org
Melissa Mekelburg	Second Grade	mmekelburg@kpslonghorns.org
Mark Head	Second Grade	mhead@kpslonghorns.org
Lani Heeg	Third Grade	lheeg@kpslonghorns.org
Blythe Diamond	Third Grade	bdiamond@kpslonghorns.org
Jolie Dorrell	4th-6th Reading	jdorrell@kpslonghorns.org
Krissy Segreaves	4th-6th Reading	kseagreaves@kpslonghorns.org
Ben Ferguson	4th-6th Math	bferguson@kpslonghorns.org
Katie Fryda	4th-6th Math	kfryda@kpslonghorns.org
Bernie Walker	4th-6th Social Studies	bwalker @kpslonghorns.org
Kevin Kilgore	4th-6th Science	kkilgore@kpslonghorns.org
Justin Mohr	Special Education	jmohr@kpslonghorns.org
Heidi Chesley	Special Education/Assessment Coordinator/Spec. Ed Coordinator	hchesley@kpslonghorns.org
Judy Walker	Title 1	jwalker@kpslonghorns.org
Beth Brown	Speech Pathologist	bbrown@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Kristi Hiles-Smith	Music/Band	khsmith@kpslonghorns.org
Jacob Hoffman	Music	jhoffman@kpslonghorns.org
Dane Wurdeman	Physical Education	dwurdeman@kpslonghorns.org
Jamie Murdoch	Library/Media Specialist	jmurdoch@kpslonghorns.org

Support Staff

<u>Name</u>	<u>Position</u>
Bill Richards	Head Custodian
Connor Cluff	Custodian
Steven Bogar	Paraprofessional
Nikki Hottell	Paraprofessional
Julia McGinnis	Paraprofessional
Hannah Acheson	Paraprofessional
Trista Wurdeman	PreK Paraprofessional
Cynthia Rasmussen	Paraprofessional
Jodell Schulte	Paraprofessional
Aubrie Brehm	Paraprofessional
Marci Munieo	Paraprofessional
Shawna Bojorquez	Cook
Marcie Pratt	ELITE Director
Lorri Norberg	Bus Route Driver
Karen Hottell	Bus Route Driver
Brittany Cook	Bus Route Driver

A Message from the Principal

Dear Parents and Students,

Welcome to Mary Lynch Elementary! As the proud principal of our school, I am excited to embark on another year of learning, growth, and achievement together.

At Mary Lynch Elementary, we hold high expectations for our students, grounded in the values of respect, responsibility, safety, and effort. These core principles guide everything we do, both inside and outside the classroom.

Our dedicated staff members are passionate about providing high-quality education and creating a safe and nurturing environment where every student can thrive. We believe in the power of open communication and collaboration between home and school to support student success.

I want to emphasize the importance of open communication in maintaining a strong partnership between home and school. My door is always open, and I welcome your input, questions, and concerns. By working together, we can ensure that every child receives the support and resources they need to succeed.

Thank you for entrusting us with your child's education. I look forward to a fantastic school year filled with growth, achievement, and meaningful connections.

Sincerely,

Amanda Culek

Mary Lynch Elementary School
Elementary Principal/SPED Director

A: 1000 E 6th St., Kimball, NE 69145

M: 308-235-4696

W: www.kpslonghorns.org

E: aculek@kpslonghorns.org

Mission, Vision and Goals

School Mission and Vision Statements

Welcome to Kimball Public Schools!

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our school system's vision is to embrace a vision of excellence. Our school is committed to providing quality education that unlocks the vast potential within each student.

At Kimball Public Schools, we believe:

- Seek out and use evidence-based practices that support student learning.
- Embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- Enhance the collaborative team as the fundamental structure to improve instructional practices.
- Provide a guaranteed curriculum that meets or exceeds the state standards.
- Provide daily classroom formative assessment of student achievement to monitor progress.
- Ensure high expectations to inspire high levels of student learning.
- Support continuous learning and ongoing professional development for our educators.
- Enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- Promote strong partnerships with parents and provide parents with the information to support their children's learning.

Goals and Objectives

The goals and objectives of Mary Lynch Elementary School are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. Staff necessary to fulfill the above objectives; and,
9. Facilities are necessary for the above objectives.

Mutual Respect

Kimball Public Schools 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 the student will not be tolerated.

School Day

Daily Schedule

Mary Lynch Elementary will operate on a **4-day school week** for the 2024-25 school year with mostly Fridays off throughout the year. There are several Fridays that school will be in session as a result of the district having a day off earlier in the week (i.e. Labor Day, hosting conference events, etc.).

During the school year, students will be in class from **8:00 AM - 3:40 PM**.

Kimball Public Schools will operate our Food Services program at Mary Lynch Elementary on Fridays during the school year when students have the day off (excluding Thanksgiving and Christmas break). The Friday program will look similar to our summer food services program at Mary Lynch as we will serve breakfast and lunch.

Students should refrain from entering the building until 7:40 AM unless they are participating in the breakfast program, in which case they may enter at 7:30 AM. **Supervision on the school grounds will begin at 7:30 AM.** However, in cases of adverse weather conditions, students will be allowed to enter the building at 7:30 AM. Please note that any students on the school grounds before supervision begins are not the responsibility of the district or its employees. Once students enter at 7:40 AM, they will be directed to the playground until the tardy bell rings.

Open-Closed Campus

All students are required to remain on campus during the school day, except when Kimball Public Schools receive written parent permission for their son/daughter to leave campus during lunch.

Preschool Program

The preschool program at Kimball Public School is designed to create a nurturing and enriching environment where young learners can thrive. We prioritize the comprehensive development of each child, fostering positive self-concepts and encouraging curiosity, critical thinking, and exploration every day.

Preschool Enrollment Eligibility and Priority:

- Those students who are required by law to participate or be given a preference in the preschool program;
- Resident students who are or will turn four years by July 31st before the start of the school year;
- Resident students with special needs who require additional support services or are considered part of a vulnerable population. A vulnerable population is defined as low-income or English Language Learners.
- Resident students who are eligible to enroll in kindergarten

Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed

appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

Waitlist

If the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in School Board Policy 503.07. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

Compliance with State Standards

Our preschool curriculum is closely aligned with the K-12 curriculum and based on the Nebraska State Standards. We adhere to the regulations outlined in the Nebraska Department of Education Rule 11 to ensure that our program meets state standards for early childhood education.

Teaching Strategies GOLD Assessment

To monitor each child's progress and development, we use Teaching Strategies GOLD assessment tools. These assessments help us tailor our teaching approaches to meet the individual needs of each student, ensuring a personalized learning experience.

Preschool Schedule

Our preschool operates on a **4-day school week schedule**, mirroring the schedule of Mary Lynch Elementary School. We offer two class sessions to accommodate different family schedules:

- Morning Session: 8:00 a.m. to 11:15 a.m.
- Afternoon Session: 12:15 p.m. to 3:30 p.m.

Home Visits

As part of our commitment to building strong partnerships between home and school, home visits are conducted as a requirement of Rule 11. Each student will have two home visits per school year. These visits provide opportunities for teachers to connect with families, share insights about their child's progress, and collaborate on strategies to support learning and development. Preschool teachers will schedule these visits with families at the beginning of each semester.

The Superintendent or designee has the authority to interpret capacity and enrollment decisions, and these decisions are final with no appeal process to the Board of Education.

We are dedicated to providing a positive and inclusive learning environment for all our preschool students. If you have any questions regarding our enrollment age requirements, curriculum, assessment practices, or any other aspect of our preschool program, please don't hesitate to contact the school office for further assistance.

Information in this handbook is aligned with Kimball Public Schools School Board Policy 503.07.

After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence

The ELITE program will be available on school grounds from the **end of the regular school day until 6:00 PM** on regular school days. Additionally, on Fridays (excluding Thanksgiving and Christmas break), ELITE will

operate from 8:00 AM to 12:00 PM.

ELITE aims to provide students with educational enrichment opportunities and assistance with their daily homework tasks. As part of our service, we will offer a complimentary nutritious snack.

Please note that ELITE operates independently with its own handbook. To participate in the program, students must complete the registration process and agree to adhere to the program guidelines.

For further information or inquiries, please reach out to our program director, Marcie Pratt, at mpratt@kpslonghorns.org.

Communication

Teacher Response Times and Communication

At Kimball Public Schools Elementary, we value open communication between teachers, students, and families. Effective communication is crucial for the success of our students, and we employ various channels to keep everyone informed.

Teacher Contract Hours

Teachers at Kimball Public Schools work from 7:30 AM to 4:30 PM. During these hours, they are fully engaged in the educational process and committed to the academic and personal growth of their students.

Communication Platforms

We utilize the Kimball Public Schools Apptegy App, specifically the Apptegy Rooms feature, for all school-related communication. Apptegy Rooms is a comprehensive two-way communication and messaging tool integrated directly with our school's app. This tool streamlines communication between teachers, students, and parents, bringing all conversations into one accessible place.

Response Times

While we understand the importance of timely communication, teachers' schedules are demanding. Therefore, we ask for your understanding regarding response times. Teachers will make every effort to respond to messages within a 24-hour period during contracted school days and hours.

Additional Communication Channels

In addition to Apptegy Rooms, we employ various communication methods to keep you informed:

- District Calendars
- School Website - www.kpslonghorns.org
- Kimball Public Schools - App
- School Facebook Page
- Email (Mass Emails and Personal Emails)
- Call Alerts
- Periodic Letters (sent home with students in Longhorn Mail)
- Phone Calls

Two-Way Communication

Communication is a two-way street, requiring involvement from both parents and the school. We encourage active participation from parents in this process to ensure the success of our students. It's essential to maintain updated contact information, including a working phone number, for emergency purposes. Please refrain from blocking the school's number to ensure seamless communication.

Hearing Both Sides of the Story

In situations where you hear one side of a story regarding events at school, it's important to gather all perspectives. We encourage parents and guardians to hear both their child's account and the school's version of events. Our staff are committed to ongoing communication and providing a complete picture of any situation. Good communication fosters understanding and supports the success of our students.

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 put the information on Thrill Share (school app) and 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. 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 cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Sidney and Scottsbluff radio and Scottsbluff television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

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 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.**

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. 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.

What Not To Do. 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. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions- Kimball Public Schools 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 throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

If the Kimball area is under an adverse weather WARNING at the time of dismissal, students will not be dismissed from school and the busses will not run until the weather warning has been nullified.

Use of Building and Grounds

Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. During fair weather conditions, students can enter the building at 7:40 a.m. During bad weather, the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in their designated grade level area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:40 p.m. Make-up work, special help, and assignment after school, club meetings, and other school activities begin at 3:40 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

After School Program: Our 21st Century After School Program (ELITE) will provide students additional educational support outside the regular school day through engagement in student-centered opportunities aligned to school-day learning objectives.

Pick Up and Drop Off of Students at Mary Lynch

Our purpose is to provide an environment that is safe for all students arriving and leaving school. All students traveling by bus will load and unload on the south side of the Mary Lynch Modular. This area is paved and designated by signs.

All students traveling by car will load and unload on 6th Street and in the driveway. The areas will be designated by signs as well as adults at each crosswalk. We discourage you from dropping off your child at any other location around Mary Lynch.

All students walking to and from school will be encouraged to use the crosswalks on 6th Street.

Visitors

All visitors must report to the office upon entering the front doors of the Mary Lynch Elementary building to sign in, in order to receive a visitor's pass. Parents are welcome at all times, however, previous arrangements need to be made with the principal if wanting to visit a classroom or staff member. It is usually best practice if your visit is of relatively short duration, approximately 30 minutes or less. This visit is not to be used as a conference with a teacher during school hours. You may make arrangements for conferences before or after school or when a teacher has set a regular scheduled conference time. Please sign in/out at the office upon entering/exiting the front entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Smoke-Free Environment

Kimball Public Schools declares all of our school's buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free and abide by our District's policy.

Care of School Property

Students are entrusted with the proper care of all books, equipment, supplies, and furniture provided by the school.

Any student who disfigures property, damages school property or equipment, or breaks windows will be held accountable and may be required to cover the costs of repair or replacement.

Fines for damaged or lost books are determined as follows:

- Lost Book: Replacement cost
- Missing one or both covers: Same as lost book
- Missing Page or Torn Page: 50 cents per page (up to replacement cost)
- Marks that cannot be erased: 20 cents per mark (up to replacement cost)

Chromebooks:

- Student Chromebooks are an essential tool for learning and must be treated with care. To minimize the risk of damage and maintain the integrity of the educational experience, Chromebooks are not permitted to go home with students at the end of the day.
- Students requiring Chromebooks for homework purposes must obtain permission from the school administration. Parents and students will be required to sign a mobile device pledge and agreement before a Chromebook can be checked out.
- Damages to student Chromebooks can disrupt a student's education. Any student found responsible for damage to their Chromebook will be liable for repair or replacement costs not covered by the device's warranty. These costs will be assessed and charged accordingly.
- School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before receiving school reports and final grades.

We encourage all students to take responsibility for the care and protection of their devices and school property to ensure the best educational experience for themselves and their peers.

Searches

Student desks, lockers, computer equipment, 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 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 desks, lockers, computers, and other such property may be conducted at the discretion of the administration.

The following rules shall 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 must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.

3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

District-Wide Access Control System and Video Surveillance

The safety and security of the District’s students, staff, physical space, and assets is a shared responsibility of all members of the KPS community. In order to meet this obligation, Kimball Public Schools has installed and implemented a district-wide access control system with updated procedures for access to facilities. To best facilitate the use of this system, the district has procedures for access to facilities. All district facility external doors will be locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors, and those without access privileges will be required to request access via audio/video intercom, state the purpose for the access request, and be checked in the main offices. Detailed procedures for requesting and granting access are published in school handbooks and the district website at a future date.

The Board of Education has authorized 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.

Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a public courtesy phone available for student use at Mary Lynch Elementary. The courtesy phone is NOT to be used during class time. The use of the phone is not an excuse to be tardy to class.

Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

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. If it is necessary to bring valuable items or more money to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student’s property will not be subject to loss, theft, or damage.

Lost and Found

Our lost and found, located in the vestibule at the front of the school, serves as a collection point for all misplaced items. Any materials left in the lost and found at the end of the school year will be donated. Students who find lost articles are encouraged to take them to the lost and found closet, where owners can claim them. If articles are lost on school premises, please promptly report the loss to office personnel.

Accidents

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.

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 in classes with a 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 or on school bulletin boards.

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 and stamped by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium 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 these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Attendance

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

The following codes will be assigned to student absences for the following reasons:

UA – Parent Notification (Unexcused): A parent or guardian has called to let the school know their child will not be in school.

AP - Parent Notification (Excused): The parent or guardian provides one-week advance notice to the Principal and the student maintains an A or B average in the class.

CO – Court Ordered: The student is absent due to a court order.

DF – Death in the Family: The student is absent due to a death in the immediate family.

IS – In-School Suspension: The student is absent due to In-School Suspension

ME – Medical Excuse: The student has submitted documentation from a doctor to the school office related to the absence.

NC – No Call: The student is absent, and no call was received by a parent or guardian.

OS – Out of School Suspension: The student is absent due to Out of School Suspension

SB – Student Business: The student is absent due to a school-related activity

VIR – Virtual: The student is absent due to mandatory quarantine

1. Excused Absences An Absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: CO, DF, ME, SB, VIR, AP Excused
2. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure.

For excused absences due to illness, parents are required to provide the school with a note from a medical professional. However, we understand that visiting a doctor may not always be feasible. In such cases, if parents are concerned about an absence being unexcused due to illness, they may visit the office to obtain a "Request for Excused Absence" form. This form must be completed in its entirety and submitted within one week of the unexcused absence for consideration.

Submitting this form does not guarantee automatic approval of the absence as excused, but it will be reviewed by the administration and nurse. Parents will be notified of the decision within five days.

For excused absences, students will have one week to make up missed work. If there are multiple excused absences in a week, students will still have five days to complete the required work. Assignment sheets will be prepared for students who are ill upon request. Parents and/or students must contact the school by 9:00 a.m. to request assignment sheets. A student will be considered truant until a parent/guardian contacts the school. If there is no parent/guardian contact within two days, the absence will be considered unexcused.

For unexcused absences, the teacher may determine how to manage missed coursework, subject to approval by the Principal. Students may be required to make up the work and the missed time.

The Principal retains discretion to deny or approve the excused or exempt status of absences based on circumstances such as the student's number of other absences, academic status, missed tests or projects, and in the case of a family trip, whether the trip could be scheduled during non-school time and the educational nature of the trip.

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 age 6 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent 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. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a semester 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. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 10 and 15 absences. When a student accumulates 20 absences in the school year, then the County Attorney will be notified and legal action may be taken against the parent/ guardian.

After 5 unexcused absences

1st communication from the principal

10 unexcused absences	2 nd communication from the principal Meeting scheduled to establish a collaborative attendance plan. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, and the counselor.
15 absences	3 rd communication from the principal – revisit attendance plan with TDO and parents.
20 absences	Notification of the Kimball County Attorney (legal action may be taken)
21 absences	Meeting scheduled to determine future academic plans of the student. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, the counselor, and the classroom teachers.

Upon the 10th day of absence, a letter from the principal’s office will be sent to the parent/guardian of the student requiring that they contact the principal to set up a meeting. After the 10th day of absence and no later than the 15th day, the meeting with the parent/guardian and the principal should have taken place. Upon the 15th absence, an additional meeting may be requested.

Upon the 20th absence, the County Attorney will be notified and legal action may be taken against the parent/guardian. Upon the 21st absence, a meeting will be scheduled to determine the future academic plans of the student. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, the counselor, and the classroom teachers.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings shall be held between a school attendance officer, Truancy Diversion Officer, 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 a 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 will be conducted by the school administration to identify conditions that 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 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 Neb.Rev.Stat. § 79-201, (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 statute. If, within one week after such 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.

Tardiness

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area by 8:00 a.m.

For students who receive five unexcused tardies during a quarter; this will result in a ½ day of absence.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Attendance is Required to Participate in Activities

Students must attend school ½ of the day of any scheduled school activity in order to participate in the activity. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

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 will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the parents or students have concerns prior to being absent they should contact the teacher/teachers in advance, preferably (3) days.

Scholastic Achievement

Grading System

Kimball Public Schools will use Standards-Based Grading for Kindergarten through 3rd grade. Instead of receiving an “A” in math for the quarter, the student will receive a 1, 2, 3, or 4 for each standard covered during that quarter.

What do the levels represent?

4.0 - Advanced: Demonstrates understanding of beyond grade-level standards consistently and independently.

3.0 - Proficient: Demonstrates understanding of grade level standards consistently and independently.

2.0 - Basic: Demonstrates partial understanding of grade level standards with or without support.

1.0 - Below Basic: Demonstrates minimal (or no) understanding and does not meet grade-level standards even with support.

Kimball Public Schools will use the letter grading system for the 4th grade through 6th grade as follows:

A	93 - 100	Excellent
B	85 - 92	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	0 - 69	Failing
INC		Incomplete Work

Each teacher should define for students the grading procedures to be used in their classes.

Promotion, Retention

The professional staff at Kimball Public Schools will place students at the grade level and in the courses best suited to them academically.

Students will typically progress annually from grade to grade. A student may be retained at a grade level 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. The building principal will make the final decision.

Progress Reports

Parents of students in Kindergarten through third grade may receive various supplemental reports throughout the school year concerning student performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent at the discretion of the teacher.

Every student in fourth through sixth grades will receive school-wide progress reports halfway through each grading period. These reports are sent home to inform both students and their parents or guardians of the student's academic progress and identify any areas that require improvement.

Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress in 4th to 6th grade. Standards-Based grades will be given in Kindergarten 1st, 2nd and 3rd Grade. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "U" (Failing). 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.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year during the 2nd and 4th Quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Recognition

The following section of the handbook highlights the commendable efforts of our students and their well-deserved recognition. Our students are recognized in two categories: Academic Honors and Life Skills Honors. The academic Honors program aims to acknowledge the academic excellence of our students, and therefore, Honor Rolls will be determined at the end of each quarter - 1st, 2nd, 3rd, and 4th. The Life Skills program aims to acknowledge students who are excelling in the areas of respect, responsibility, citizenship, work ethic, and organization. Accordingly, students who meet the criteria will receive due recognition.

Life Skills Recognition

Schoolwide

- a. Students receiving all 3's and 4's on the Life Skills rubric will be classified as students on the Life Skills Honor Roll.
- b. Students who have attended every class during each grading period will receive recognition as having perfect attendance.
- c. **Special Awards**
 - i. **PE Powerhouse Award**
 - ii. **Music Marvel Award**
 - iii. **Technology Whiz Award**
 - iv. **Literary Enthusiast Award**
 - v. **Artistry All-Star Award**

Academic Honors

4th- 6th Grade

- a. Students receiving all "A's" will be classified as students with DISTINCTION.
- b. Students earning "A's" and "B's" will be classified as students with HONOR.
- c. All class grades are figured the same for honor roll status.
- d. Honor roll lists will be published at the end of each quarter.

Kindergarten - 3rd Grade

- a. Each classroom teacher will give out an academic excellence award in the following areas:
 - Reading
 - Math
 - Most Improved

Teachers will take student grades, test scores, and participation into consideration for each of these awards. It is up to the teacher's discretion to determine the recipients of each award.

Support Services

Support for Student Success

At Mary Lynch Elementary, we prioritize every student's academic achievement and offer various avenues of support. Our Intervention Referral team, comprised of certified staff members and the principal, collaborates to identify and implement interventions for students who require additional assistance to meet grade-level expectations. Through brainstorming sessions and data reviews, we tailor interventions to suit each student's needs, ensuring their success across all subject areas.

Multi-Tiered System of Supports (MTSS)

MTSS ensures that all students receive the necessary assistance to meet grade-level standards and social-emotional/behavioral expectations. Our school implements a comprehensive student identification and support process, involving screenings in core academic areas like reading, math, and social-emotional domains throughout the school year. By analyzing data from various sources such as grades, attendance, and diagnostic assessments, we determine if interventions are necessary. For students requiring additional support, our Intervention Referral Team devises personalized interventions and monitors progress closely. Our universal screeners, including DIBELS, NWEA/NSCAS, and diagnostic assessments like CORE Literacy Library Reading Measures, Spring Math, and Espark, aid in this process.

High Ability Learners Program (HAL)

We recognize and support students in grades K-12 who demonstrate high performance capabilities through our High Ability Learners Program. Utilizing criteria such as MAP test scores, teacher ratings, and nominations, we identify candidates for evaluation. Eligible students, including those with talents in visual and performing arts nominated by teachers, receive tailored opportunities for growth and development. Our inclusive environment ensures that every student has the chance to reach their full potential.

Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum, and services, including transportation, through the use of staff, facilities, equipment, and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement, and instruction for students with disabilities. These services are free to parents unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

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 public 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 years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with 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). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools, or other situations outside the regular educational environment when the nature of the child's needs requires specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve of the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents 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 free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied with the findings and decisions made in a state-level hearing have the right to bring a civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans, and budgets are available for public inspection.

This is a summary of the Kimball Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public Schools District Offices.

Guidance Services

Kimball Public Schools employs a guidance counselor for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

Restorative Practice

Restorative Practice Policy: Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs-based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative

Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

Restorative Practice Process: Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim-offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource offers, or others that support the district, such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court-approved mediation centers. In a Restorative Practice conference, students and parents/guardians agree to the following:

Constructive Communication: The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator's role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not make judgments, give legal advice, or present parties with solutions to their problems.

Confidentiality, Privileged, and Voluntary Communications: Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:

- Agreements reached in the restorative process.
- When written permission by all participants is given.

When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed. *When* process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.

Agreements: No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.

Program Evaluation: Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

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 include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on a 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. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever-reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

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. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR) or at his/her discretion.

For non-prescription medication that must be given on a routine basis by school personnel, parents must provide a signed written consent for the child to be given medication at school. This medicine should also be in its original container and must be left in the school office.

School personnel can occasionally give non-prescription drugs such as non-aspirin, antacid, etc.. Parents must have signed the "Authorization" form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

School Health Screening

Children in Pre-Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

Immunizations

Immunizations against the following diseases are required for every child:

• Measles • Mumps • Rubella • Poliomyelitis • Diphtheria • Pertussis • Tetanus and Varicella

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care

provider will be accepted. If the child has had the varicella disease, they do not need any varicella shots.

Children age 2 through age 5 enrolled in a school-based program not licensed as a childcare provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given on or after 15 months of age.
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any 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 may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may 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 used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, 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 the child has TWO cases of live lice in a semester, he or she 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 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. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.
 8. *Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Additional Academic Opportunities

In accordance with Section 79-258, your child may be required to stay after school to participate in Additional Academic Opportunities, where they will receive additional assistance with their schoolwork. These opportunities are designed to provide extra support to help students improve their academic performance.

Section 79-258. Administrative and teaching personnel; authorized actions.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Student Conduct

Positive Behavior Interventions and Supports (PBIS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBIS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety.** Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are the general expectations for Mary Lynch Elementary School:

EXPECTATIONS

Show **RESPECT** for yourself, others, and school property
Take **RESPONSIBILITY** for your actions and your choices
Make the **EFFORT** to be a good student and citizen
Think **SAFETY** for the good of everyone

RESPECT

Participate Positively
Listen to Others
Wait your turn
Think before you speak
Use inside/outside voice appropriately

RESPONSIBILITY

Be on time
Be honest
Be prepared
Be accountable for your actions
Use your manners
Clean up after yourself

EFFORT

Be prepared
Listen
Stay on task
Do your best everyday

SAFETY

Keep hands and feet to yourself
Use equipment and school property appropriately
Walk
Practice good hygiene

Mary Lynch Discipline Plan

Purpose:

- Ensure student safety and establish a structured environment.
- Communicate and reinforce clear boundaries.
- Cultivate mutual respect.

Foundations:

- Implementing a flexible, leveled hierarchy of consequences helps the staff at Mary Lynch Elementary meet the needs of a variety of learners. It helps provide a path that one can follow if a student becomes defiant or confrontational but gives the flexibility in how we walk that path.
- Interventions prioritize effective communication through words, volume, and body language.
- Utilization of a calm and firm demeanor, with a quiet voice, creates a non-threatening environment.
- Effective school discipline policies help students learn that the school setting has behavioral lines that cannot be crossed, and that adults on the campus care enough about them to teach them where those lines are.

Multi-Tiered System of Supports:

- Behavioral expectations are taught, reviewed, and reinforced regularly.
- Staff actively model expected behaviors.
- Daily classroom management emphasizes positive, proactive, and preventative practices.
- Misbehavior incidents are viewed as opportunities to reinforce expected behavior.
- Negative consequences are used sparingly, with a focus on addressing interfering factors to positive behaviors.

Process:

Classroom Managed Behaviors:

- Teachers address and manage disruptive behaviors within the classroom, including disruptions, inappropriate language, refusal to work, and off-task behavior.

Office Managed Behaviors:

- Behaviors warranting referral to the office for administrative consequences or intervention include physical aggression, abusive language, cheating/lying, harassment/bullying, and incidents involving bodily fluids.

Harassment and Bullying Policy

Kimball Public Schools maintains a zero-tolerance policy towards bullying behavior. The following guidelines are established to address instances of harassment or bullying:

- **Step One:** Upon the first instance of possible harassment or bullying behavior, the accused student will be informed of the complaint and provided with a warning regarding such behavior. Consequences for future occurrences will be clearly outlined. If the school deems the initial incident severe, they reserve the right to escalate immediately to any step outlined in the harassment policy. Additionally, disciplinary actions, including expulsion, may be taken if the conduct violates other provisions of the student code.

- **Step Two:** If a second incident of harassment occurs, the student's parents will be notified, and a conference will be requested. Consequences will be assigned if it is determined that harassment took place. The student may remain at this step as long as authorities believe the consequences are effectively addressing the behavior. If no basis is found for the harassment accusation, no consequences will be assigned. Intentionally false accusations will be appropriately addressed.
- **Step Three:** If harassment persists or the student fails to agree to cease harassing behavior, the school may assign the student to the appropriate level of the Harassment Program determined by school authorities.
- **Step Four:** If a student does not respond positively to the corrective measures of the Harassment Program, they will face suspension from school for a minimum of five school days, up to expulsion. School authorities will take necessary actions to ensure a safe learning environment for all students.

Harassment and Bullying Program--Levels

All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I:

- The assignment duration is a minimum of two weeks.
- The student must report to the office by 7:45 a.m. each morning.
- The student will eat on campus at an assigned table.
- At the end of the day, the student will report to an assigned room and remain until 4:00 p.m. to ensure the safety of all students leaving the school grounds.

Level II:

- The assignment duration is a minimum of two weeks.
- The student must report to the office by 7:45 a.m. each morning.
- The student will eat on campus at an assigned table.
- At the end of the day, the student will report to an assigned room and remain until 4:00 p.m.
- The student will not transition with other students between classes.

Level III:

- This is a long-term assignment.
- All Level II guidelines apply, with the assignment lasting no less than six weeks and potentially continuing into the next school year if deemed appropriate.

Office Referral Process

- Office referrals are managed through a tiered approach, focusing on redirection and de-escalation whenever possible.
- Students spend a minimum of 10 minutes in the office to calm down, discuss the situation, and prepare to return to class.
- Each office referral prompts an evaluation between the principal and counselor to determine the need for restorative sessions.
- Office referrals and restorative sessions are recorded in a data management system to track patterns and inform decision-making.

Parent Notification of Disciplinary Actions

- **Communication Scope:** Not all disciplinary incidents will necessitate communication with parents. However, teachers will be the primary point of contact for disciplinary actions within the classroom.
- **Encouraged Communication:** We encourage open communication between parents and teachers regarding disciplinary actions. Both parties are encouraged to discuss any concerns or incidents that arise.
- **Notification Process:** If an office referral is made for a student, parents will receive notification from the principal via phone call or email. The method of communication will be determined based on the nature of the offense, the number of referrals, and the severity of the situation.
- **Timely Notification:** The school aims to inform parents promptly about disciplinary issues. However, it's crucial to note that thorough investigation is integral to our process. The timeframe for reporting incidents will depend on the offense's nature and severity. Nevertheless, we strive to reach out to parents within 24 hours of the incident.
- **Restorative Session Notification:** If students participate in a restorative session, parents will receive notification through email or Longhorn Mail. The notification will include details about the session and its outcomes.

Student Discipline

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.

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 interference with school purposes.
- b. Prior to the 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, 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 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.

Long-Term Suspension

A long-term suspension means exclusion from school and any school functions for more than five school days but less than twenty school days. A student 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 the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

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 the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- 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 classroom 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 the 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 the law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. 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 the 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 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 of the United States.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be 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 groups, in a school vehicle, or to a school activity, then the student may be suspended or 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.

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 is to be held 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.

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 remains 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.

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, wellbeing or rights of other students, staff or visitors.

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.

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 the 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 that 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 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), 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.
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. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. 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.
18. 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 a one-year expulsion requirement on a case-by-case basis, provided 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.
- c. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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 dangerous to the health and safety of anyone or interferes 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. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. 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).
 - e. Headwear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity makes sexual references or carries a lewd, indecent, or vulgar double meaning.

- g. Clothing or jewelry that is gang-related.
- h. Visible body piercing (other than ears).

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.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. 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.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

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 formulas 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 Students 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 rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the students.

(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, 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 an 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 that 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

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. 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. By bringing their cell phones and other electronic devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable in scope and appropriate in light of the student's suspected rules violation.
- b. Definitions.
 - (1) "Electronic devices" include, but are not limited to, cell phones, smart watches, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop 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.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices while at school except as otherwise provided by this policy. Cellular phones and other electronic devices for all students are to be powered off and stored in either the student's locker or vehicle during school hours. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, restrooms, or other areas in which others have a reasonable expectation of privacy.
- (2) Students are permitted to possess and use electronic devices before and after school hours on school sidewalks and in the commons area, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Students may not bring their cellular phones or other electronic devices out of their lockers or otherwise use them during the lunch break while in district facilities. 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 laptop 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).

d. 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 the 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 student or parent/guardian at an appropriate time **as outlined in this policy**. 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 student and/or the student's parent/guardian in a consistent and orderly way.
- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum, may include a relinquishment of the electronic device to the school administration and a conference between the student and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
 - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum, may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences, at a minimum, may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (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 a 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 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.
- e. 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 relinquished. 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.

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 the 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.

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.

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, LB 43 (2024)

Drugs, Alcohol, and Tobacco

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

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 are provided age-appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel, such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Tobacco, Illicit Drugs, or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to prohibit the unlawful possession, use, or distribution of tobacco, illicit drugs, or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of tobacco, illicit drugs, and alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. The possession, use, or distribution of tobacco. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products by appearance or effect.

It shall further be the policy of the district that violation of any of the above-prohibited acts will result in a disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use 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 on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized, as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by the parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, 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, the parent may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Alternate Programs

Alternative Education Programs or Plans For Expelled Students:

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

- (1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
- (2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.
- (3) The plan shall:
 - (a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,
 - (b) Identify educational objectives that must be achieved in order to receive credits toward graduation,
 - (c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and
 - d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor

will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing

officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Network, E-Mail, Internet and Other Computer Use Rules

INSTRUCTION - Policy No. 603.08

Instruction

Computer

Internet Safety and Acceptable Use Policy

Internet Safety Policy

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

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

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

Legal Reference: Children’s Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Kimball Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

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

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

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

Student's Name:

Student's Signature:

Date:

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

Kimball Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

Student's Name:

Parent's Signature:

Date:

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

Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Student Fees Policy

STUDENT ACTIVITIES

Policy 501.06

Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers.) No fees, specialized or unspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;

- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

State and Federal Programs

Notice of Discrimination

The Kimball Public 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Designation of Coordinator(s)

Any person having inquiries concerning this 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: Kimball Public Schools, 901 S. Nadine St., Kimball, NE 69145, (308)235-2188

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless student laws	Children who are homeless	Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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.

Notice Concerning Staff Qualifications

The Every Student Succeeds Act (2015) gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Kimball Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

Breakfast and Lunch Programs

FOOD SERVICE

Food Service Program

Policy 801.01

Description of Program

Kimball Public Schools participate in the National School Lunch and Breakfast programs. Meals are required to meet specific nutritional standards established by the Federal Government. School meals include fruits, vegetables, and whole grain-rich foods. Fat-free and low-fat milk; “right size” meals with portions designed for a child’s age; less saturated fat and zero trans fat.

MEAL ACCOUNTS

The district uses a family lunch account system through Infinite Campus where each child in the family is under one account. Lunch accounts are debit accounts; therefore, there must be money in the account in order for the student to use it. The district allows the balance to go no lower than a minus ten dollars (-\$10.00). The cushion balance between zero and minus ten dollars is intended to allow the students to continue to use the account while money is being deposited into the account (Board policy 801.04). The district recommends keeping a positive account balance that accommodates your child or children’s particular spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you wish to do.

Your student will be allowed to charge ala carte items to your account as long as there is a positive balance in the account

MONITORING OF ACCOUNT BALANCE

There are multiple ways to monitor the balance of the meal account. The Infinite Campus parent portal and the Infinite campus mobile app both allow you to see the up-to-date balance as well as monitor what your child is buying at school. A weekly email is sent out with balance information. You may also call or email the food service director to check the balance on your account. Phone number is 308-235-4786 and email is dterrell@kpslonghorns.org.

DEPOSITS FOR MEAL ACCOUNTS

To make a deposit to your meal account you may send money to the school or deposit money online through the parent portal of Infinite Campus. If you have not previously used the parent portal you will need to contact the school to receive login information.

FREE AND REDUCED PRICE MEAL PROGRAM

A letter and application form for the free or reduced price meal program will be distributed to all households as a part of the school registration material. The letter will contain information on the eligibility standards, procedures for applying, and how an appeal may be filed. Please make sure to fully complete the application and return it to your child’s school as soon as possible.

If your household income changes during the school year you may reapply for free or reduced price meals at any time.

A NEW application must be submitted at the beginning of each school year.

FOOD SERVICE CONTACT INFORMATION

If at any time you have questions or concerns about your lunch account or the food service program, contact Danessa Terrill at 308-235-4786 or email dterrill@kpslonghorns.org.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination

Complaint Form,(AD-3027)found onlineat: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) **Mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) **Fax:** (202) 690-7442; or
- (3) **Email:** program.intake@usda.gov

This institution is an equal opportunity provider.

FOOD SERVICE

Policy 801.02

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund upon request. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference:

Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: February 11, 2019

Kimball Public Schools Wellness Policy

The Kimball Public School District desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The district strives to promote student health and reduce childhood obesity. The district will achieve the goals of this policy by:

- A. Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of the policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.

Therefore, the board adopts the following School Wellness Policy

1. **Goals to Promote Student Wellness**

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.
- d. Social and Emotional Well Being. Programs and services that support and value the social and emotional wellbeing of students, families, and staff to build a healthy school environment.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. **Nutrition Guidelines**

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. **Assurance for Reimbursable School Meals**

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to

subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

4. Plan for Measuring Implementation and Designation of Responsible Persons

The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

5. Development of Policy

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

Legal Reference: The Child Nutrition and WIC Reauthorization Act of 2004, 42 USC 1751; Regulations and Procedures for Accreditation of Schools, NDE Rule 10; National School Lunch Program, 42 U.S.C §§1751-1760, 1770; 7 CFR § 210

Title 1 Parent and Family Engagement Policy

Kimball Public Schools intends to follow the Title I parent and Family Engagement Policy guidelines in accordance with federal law, *Section 116(a-f)* ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Una combinación del Distrito y la Escuela La Política de Título Uno Para La Compromiso de Los Padres y La Familia

El Distrito Escolar de Kimball, NE tiene la intención a seguir La Política de Título Uno para la Participación de los Padres en consonancia con los leyes federales, ***Section 1116(1-f) ESSA, (Every Student Succeeds Act) of 2015.***

En General

El documento del Distrito *‘La Política de Título Uno para la Participación de los Padres’* ha ido desarrollo juntamente con, actualizado periódicamente y distribuido a los padres y los miembros de la familia de los hijos lo quien están participando y la comunidad local en un formato que es comprensible y uniforme.

- Los padres y los miembros de la familia de todos estudiantes están bienvenido e incentivado hacerse involucrado con la escuela y educación de sus hijos; esta incluye los padres y los miembros de la familia lo quienes tienen competencia limitada en inglés, alfabetización limitada, desventura en economía, tienen discapacidades, fondo de raza o étnica minoría o hijos de migrantes.
- Los padres están involucrado en la planeando, el repaso, evaluación y la mejora del programa de Título Uno, La política del compromiso y el pacto entre la escuela y los padres en una junta anual con los padres lo que está concertado a un tiempo conveniente. Esta estará incluir la planeando y implementación de actividades efectiva para los padres y la familia.
- Conduce, con involucradamente significada de los padres y la familia, una evaluación anual del contenido y la efectividad de *‘La Política de Título Uno para la Participación de los Padres’*. Usa los resultados de la evaluación para diseñar las estrategias lo que son basó en evidencia para involucradamente de los padres que es muy efectiva, y para revisar *‘La Política de Título Uno para la Participación de los Padres’*.
- Oportunidades están proveído para los padres y los miembros de familia para participar en las decisiones que están relacionado la educación de los hijos. La escuela y la agencia educacional local proveerán otro apoyo razonable para las actividades involucradamente paterno.
- Los padres de los hijos están participando estarán proveído información sobre los programas debajo este parte, una descripción y explicación del currículo en uso, las formas de evaluación académica usó para medir el progreso estudiantil y niveles de logro de los criterios académicos desafiantes del estado. La escuela proveerá asistencia, oportunidades, y / o materiales y entrenamiento para ayudar a los padres trabajan con sus hijos para mejorar el logro de sus hijos en un formato, y cuando viable, en una lengua que los padres y los miembros de la familia pueden entender.
- Eduque los maestros, el personal especializado instruccional apoyo, directores de la escuela, y otros líderes escolares, con la asistencia de los padres en el valor y utilidad de contribuciones de los padres, como contactar, comunicar con y trabajar con los padres como parejas iguales.

Coopere e integre los programas y las actividades de involucradamente paterno con otro programas de Federal, Estado y local, incluyendo los programas preescolar que incentivan y apoyan los padres en una participación más completa en la educación de sus hijos.

School-Parent Learning Compact

Mary Lynch Elementary School

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. _____

Teacher Signature _____

Parent/Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. _____
6. Parent Signature _____

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed school work on time.
6. _____

Student Signature _____

El Contrato entre la Escuela y Los Padres

Mary Lynch Escuela Primaria

Este contrato Título Uno entre la Escuela y los padres ha sido desarrollado juntamente con los padres y resume cómo los padres, el personal de la escuela entera, y los estudiantes compartirán la responsabilidad para mejorar el logro académico estudiantil y las maneras por el cual la escuela y los padres construirán y desarrollarán una colaboración para ayudar a hijos ganen las normas más alta del Estado. A las conferencias anuales entre los padres y los maestros el compacto estará discutido como relaciona al logro del hijo individual.

Maestro / Escuela

Es importante que los estudiantes logren. Yo estoy de acuerdo hacer las siguientes:

1. Proveer el currículo e instrucción más alto en un ambiente aprendizaje que es apoyo y eficaz para los hijos cumplir los normas académicas desafiantes del Estado.
2. Comunicar regularmente con los padres en el progreso de su hijo.
3. Demostrar conducta profesional y un actitud positivo.
4. _____

La firma del maestro(a) _____

Padres / Adulto cuidado

Yo deseo que mi hijo lograr; por eso yo incentivaré él / ella por haciendo los siguientes:

1. Comunicar y trabajar con maestros y el personal escolar en una base en curso ser involucrado y apoyado del aprendizaje de mi hijo.
2. Apoyar el aprendizaje de su hijo – se ofreciendo en su sala de clase; participe, como apropiado, en decisiones están relacionado a su educación, gué uso positivo del tiempo extracurricular.
3. Asegurar mi hijo es a la escuela todos los días y a tiempo, a menos que él / ella está enfermo.
4. Proveer un lugar silencioso y tiempo para hacer tarea e incentive a mi hijo cumplir la tarea.
5. _____

La firma de los Padres _____

Estudiante

Yo se que mi educación es importante para mi. Es importante que yo trabajo a la mejor de mi habilidad. Yo estoy de acuerdo hacer las siguientes:

1. Estar a la escuela todos los días y a tiempo a menos que estoy enfermo.
2. Ven a la escuela cada día preparado con materias y un actitud para aprender.
3. Estar responsable para mi comportamiento.
4. Respetar y cooperar con otros estudiantes y adultos.
5. devolver trabajo escolar completa a tiempo.
6. _____

La firma del estudiante _____

**RECEIPT OF 2024/2025 PARENT-STUDENT HANDBOOK
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2024/2025 Parent-Student Handbook of Mary Lynch Elementary School is accessible on the Kimball Public Schools website at www.kpslonghorns.org or a hard copy can be requested at the Mary Lynch office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood 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 responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING KIMBALL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:
Amanda Culek, Elementary Principal/Special Education Director
Mary Lynch Elementary School
1000 E. 6th Street

Kimball, NE 69145



Mary Lynch Elementary School

Changes to Parent-Student Handbook

2024-2025

Updates

- Page 6
 - Support Staff List
- Page 8
 - Vision Statement
- Page 9-11
 - Daily Schedule
 - Reflect 4-day school week and school hours
 - Preschool Program
 - Aligned w/ new School Board Policy 503.07
 - Eligibility and Priority
 - Enrollment Process
 - Waitlist
 - Provided clarification and further information in the following areas:
 - Compliance w/ state standards, teaching strategies GOLD Assessment, Preschool Schedule, Home Visits.
 - After-School Program
 - Reflect changes made due to the 4-day school week
- Page 14
 - Updated times to reflect new school hours
- Page 16
 - Updated location of lost and found
- Page 21
 - Updated time to reflect new school hours
 - Updated to align attendance in school activities with School Board Policy 501.19
- Page 23
 - Updated recognition to include Special Awards
- Page 41, 44, 45, 46
 - Updated to align with School Board Policy 504.03 (cell phone use)

New Additions

- Page 7
 - A Message from the Principal
- Page 11-12
 - Communication
 - Clarification of expectations
- Page 15
 - Additional information for the care of student Chromebooks
- Page 19
 - Request for Excused Absence form
- Page 24
 - Added the following
 - Support for Student Success and MTSS
 - Helps clarify/explain the process to support students who require additional assistance to meet grade-level expectations
 - HAL
- Page 32
 - Mary Lynch Discipline Plan
 - Outlines our approach to discipline
- Page 33
 - Office Referral Process
 - Explains how we manage office referrals
- Page 34
 - Parent Notification of Disciplinary Actions
 - Clarifies communication expectations



2024-2025

Kimball Jr/Sr High School

**EXTRA-CURRICULAR ACTIVITIES
HANDBOOK**

Table of Contents

Table of Contents

Extra-Curricular Activities - Rights, Conduct, Rules and Regulations	2
Extra-curricular programs	2
Activity Philosophy	2
Activity Code of Conduct	3
Grounds for Extracurricular Discipline	3
Consequences	6
Procedures for Extracurricular Discipline	7
Attendance and Academics	9
Homework Expectations	9
Random Drug Testing Policy for Students in Grades 7-12	10
Policy Statement	10
Definitions	10
Drug Screening	12
Testing Procedures	14
Positive Results	15
"Team Selection" and "Playing Time"	18
Academic Grade Standard for Activities Participation	19
School Dances/Parties (Including Prom)	20
Student Fees Policy (Board Policy 501.06 and 501.07)	21

Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Extra-curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Kimball Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Activity Philosophy

Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Activity Code of Conduct

This activity code of conduct is supplemental to the Kimball Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Kimball Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct

which occurs at any time during the calendar year. Conduct deemed inappropriate includes the following:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority. (Level 2)
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. (Level 3)
3. Sexual assault or attempting to sexually assault any person. (Level 4)
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property. (Level 4)
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person. (Level 4)
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student. (Level 3)
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. (Level 4)
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, nicotine, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and **includes even the odor of alcohol on the breath or person of a student and includes the failure of a drug test by authorities (school- or non-school-issued)**. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well). Because of the complexity of this issue, "possession" will be determined on a case-by-case basis. (Level 4)
9. Engaging in 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 alcoholic beverages, narcotics, drugs, controlled substance or inhalant. (Level 4)

10. Truancy or failure to attend assigned classes or assigned activities. (Level 1)
11. Tardiness to school, assigned classes or assigned activities. (Level 1)
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion. (Level 2)
13. Public indecency. (Level 2)
14. Repeated violation of any of the rules adopted by the school district or the school. (Level 2)
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska. (Level 4)
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process. (Level 2)
17. Willfully violating the behavioral expectations for those students riding Kimball Public Schools buses. (Level 2)
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited. (Level 4)
19. 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. (Level 3)
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor. Consequence will be as described in individual sport/activity handbook.

21. Failure to participate in regularly scheduled classes on the day of an extracurricular contest. Subsequent offenses in this category will result in consequences described in Level 4 below.

Consequences

Level 1

After 4 unexcused absences in any class in one season, the student will be ineligible for one week of activities. Each subsequent absence will result in an additional week of ineligibility. Three unexcused tardies in any class will count as one unexcused absence.

Level 2

1st Offense: Conference with Coach/Sponsor

2nd Offense: The student will complete an Accountability Project assigned by the Coach/Sponsor and will miss the next activity/game.

3rd Offense: The student will complete an Accountability Project assigned by the Coach/Sponsor and will miss the next two activities/games.

Each subsequent offense will result in the same consequence as the 3rd Offense.

Level 3

The student will be ineligible for two calendar weeks of activities and miss at least two activities/games. Subsequent offenses in this category will result in consequences described in Level 4 below.

Level 4

Note: If the offense is a violation of item 8 or 9 above and the student has previously had a positive drug test (see section titled Random Drug Testing Policy), the consequences are cumulative. For example, a single prior positive test will result in consequences concurrent with a second violation (see below). If there have been two prior positive tests, the next violation of item 8 or 9 above will result in an activity suspension for one calendar year.

Consequences for the first and second violations will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

1. First Violation - Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for

15 (fifteen) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

2. Second Violation - Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

In addition, for violations of Items 8 and/or 9 above, students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extra-curricular activities for the full forty days and four activities. All costs associated with the program are to be borne by the students parent or guardian.

3. Subsequent Violations - Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Note: Administrator has discretion based on the investigation of an incident to assign a more or less stringent consequence level.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative staff of the school. If the activity is for a grade, the student will be provided an alternate assignment.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.

2. Prior to the suspension, the student is to 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 school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Activity Director or designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard to the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a Hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents

provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for at least half a day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Homework Expectations

At least one day before participating in a school activity that causes the student to miss any part of the school day, the student must complete an Activity Form. This form will include all classes and assignments due on the date of the absence. Each teacher must fill in the work due for their class and sign in the designated area. The form must be completed for every period the student will be absent. The student must submit the fully completed form to the coach or sponsor before departing. If the form is incomplete or missing, the student will not be allowed to attend the activity. Additionally, any homework due during a period the student is absent must be turned in by that period to avoid being counted as late. Paper-pencil assignments should be given to the coach, who will place them in the teacher's mailbox upon returning to school. Electronic assignments must be

submitted by the beginning of the period in which they are due to avoid being counted as late.

Random Drug Testing Policy for Students in Grades 7-12

Policy Statement

The Board of Education for Kimball Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- To provide for the health and safety of all students;
- To undermine the effects of peer pressure by providing legitimate reasons for students to refuse use of illegal drugs and/or alcohol;
- To identify students who use illegal drugs and/or alcohol; and
- To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

Definitions

TPA: A Third Party Administrator, which shall use a certified laboratory in testing of samples.

Drugs: Any substance considered illegal by state or federal law, including but not limited to the Nebraska Uniform Controlled Substances Act, 28-401 *et seq.*, or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and any "look alike" substances, drugs, nicotine, or paraphernalia. This policy is intended to cover the maximum amount of substances permitted by law.

Drug Program Coordinator: Designated school officials who help administer the drug testing program and communicate with Third Party Administrator and Parents.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which case it shall include the first day of practice

through and including the last day of classes or the last day of the activity in the school year.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Kimball Public Schools, which shall include the following:

Basketball	Cheerleading	Cross Country	Instrumental Music	Vocal Music
Golf	Dance Team	Football	Flag Corps/Drill Team	FFA
Manager	Student Trainer	Honor Society	One Act Play	Marching Band
Quiz Bowl	Musical/Play	Speech	Yearbook/Publications	Wrestling
Track	Volleyball	Student Council	Academic Decathlon	ESports

Participant and Participant Pool: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer as a "Participant" if that student desires to participate in extracurricular activities in the following school year.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List," compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": Kimball Public Schools will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation

body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

Scope of Tests: The drug screen tests for one or more illegal drugs, nicotine, and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol, unless otherwise permitted by law and the district's student discipline policies, rules, and regulations. If an outside activity is a graded assignment, the student will be provided an alternate assignment. The results of drug tests pursuant to this policy will not be documented in any student's academic records, unless otherwise required by law or district policy. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

Drug Screening

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system unless otherwise prescribed by a licensed physician. This includes all "look alike" substances, paraphernalia, and any other such item. The district will not screen items which appear to be in violation of this policy. If a student has a question as to whether a substance, item, or any other thing may be subject to this policy, the student should ask the principal or activities director.

Alcohol Use/Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct

After-school-hours use of drugs, alcohol, or any other prohibited substances is not permitted. This includes all "look alike" substances or items of any kind. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure

All current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian

Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

Consent

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

Removal from the Random Testing List

A student may be removed from the testing pool if he/she has quit or been cut from an activity and a request form is signed by the student and his/her parents to be dropped. This must occur prior to being selected for testing in order to be removed from the testing pool of students. However, students are encouraged to remain in the pool throughout the school year as removal affects student participation in all school activities (e.g., Homecoming, Prom, etc.). Students may volunteer to remain in the pool even though he/she is no longer involved in the activity.

Summer Testing

There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug

Program Coordinator will contact the student to establish a location and time for the test to take place.

Testing Procedures

General Guidelines

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, nicotine, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines, without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

Testing Procedure

The Board reserves the right to utilize breath, saliva, urinalysis, and any other testing procedures permitted by law. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

Collection Sites

The Drug Program Coordinator will designate a collection site(s) at Kimball Public Schools where individuals may provide specimens.

Collection Procedures

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

Return of Results

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either

face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

Request for Retest

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

Positive Results

Whenever a student's test results indicate the presence of any of the substances prohibited (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Kimball Public School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

Note: If a student has previously engaged in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, nicotine, controlled substance, inhalant or being under the influence of any of the above and has been assigned consequences accordingly, the consequences are cumulative. For example, a single prior offense will result in consequences concurrent with a second positive test (see below). If there have been two prior offenses, the first positive drug test will result in an activity suspension for one calendar year.

First Positive Test upon lab confirmation:

DPC & Principal meeting with parent/s and student;

Consequences for the first and second violations will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 15 (fifteen) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

The student will be expected to attend and participate in all scheduled practices during the suspension.

Second Positive Test (Grades 7-12):

DPC & Principal meeting with parent/s and the student;

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

The student will be expected to attend and participate in all scheduled practices during the suspension.

Third and Subsequent Offenses (Grades 7-12):

DPC & Principal meeting with parent/s and student;

Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be

provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

SELF-REPORT OPTION:

If a student voluntarily reports, prior to being selected for random testing, to the coach, sponsor, activities director or principal within three (3) school days of the rule violation, the consequences for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to 7 school days and one (1) activity. A second violation would be reduced to 15 school days and two (2) activities. This applies to first and second offenses only.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements or recommendations), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

Adulteration/Substitution: A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be treated as a positive test.

Prescription Drug Error: A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district.

Further errors ruled positive by the MRO will constitute the actions listed above.

Appeal: A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request

for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Record Keeping and Confidentiality: All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Kimball Public Schools, or one year after his/her class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

"Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Academic Grade Standard for Activities Participation

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all classes. Any student having a grade below 70% in two (2) or more classes when grades are checked is ineligible to participate in extra-curricular activities until the student has worked his/her way off the eligibility list. The first time a student is deemed ineligible for a week, they will be placed on probation for that week. Each junior/senior high school student will be placed on probation only once per semester; each time thereafter the student will be ineligible.
2. Eligibility will be run starting the third (3rd) week of each semester and every week after that for the remainder of the semester. The period of ineligibility runs Wednesday through Tuesday. A preliminary grade will be calculated on Monday and a final grade on Tuesday. A student who is deemed ineligible on Tuesday will remain ineligible until the following Tuesday. Also, any student who fails two (2) or more classes during the first or third quarter will automatically be deemed ineligible for the first week of the following quarter.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as prom.)

3. Although junior high extracurricular activities are included in the school day and students receive a grade, this eligibility policy is applicable to junior high activities as well. Junior High student grades are based on participation in practice not attendance outside of the school day.
4. Students and parents will be notified of their preliminary ineligibility via email on Monday of each week and official ineligibility on Tuesday of each week.
5. If a student is failing one (1) or more classes, they will not be allowed to attend activity practice until they have a passing grade in their classes, as verified in Infinite Campus, or until they have submitted a completed Return-to-Practice Form to their coach/sponsor. The Return-to-Practice form will be signed by the teacher or Longhorn Time Sponsor indicating either that the student has completed all work possible to raise their grade or that the teacher is unavailable to work with the student after school. The student may attend Longhorn Time if they choose. This will provide the student an opportunity to get the help they need to bring their grade back to passing. This time may be used to work on missing assignments,

retake quizzes or tests, or work with teachers to help increase understanding. So long as a student is still eligible, as outlined in this policy, he/she may attend contests and events.

6. If a student is failing the same class (e.g., English) for more than three consecutive weeks they will also be considered ineligible.

School Dances/Parties (Including Prom)

All school sponsored parties and dances must be scheduled through the Activities Director and/or Principal at least one week in advance of the desired date.

- Proper conduct and behavior will be expected at school sponsored parties and dances. All school policies and discipline procedures will apply.
- Unless approved by the administration, Junior High Students will not be permitted at High School social activities including but not limited to Homecoming, Winter Formal, and Prom. Also, High School Students will not be permitted to attend Junior High Social Activities.
- Out-of-school dates must be registered and approved by the High School Office ahead of time. Individuals 21 years of age and older will not be approved to attend. A student who brings a guest is responsible for their guest's behavior.
- The sponsors for each dance/party will establish a time limit where the doors will be locked and there will be no further admittance to that particular function.
- Once a student arrives at a dance/party and the doors have been closed, he/she may not leave the confines of the building or entrance area and be re-admitted.
- The school eligibility policy will be in effect for all dances/parties.

Student Fees Policy (Board Policy 501.06 and 501.07)

The Board of Education of Kimball Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. *[In other special cases where the parent/guardian requests that the student be exempted from charges, the Superintendent shall determine granting of waivers.]* No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;

9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice. Students may rent school-owned band equipment for \$30 per year if available.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs;
- Summer school or night school.

The Superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The Superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

- Any non-specialized clothing required for specified courses and activities;
- Any personal or consumable items a student will be required to furnish for specified activities;
- Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

- All fees to be collected within the nine numbered areas of the third paragraph of this policy;
- Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;

- Procedures and forms for students or parent/guardians to apply for waivers under this policy;
- Deadlines for waivers for all types of fees;
- Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
- Procedures for handling of fees related to summer school or night school;
- Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually in August at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

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

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; (3) are not otherwise

required by the district; and (4) any activity that occurs off school property.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

1. Guidelines for Clothing Required for Specified Courses and Activities

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

2. Safety Equipment and Attire

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

3. Personal or Consumable Items

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

4. Materials Required for Course Projects

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property

of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

Industrial Technology Classes	\$30
Art Classes	\$30
Family and Consumer Science Classes	\$30

5. Extracurricular Activities

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

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

Student activity card <i>Covers admission to all extracurricular events</i>	\$30.00
National Honor Society	\$30.00
Freshman Class Dues	\$30.00
Sophomore Class Dues	\$30.00
Junior Class Dues	\$30.00
Senior Class Dues	\$30.00

Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments and clubs
Softball and Baseball	Students must provide their own shoes, gloves, and undergarments
Track, Volleyball, Wrestling a Basketball	Students must provide their own shoes and undergarments
National FFA Organization	Students must purchase their own jackets and pay dues of \$30.00

6. Post-Secondary Education Costs

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

7. Transportation Costs

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

The maximum dollar amount of the transportation fee charged by this district shall be \$25.00.

8. Copies of Student Files or Records

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

The district may charge a fee of \$.25 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100.00.

10. Participation in Summer School or Night School

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

11. Charges for Food Consumed by Students

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

sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

12. Charges for Musical Extracurricular Activities

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

Band	Students must provide their own instruments and marching band shoes. The maximum dollar amount charged will be \$100.00.
Show Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00

C. Waiver Policy

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

D. Distribution of Policy

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

E. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs

of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund

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

Summary of Changes to 24-25 Handbooks

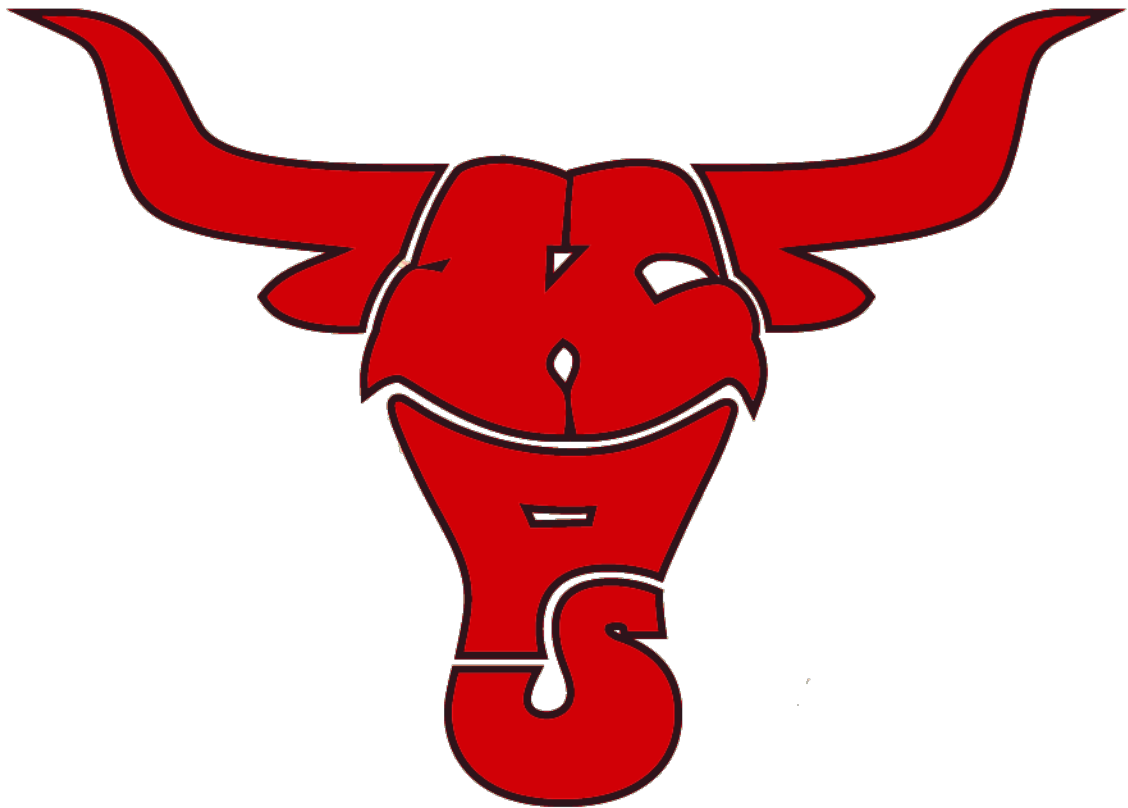
Jr/Sr HS Student-Parent Handbook

- Updated Staff
- Inserted new school year calendar
- Inserted new bell schedules
- Attendance - Added Request for Excused Absence form/procedure
- Late Work Policy - eliminated 10% reduction per day up to 5 days for late work submittals
 - Day 1 Late - Refer to Longhorn Time
 - Day 2 Late - Student can submit for 10% reduction (if they attended Longhorn Time or submitted a Longhorn Time form)
- Longhorn Time
 - 'No-shows' - Automatic '0' for missing work
 - 5 'No-Shows' in a quarter - no longer referred, automatic '0' for subsequent missing work
- Graduation Requirements - Added FAFSA requirement
- Added section on Communication
- Electronic Devices - prohibited between hours of 7:50 am - 3:55 pm

Extra-Curricular Activities Handbook

- Added requirement for Activity Sheet
- Adjusted consequences for Level 2 offenses

Kimball Public Schools Staff Handbook 2024-2025



The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our vision for Kimball Public Schools is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

Table of Contents

Accident Report Forms	Page 11
Activity Accounts	Page 17
Administrative Suggestions	Page 17
Alcohol/Drug Use	Page 07
Attendance and Punctuality.....	Page 08
Bereavement Leave.....	Page 12
Child Abuse Reporting	Page 17
Classified Staff	Page 10
Complaint Form Against School Personnel.....	Page 15
Duty Times	Page 08
Emergency Leave Bank	Page 13
Employee Evaluation.....	Page 08
Ethics, Professionalism & Professional	Page 15
Extra Duty Assignments	Page 19
Family Medical Leave.....	Page 14
Fire Drills.....	Page 20
Flex Leave and Sick Leave	Page 11
General Teaching Supplies.....	Page 18
Health Insurance	Page 15
Holidays	Page 14
Internet Safety Policy	Page 20
Inventories	Page 18
Jury Leave	Page 13
Keys/Security	Page 08
Learning Management Systems.....	Page 16
Leaving the Building	Page 08
Legal Notices and Information.....	Page 22
Lesson Plans	Page 16
Meal Allowance.....	Page 09
Medical Authorization Form	Page 19
Meetings	Page 18
Morning, After School and Lunch Supervision	Page 19
Multi-Cultural Education.....	Page 18
Open Door Policy/Chain of Command	Page 07
Para Professionals.....	Page 10
Paydays	Page 14
Positive Behavior intervention & Supports	Page 04
Procedures for Substitutes.....	Page 19
Procedures of Substitute Arrangement.....	Page 19
Professional Boundaries.....	Page 30
Professional Growth	Page 19
Professional Leave.....	Page 12
Purchasing Supplies or Equipment.....	Page 15
Records and Reports	Page 18
Retirement Workshop Leave.....	Page 15
School Foundation Grants	Page 19
School Mailboxes and Email.....	Page 09
School Philosophy	Page 07
School Security and Safety	Page 11
Staff Dress	Page 08

Student Attendance.....	Page 17
Student Discipline.....	Page 17
Student Fees.....	Page 20
Student Grading Scale.....	Page 11
Student Progress Reports.....	Page 11
Student Regulations	Page 17
Teacher Responsibilities	Page 15
Ticket Taking at Home Events	Page 18
Title IX	Page 32
Tobacco Usage	Page 07
Tornado Take Cover Procedures.....	Page 20
Travel and Transportation.....	Page 09
Tuition Reimbursement.....	Page 13
Weather Days Procedures	Page 09
Welcome	Page 05
What We Do.....	Page 07



EXPECTATIONS



Show **RESPECT** for yourself, others, and school property.
Take **RESPONSIBILITY** for your actions and your choices.
Make the **EFFORT** to be a good student and citizen.
Think **SAFETY** for the good of everyone.



RESPECT

Participate Positively
Listen to others
Wait your turn
Think before you speak
Use inside/outside voice appropriately

RESPONSIBILITY

Be on time
Be honest
Be prepared
Be accountable for your actions
Use your manners
Clean up after yourself

EFFORT

Be prepared
Listen
Stay on task
Do your best everyday

SAFETY

Keep hands and feet to yourself
Use equipment and school property appropriately
Walk
Practice good hygiene

Positive Behavior interventions and Supports (PBIS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBIS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way.

PBIS Overview:

PBIS has been implemented at both Mary Lynch and Kimball Jr/Sr High School since January, 2013. The staff then used the umbrella goals to come up with desired expectations for the students. These expectations are stated in a positive manner, for example: “students will walk in the hallway” instead of “Do NOT run in the hallway”. There are different and unique expectations for various places in the school such as: classroom, hallway, lunch room, riding the bus...etc. These expectations are taught by all the teachers to all the students in a uniform manner using the same lesson plan. Staff members then reward students (both verbally and tangibly) when students are meeting the desired expectations.

Instead of just focusing on negative behavior, the goal of PBIS is to encourage positive behavior. However, students still receive discipline and consequences for improper behavior. It is a three to five year process to fully implement PBIS, however, schools that have implemented PBIS with fidelity have seen a dramatic reduction in behavior referrals to the office and an increase in student achievement and that is ultimately what KPS is looking for at this time.

The umbrella goals are the same for both buildings, however, implementation is different at Mary Lynch and the high school.

WELCOME!

Whether you are new to Kimball Public Schools, a long-term veteran of our learning team, or in between, this handbook has been prepared to serve as a guide for you in your daily schoolwork. It is not meant to be a complete set of rules or regulations, only to serve as a guide for your efforts. If you have questions that are not answered by this handbook, contact your administrator for clarification.

BOARD OF EDUCATION

Travis Cook – President
Jennifer Griebel - Vice-President
Thomas O’Brien – Secretary
Kenneth Smith – Treasurer
Lanny Little – Member
Britni Toth - Member

ADMINISTRATIVE STAFF

Trevor Anderson – Superintendent
Danielle Reader – Secondary Principal
Amanda Culek – Elementary Principal/Special Education Director

DISTRICT DIRECTORS

Darrell Howitt – Activities Director
Carmela Graves – District Business Manager
Travis Terrill – Technology Director
Danessa Terrill – Food Services Director
Matthew Brown – District Building and Grounds
Waylon Lewis – District Transportation
Melissa Reich – District Nurse
Samantha Walter – ELL Coordinator
Heidi Chesley – Assessment Coordinator

SECONDARY TEACHING STAFF

Katie Culek – Special Education
Jenna Enevoldsen - Mathematics
Jeri Ferguson – Social Sciences
Kristi Hiles-Smith – Instrumental Music
Jacob Hoffman – Vocal Music
Darrell Howitt – Physical Education
Mark Jefferis - Art
Tiffany Johnson – Special Education
Stephanie Kitchens – Secondary Counselor
Christine Lewis – Spanish
Arlen Mekelburg - Science
Gene Mohr – Industrial Arts
Jamie Murdoch – Librarian/ Media Specialist
Taryn Reader - Science
Katherine Robinson – Math
Mary Schutz – Family Consumer Science
Matthew Shoup – Social Science
Virginia Splichal – English Language Arts
Monica Jensen – Vocational Agriculture
Kathleen Winckler – English Language Arts

Brittany Cook – Administrative Assistant

Jaclyn Burks – Full Time Substitute

Kathleen O'Brien - Para

Tammy Shields – Para

Alvin Koski – Cafeteria

Ursula Risilia - Cafeteria

Brian Henderson – Activity Bus Driver

Donna Kudebeh – Meridian/Life Links/VALTS/ Panhandle Beginnings Bus Driver

MARY LYNCH ELEMENTARY STAFF

Tori Ingram – Pre-Kindergarten

Denelle Klosterman – Kindergarten

Cassady Malm – Kindergarten

Rachel Lashmett – First Grade

Kelli Patterson – First Grade

Mark Head – Second Grade

Melissa Mekelburg – Second Grade

Lani Heeg – Third Grade

Blythe Diamond – Third Grade

Jolie Dorrell – Fourth Grade

Katie Fryda – Fourth Grade

Ben Ferguson – Fifth Grade

Kristina Segreaves – Fifth Grade

Kevin Kilgore – Sixth Grade

Bernie Walker – Sixth Grade

Sarah Lewis – Elementary Counselor

Heidi Chesley – Special Education

Justin Mohr – Special Education

Judy Walker – Title 1

Jacob Hoffman – Vocal Music

Kristi Hiles-Smith – Instrumental Music

Mark Jefferis – Art

Jamie Murdoch – Librarian / Media Specialist

Dane Wurdeman – Physical Education

Beth Brown – Speech Pathologist

Deb Bourlier – Administrative Assistant

Connor Cluff – Custodian

William Richards – Custodian

Hannah Acheson – Para

Aubrie Brehm – Para

Steven Bogar - Para

Nikki Hottell – Para

Julia McGinnis – Para

Marci Muneio – Para

Cyndi Rasmussen – Para

Jodell Schulte – Para

Trista Wurdeman – Para

Shawna Allen-Bojorquez - Cafeteria

Lorri Norberg – Bus Route Driver
Karen Hottell – Bus Route Driver
Brittany Cook – Bus Route Driver

WHAT THE SCHOOL DISTRICT DOES

Education is the only business of the Kimball Public Schools. Our schools exist and people are hired for the sole purpose of serving students. Therefore, you must realize that the education process is both a service and an obligation to our students, their parents, and the community. This educational process encompasses the efforts of all of our employees.

We listen carefully to our patrons to make sure that we deliver what they need and have come to expect from us. If a student or parent has a problem, we respond quickly and make sure the problem is resolved. Our goal is to deliver a top-quality education to students, to help our students use their education to their best advantage, and ultimately, to make sure that the student is prepared to face the challenges of the future. The entire staff, both classified and certified together form a team whose goal and responsibility must be to educate students. The environment for learning must be positive, safe, and conducive to the educational process.

EDUCATIONAL PHILOSOPHY OF THE KIMBALL PUBLIC SCHOOL DISTRICT

The District believes that the Kimball Public Schools should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the community's ability and willingness to furnish financial support.

The District believes that it is the responsibility of the schools to provide maximum learning opportunities for children who attend the Kimball Public Schools.

While emphasizing the meeting of individual learners needs in relation to their capabilities and interests, students shall be provided opportunities to obtain the knowledge, experience, and skills that will help them meet their immediate and life-long educational, vocational, and personal needs. It is expected that learners take an active role in this program.

It is the position of the District that students who graduate from the Kimball Schools, whether they choose a vocation or further formal education, will have to satisfactorily complete a basic course of study as outlined in the current Board policy before being awarded a high school diploma.

OPEN DOOR POLICY – CHAIN OF COMMAND

Supervisors and administrators are available to answer questions and resolve issues for staff members as needs arise. All staff members should follow the “Chain of Command,” by speaking with their immediate supervisor, building principal, and finally the superintendent. Resolution at the source closest to the topic is a priority, and scheduling a time to meet with a supervisor is highly encouraged as opposed to “drop in” visits.

TOBACCO USE

The Kimball Public Schools are Tobacco-Free school buildings. The use of any tobacco related product is strictly prohibited on school property and school vehicles at any time, whether school is in session or not.

ALCOHOL/DRUG USE

The use of alcohol or drugs is prohibited on school property or in any school vehicle at any time, whether school is in session or not.

DUTY TIMES

Duty times for all contracted days will be assigned by the building administrator or supervisor. Staff members are to work the assigned times unless otherwise approved by the building administrator or supervisor. **Teachers will need to be at school by 7:30 a.m. and may leave at 4:30 p.m.**

ATTENDANCE AND PUNCTUALITY

Kimball Public Schools employees are expected to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible. Unplanned absences can disrupt your work and the educational process of the classroom. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including employment termination in accordance to lawful procedures.

LEAVING THE BUILDING

Staff members who desire to leave their assigned building during the school day except during their lunch time will notify the building principal in advance and report their return. Classified staff members are to check out on their time card if they leave work. Staff members who desire to be absent during duty times other than instructional time must receive permission of the building principal in advance.

EMPLOYEE EVALUATION

Kimball Public Schools has a formal teacher evaluation process that will be reviewed at the start of the year with staff by the building principals. In addition, the District requires a yearly evaluation of all classified staff to be conducted in writing and conference by their immediate supervisor. Classified evaluations may impact annual employee pay raises and/or benefits.

STAFF DRESS

Proper appearance is necessary to differentiate teachers from students and promote professionalism in Kimball Public Schools. Check with building principals for specific examples of appropriate dress. **The last day of the school week is designated a jeans day for staff members and professional shorts may be worn at the discretion of the Superintendent.**

- Building principals will determine professional dress.

KEYS/SECURITY

Each teacher is responsible for the security of his/her own classroom. Maximum security is gained by locking the door at night. The teacher must lock windows at night. Rooms with outside entrances need to be double-checked at night. Rooms must be clean and organized.

When using the buildings after the custodian has locked them or on weekends, you are responsible for all lights, windows, and doors, and locks that you or pupils, under your supervision may have used. Head coaches/sponsors must check doors or assign an assistant for this duty.

Administration and custodians will retain keys for all locks. Pupils are not allowed in the building after school hours without faculty supervision. Keys are not to be loaned to students under any circumstances. If you have lost or indefinitely misplaced your keys, contact administration ASAP. Do not prop open doors for easier access. This is particularly important during school hours as it defeats the purpose of keeping the doors locked while classes are in session. When you keep students after school, at noon, or in the morning they are your responsibility. Be sure they have proper work to do and that the work is done before they leave and before you leave. Do not leave them for someone else to watch; they are your responsibility. Be sure the students are out of the building before you go home.

TRAVEL AND TRANSPORTATION

Staff members requesting transportation or travel approval for student activities and in-service programs should submit a Request through the Transportation Request Form located on the school website in the menu tab to receive approval. If the trip request is not submitted in a timely manner (i.e. two days prior to departure), school transportation cannot be guaranteed for your trip and you will be responsible for your own transportation. In some instances, when approved, if the staff member takes his/her own vehicle, the school district will provide fuel only. If the school owned vehicle you use appears to be damaged, defective, or in need of repair, please notify the Transportation Director.

Staff members travelling with or without students out of the district should follow the following steps: (1) Put in applicable leave in Web Link to be approved by supervisor. (2) Put in a timely transportation request with Transportation Director (3) If a hotel room(s) is needed, please contact the District Office to reserve a room(s) (4) Put in requisition in Web Link for meal money based on length of time out of the district and number of staff and/ or students (5) If a credit card is needed, check out the credit card from the District Office.

* All overnight/ out-of state student trips must be Board approved prior to the trip.

MEAL ALLOWANCE

When overnight travel is required, the district will use the following meal allowance for staff and students: Breakfast: \$10.00, Lunch: \$12.00, Dinner: \$13.00, Total: \$35/ day. If the hotel has a breakfast included in the rate, the meal allowance for staff and students will be: Breakfast: Included with hotel, Lunch: \$15.00, Dinner: \$20.00, Total: \$35/ day. The head coach/sponsor will turn in a signed form from the District Office for all students that received money and itemized receipts for the staff members meals. Any unused money will be turned in to the district office upon return to the district.

SCHOOL MAILBOXES AND EMAIL

Each staff will have a mailbox or location for the delivery of in district or out of district mail. All incoming mail will be distributed in these boxes daily. Each staff member will be assigned an email address and location to access email. Please check your mailbox and email daily for school announcements and other important information. Please do not let things pile up in your mailbox; they are not file or storage areas.

PROCEDURES FOR STAFF ON SCHOOL DAYS AFFECTED BY WEATHER

LATE START BECAUSE OF WEATHER

Certificated Staff – will report to school in accordance with the established late start time

Paraprofessionals – will be paid only from the time they clock in

Food Service – will be paid only from time they clock in

Office Personnel – will report to school in accordance with the established late start time

Transportation staff – will report in accordance with the established late start time

Custodial Staff – will report to work as directed by the Director of Buildings & Grounds for snow removal and/or other duties

Directors (Transportation, Building & Grounds, Technology, Food Service) – will report to work as directed by the Superintendent

EARLY OUT BECAUSE OF WEATHER

Certificated staff—may leave at the discretion of the superintendent

Paraprofessionals – may leave at discretion of building administrator and will be paid for the time on duty

Food Service – may leave at discretion of Food Service Director and will be paid for time on duty.

Office Personnel – may leave at the discretion of building administrator and will be paid for time on duty

Transportation staff – may leave in accordance with the established release time

Custodial Staff – may leave after building is secured and will be paid for time on duty

Directors (Transportation, Building & Grounds, Technology, Food Service) – may leave as directed by the Superintendent

SCHOOL CANCELLED BECAUSE OF WEATHER

Paraprofessionals– will not be paid

Food service – will not be paid

Custodial Staff – will not be paid unless working

Hourly Secretarial Staff – will not be paid unless working

Bus Drivers – will not be docked wages for day and may be asked to make up time

Certificated Staff – will be paid for the day OR make up time as scheduled

*If school is cancelled because of weather, hourly classified staff members may use up to three (3) flex days for weather-related cancellations during the school year.

CLASSIFIED STAFF

Classified staff members are very important district employees. They are under the supervision of the building principal and/or departmental supervisor. Staff members who are not a supervisor of a classified staff member are to make work requests for classified personnel through their supervisor or building principal. Secretaries are employed for duties assigned by the administration and should not be asked by teachers to copy materials, make phone calls, or other duties unless approved by the building principal.

School Board Policy 402.01 Classified Staff should be consulted for additional benefits or conditions of employment for classified staff. The information in this employee handbook is not to be considered in any way a contract of employment.

Employees designated as classified staff are considered “at-will” employees and Kimball Public Schools may terminate classified staff employee at any time for any or no reason and with or without advance notice. Terminated employees will receive vacation benefits that have been earned prior to the time of termination.

Depending on the date of separation, the employee may be required to reimburse any used but unearned leave and/or pay the cost of medical insurance for the final month.

PARA PROFESSIONALS

Para Professionals (Paras) are employed by the school district to work directly with students under the direction of the teacher with the educational process. Paras that do not have a minimum of an Associate’s Degree will be required to complete Project Para training in the first 3 months of employment.

STUDENT PROGRESS REPORTS

Students shall receive a progress report at the end of each quarter/grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have any opportunity to improve their grade.

STUDENT GRADING SCALE

The official grading scale for students in grades (PreK - 3) will be the following:

Advanced	- 4
Proficient	- 3
Basic	- 2
Below Basic	- 1

The official grading scale for students in grades (4-12) will be the following:

A = 4 = 100% to 93%
B = 3 = 92% to 85%
C = 2 = 84% to 77%
D = 1 = 76% to 70%
F = 0 = 69% and below

The official grading scale for students in grades 9-12 will be a 4.0 scale.

ACCIDENT REPORT FORMS

An accident report form must be completed and submitted to the building principal if an injury or accident occurs to student or staff. The staff member injured or responsible for supervision of the student at the time of the injury is directed to complete in writing an "Accident Report" and submit a copy to the building principal and superintendent's office at their earliest convenience. Accident report forms are available in all offices.

SCHOOL SECURITY AND SAFETY

A handbook on school security and safety procedures (Standard Response Protocol and District Emergency Operations Plan) will be reviewed by the building principal to assist staff in a crisis situation or school security issue. Teachers and classified staff should be aware of these procedures.

Flex Leave and Sick Leave

All personnel shall be entitled to ten (10) days of flex leave each year to be used as sick leave or personal leave. Any flex days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, all personnel will receive a report of the total number of days available.

Personnel will complete leave reports provided by the school. Flex leave used as sick leave may be completed within 2 days after an absence or illness. Flex leave used as personal leave requires a request filed with the building principal three days in advance except in the case of an emergency or special circumstance.

Accumulated individual sick leave days are to be used for medical necessity only and can only be used after flex days have been exhausted. A teacher may not use accumulated sick leave at any time he or she has accrued/ unused flex days. When sick leave is used, it may be taken for personal illness, illness for immediate family members, and medical appointments for the teacher or teacher's immediate family. Immediate family members are defined as spouse, children, parents, and siblings. The school district may ask for, and the teacher must provide, a doctor's report

verifying medical necessity.

Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.

No more than five (5) staff members may be granted flex leave at any one time. Requests will be granted in the order in which they are received.

No more than two (2) consecutive school days of flex leave may be taken at one time, except for in the case of an emergency, sickness, or special circumstances. No flex leave will be granted for the first day or last day of school where students are present in the building, except for in the case of an emergency, sickness, or special circumstances.

All personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85 and providing they do not accept an early retirement incentive from the district.

All personnel who have at the end of the current school year unused Flex Leave remaining, the unused Flex Leave will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example, a person who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay. Base for Certificated staff would be the negotiated base rate.

BEREAVEMENT LEAVE

For teachers this is a negotiated issue and they are encouraged to read the negotiated agreement that contains more relevant information. All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

PROFESSIONAL LEAVE (STAFF)

Subject to the Superintendent's (or designee's) prior approval, each teacher shall be permitted two (2) days of paid professional leave each year to attend meetings or workshops that will be of value to the teacher in his/ her assigned area of responsibility, as agreed upon by the teacher and Superintendent (or designee). Staff members are expected to report to building administration on the merits of attendance. The District will reimburse the teacher for necessary registration fees and provide school transportation if applicable. The Superintendent may approve professional leave days for a teacher beyond the initial two (2) days.

PROFESSIONAL LEAVE (COACHES/ SPONSORS)

For coaches and/ or sponsors of Kimball Public Schools activities identified in the negotiated agreement, professional leave will be utilized when an absence is necessary for student attendance at activities and/ or events. These absences will not count towards the two (2) days of paid professional leave. If a coach/ sponsor attends a clinic and/ or state tournament during the school year, the coach/ sponsor may utilize his/ her two (2) days of paid professional leave. Similar to staff meeting or workshop attendance, coaches attending clinics and/ or a state tournament are expected to report to the Activities Director on the merits of attendance. Staff members attending activities and/ or events that are not a coach or sponsor of the activity (as identified by a signed extra duty agreement or grade-level assignment for the current school year) will utilize flex leave for attendance.

EMERGENCY LEAVE BANK

An emergency leave bank is hereby established for the members of the certified bargaining unit, administration, and non-certified staff who elect to belong. Any bargaining unit member, administrator, or non-certified staff member may belong to the bank if he/she agrees to donate two (2) days of his/her flex days to the bank the first year that he/she wishes to participate in the sick leave bank. Membership will be taken the first five working days of the contracted year. At the end of the school year, the days remaining in the sick leave bank will be carried over to the following year. If the balance in the bank on the first day of school is under 200 days, each participating member of the sick leave bank must contribute one (1) flex day. The maximum number of days shall not exceed 300.

Such bank shall make available additional leave days to the employees when an illness or injury creates a serious health condition of a member or member of the employee's immediate family (i.e. spouse, children, parents, and siblings). This leave would occur after the employee has exhausted all accumulated flex days including accumulated individual sick leave days.

The Emergency Leave Bank may not be used for elective surgery. Elective surgery is defined as surgery a patient chooses to have done that is not an emergency. A statement of medical necessity from a physician may be requested in order for catastrophic leave to be granted for a surgery. No employee who is eligible for receiving disability benefits may receive days from the Emergency Leave Bank.

The following process will govern use of the emergency leave bank:

A completed application form to use the sick leave bank will be submitted to the Superintendent. The application will state the purpose and the number of days requested. The Emergency Leave Bank Committee, which shall consist of the Kimball Public Schools Superintendent and the President of the KEA, will review each individual application which shall be submitted on a form mutually agreed upon by the Superintendent and Association. The Emergency Leave Bank Committee reserves the right to approve or deny applications that may contain scenarios not outlined in the Emergency Leave Bank guidelines. The Committee's approval or denial of any Emergency Leave Bank request shall be final and shall not be subject to any grievance procedure or appeal process.

The KEA President and Superintendent's Secretary shall work together to keep an accurate account of total days in the sick leave bank.

JURY DUTY LEAVE

If an employee is required to serve on a jury or called to court on behalf of the school, a dock in pay will not be made. The employee shall return to work as immediately as possible. If a stipend is provided for this service, it shall be turned over to the school. The employee may elect to forfeit school pay and keep the stipend.

TUITION REIMBURSEMENT

KPS staff members may be eligible for tuition reimbursement for graduate coursework completed while an employee at KPS. The district will reimburse KPS staff members up to \$300 per credit hour of approved graduate coursework. For specifics regarding the program, please see Board Policy 401.21 or contact the District Office.

HOLIDAYS

The following days are recognized as paid holidays for full-time classified personnel employed and actively working when these days occur.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

- ❖ All classified staff employed during the school year shall receive Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day as paid holidays.

PAYDAYS

The Kimball Public School District has 12 standard employee pay periods usually on the 15th of every month.

FAMILY MEDICAL LEAVE

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

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee uses any FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave.

Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

HEALTH INSURANCE

Some district personnel receive health insurance benefits, depending upon the position. However, all employees eligible for health insurance benefits whether or not they use those benefits must complete an insurance application form within 30 days of employment indicating their request. Classified employees refer to Policy #402.01.

RETIREMENT WORKSHOP LEAVE

Nebraska School Law 84-511 stipulates that an employee may attend a Pre-retirement Seminar twice after the age of 50. This is leave with pay and shall mean a day off paid by the employer and shall not mean vacation, sick, personal, or compensatory time. However, teachers need to plan ahead. Because of the problems of obtaining substitute teachers, not more than five teachers will be granted personal and/or retirement leave on any one-day. Requests will be granted in the order in which they are received.

PURCHASING SUPPLIES OR EQUIPMENT

Items to be purchased by a staff member will be submitted via a Digital Requisition through WebLink and be approved prior to purchasing. Local businesses will be given consideration for all purchases.

COMPLAINT FORM AGAINST SCHOOL PERSONNEL

This form is available from any school administrator. It outlines the formal procedures followed in the case of a complaint against a school employee.

PROFESSIONALISM/PROFESSIONAL ETHICS

Each teacher is expected to conduct him/herself in a professional manner. The NSEA/KEA is your organization. The school has no policy of your attendance or involvement in your professional organization and the District does not pay professional dues for teachers. It is strongly recommended that each of you stress to your committee chairs to keep you up-dated on all school factors.

Membership and active work in civic and/or church organizations is encouraged. Socializing and fraternizing with school students should be kept within reasonable limits. Use good judgement in behavior and dress. Work to promote good moral standards and conduct among students. Teachers must cooperate with one another. Use proper language and avoid the use of profanity around students. Teachers are ambassadors of good will and should refrain from airing malicious gossip, etc. It is highly unprofessional to talk about school employees, students or school procedures in the classroom or in the community. Be sure that what is said is factual. Teachers need to remember and stress the importance of: Communications, Language, Morale, and Discipline.

Cell phone usage for personal social media, text messaging, phone calls, etc. should be limited to times when students are not present in the classroom so as to not distract from the learning environment. If a situation arises that requires use of a cell phone and/or monitoring of a cell phone for said purposes while students are in the classroom, please make the building principal aware of the situation.

We have many positive teachers. These teachers view the world optimistically even in the worst situations. They tend to be innovators, because they want to make things better and believe they can succeed. To positive people, change is exciting. Even when an idea fails, they look on the bright side. Positive people usually do not need much encouragement from others to maintain this cheery outlook; their positive views come from within.

No teacher shall have visitors during the hours of duty in the school without special permission of the administration. Any teachers approached by such an individual should refer him/her at once to the school office.

The teacher is expected to attend workshops or seminars when requested to do so by the administration. Expenses (registration & meals) shall be paid by the school district when such a request is made. Teachers may at other times attend meetings of their choosing without reimbursement as fulfillment of their professional leave. All teachers are expected to be on time for all meetings unless approved by the building principal.

TEACHER RESPONSIBILITIES

- ❑ Teachers are to be in the building during duty hours unless their absence has been approved by the building principal.
- ❑ Teachers are to provide PROPER supervision of their room at all times and should not leave their room unless an emergency occurs or arrangements have been made with the principal for room supervision.
- ❑ Teachers are to complete the appropriate attendance procedures as specified by the building principal and make the proper corrections if errors are made.
- ❑ Teachers using the building at night, on weekends, or during vacation times are to make sure they turn off all lights and lock all doors when leaving. The OUTSIDE DOORS are especially important and should be checked to make sure they have locked properly.
- ❑ Your room is your responsibility. Teachers should take care to supervise their room appropriately and should see that papers and other trash are removed from the floor before departing for the day. Also make sure that any beverage spills are reported immediately to the office for proper care. Be sure to report any vandalism and attempt to correct the situation. Staff members need to report any custodial problems to the principal.
- ❑ Teachers are to turn in to the office student progress reports, grades, make-up work, and any other materials requested at the requested time. Grades should be update on a weekly basis on the building's computer grade book.
- ❑ Teachers are to remain in the classroom during the full period. Teachers are not to dismiss students before the bell.
- ❑ All guest speakers, field trips, and movies are to be cleared with the principal.
- ❑ Teachers are to be on time for all Staff Meetings, IEP meetings, Committee Meetings, and Assessment meetings unless excused by the principal.
- ❑ Lesson Plans are due as directed by the building principal.
- ❑ Failure to follow responsibilities as specified by the administration may result in verbal or written notification of unacceptable performance.

LEARNING MANAGEMENT SYSTEMS (LMS) – Kimball Public Schools utilizes a LMS at each facility to enhance the learning environment for our students. At Mary Lynch Elementary School, Google Classroom is used by staff members and Canvas is used by staff members at the High School.

LESSON PLANS--

Lesson plans are detailed in Planbook and include: essential elements (learning objective, warm up, direct instruction, student practice, and closure). Substitute lesson plans are clearly written and adequately prepared and provided to the office.

CHILD ABUSE – REPORTING

As required by Nebraska School Laws 28-710 through 28-733, when any school employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Health and Human Services toll free at 1-800-652-1999. In accordance with Nebraska law, teachers **MUST** report suspected student abuse situations. The "Report for Suspected Student Abuse" may be obtained from the principal or guidance counselor.

STUDENT DISCIPLINE

Staff members are encouraged to handle their own disciplinary problems. Students who fail to exercise their responsibilities to abide by the rules of the school or the classroom may be disciplined for their unacceptable behavior. Disciplinary actions by a teacher may include cleanup activities, exclusion from one class period, detention, additional school work, parental conference, or other actions approved by the building principal. **EDUCATORS ARE CAUTIONED NOT TO USE ANY FORM OF CORPORAL PUNISHMENT.**

If a student is involved in any of the following actions he should be referred to the principal.

- Use of violence
- Damage to property
- Physical Injury
- Fighting / Threats
- Possession of a weapon
- Repeated violation of rules
- Use or possession of alcohol or drugs
- Sexual harassment
- Any activity considered interference with school purpose

STUDENT ATTENDANCE

Even though a record of student attendance and tardiness is kept in the office, teachers are responsible for keeping daily attendance records of their pupils in Infinite Campus. In addition, teachers should follow the attendance guidelines in their building for recording daily attendance with the office.

STUDENT REGULATIONS

Most student regulations are printed in the parent/student handbook issued yearly to each individual student. All staff members will receive a copy and should familiarize themselves with the student regulations. Because of limited space not all student regulations are included in the Parent/Student Handbook. Inquiries on any other regulations should be directed to the principal.

ACTIVITY ACCOUNTS

Class and organization sponsors are responsible for the accounting of the funds in their group's activity account. A monthly receipt and expenditure report will be given to the sponsor of each class or organization. If discrepancies are noticed, the principal should be notified immediately. Sponsors will not be released at the end of the year until he/she has audited the account properly with the Principal's Secretary. Therefore, it is highly recommended that such an auditing process include the class or organization treasurer prior to his being checked out of school at the end of the year.

GENERAL TEACHING SUPPLIES

Teachers needing general teaching supplies such as paper, pencils, pens, and other similar items are to check with the building secretary for those materials. Because of the familiarity the secretaries have of the supply room and the location of various items, it is recommended that staff members ask them for assistance.

ADMINISTRATIVE SUGGESTIONS

- ❑ Be as courteous to your class as you expect them to be with you. Look for things to praise, especially in students who are discipline problems. However, do not tolerate inappropriate actions toward you or other students.
- ❑ Watch your tongue. Humiliating a student by public ridicule or reprimand is generally unproductive.
- ❑ Keep your classroom rules to a minimum and inform students at the beginning of the school year what behavior you expect from them and what grading procedures you will use.
- ❑ Be consistent. When you reprimand a student for an action one day and ignore it the next day you are not sending them a clear message on what is acceptable.
- ❑ Control your temper, especially if your anger would involve inappropriate language.
- ❑ Always be prepared for class starting your instructional process shortly after the bell and using the complete class time for education, as idle time can easily become playtime and create discipline problems for you.
- ❑ Avoid punishing the class for the actions of a few. Not only is this unfair but will create resentment and is not educationally defensible.
- ❑ Don't hesitate to contact parents to praise exceptional performance or when students are having academic or discipline problems. Most parents appreciate comments directly from teachers.
- ❑ Move about your room. Walk among the students communicating with them. Many things can happen if you stay at your desk and grade papers, etc. during class
- ❑ Keep the principal informed when dealing with a problem student. Document in writing incidents and your efforts when dealing with students and parents.

RECORDS AND REPORTS

Teachers are asked periodically to do certain reports and maintain certain records for the normal operation of the school. Please do them correctly and turn them in to the office on time. Your cooperation will greatly increase the efficiency of the operation of the school.

MULTI-CULTURAL EDUCATION

It is the responsibility of all teaching staff members to provide students a program that reflects multi-cultural education in their classroom. They will submit a report at the end of the school year noting their multi-cultural educational activities.

MEETINGS

The building principals will establish regularly scheduled meetings. Other periodic meetings may be scheduled as the need arises. Staff members are expected to attend all IEP meetings, committee meetings, assessment meetings, etc. if requested unless otherwise excused by the building administrator.

TICKET TAKING AT HOME EVENTS

Staff members will take tickets at home events during the school year. The activities director will send out a sign-up sheet at the start of the school year. Staff members that are not able to fulfill their ticket taking duty on an assigned date are responsible for finding their substitute.

EXTRA DUTY ASSIGNMENTS

Teachers may be assigned extra duties at the discretion of the administration. These are assigned annually. Those assignments will be remunerated as stipulated in the negotiated agreement. Other additional assigned duties may or may not have additional remuneration.

MORNING, AFTER SCHOOL, RECESS AND LUNCH SUPERVISION

Teachers may be assigned supervision duties during the lunch period, before and after school, or recess as directed by the building principal.

INVENTORIES

Teachers are required to inventory their classrooms yearly to submit at the end of the school year. Inventory should include textbooks, supplies, equipment, computers, desks, chairs, tables, and reference materials.

MEDICAL AUTHORIZATION FORM

Parents are asked to complete this form granting permission for school personnel to dispense authorized medications or in some instances medical procedures.

SCHOOL FOUNDATION GRANTS

The Kimball Public School Foundation supports many educational activities. Teachers may apply for monetary stipends from the foundation. The Foundation will not provide grants for salaries of personnel.

PROFESSIONAL GROWTH

Nebraska School Law 79-830 requires that all teachers who obtain tenure show evidence of professional growth within a six-year period after becoming tenured. The school district has a policy indicating the procedures for meeting this professional growth requirement.

PROCEDURES FOR SUBSTITUTE ARRANGMENT

- Teachers will call the Principal's secretary or Principal to arrange for a substitute teacher.
- Teachers unable to work should notify the secretary or Principal prior to 7:00 a.m. or as early as possible.
- Teachers who are going to be absent because of a school related activity are to notify the secretary or Principal as soon as they are aware of impending absences.
- Teachers should periodically check their office absentee file to make sure that student class lists, emergency lesson plans, and other pertinent information are in the file.
- Lesson Plans for the substitute teacher should be given to the secretary, principal, or left in the classroom when arranging for the substitute.
- Substitute teachers will be hired for all classes, if at all possible.

PROCEDURES FOR SUBSTITUTES

- Substitutes should report to the office upon arrival at school.
- Substitutes should follow the lesson plans left by the teacher.
- Substitutes should complete the substitute teacher's worksheet and turn it into the office before leaving the building.
- If a substitute has any severe discipline problems with a student, they are requested to notify the Principal as soon as possible during that school day.
- Substitutes are to report to work according to the assigned duties.

TORNADO TAKE COVER PROCEDURES

- Generally, notification to the school will be from the Civil Defense Office
- Method of warning to the staff and students to implement the take-cover procedures will be by intercom and personnel messengers.
- Staff and students should proceed immediately to their assigned take-cover areas.
- Staff members should remember to take their flashlights with them.
- Staff and students should remain in their assigned take-cover areas until instructed to leave shelter by personnel messengers.
- Staff and students should move to their assigned areas single file.

FIRE DRILLS

- Drills will be held in accordance with state fire regulations.
- Established exits to be used by each room will be established.
- Posters are to be placed in each room indicating fire exits to be used.
- Designated staff are to check restrooms and others areas to make sure everyone is evacuated.
- Designate waiting or staging areas away from building and emergency vehicle access.

INTERNET SAFETY POLICY

Staff and students have many opportunities to use the internet, email and other electronic resources as part of their educational tools. When using computers and electronic resources, teachers must be careful to follow district policies and procedures governing the usage. School computers and electronic resources are for the use of staff and students only. Other individuals are not to use school electronic resources unless approved by the administration. Staff members should be familiar with School District Policy 603.08, Internet Safety and Acceptable Use Policy.

STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire, or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- . Participation in extracurricular activities;
- . Postsecondary education costs; and
- . Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities;
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving postsecondary education credits;

6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

LEGAL NOTICES AND INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Employers Holding Federal Contracts or Subcontracts

It is the policy of the Kimball Public Schools not to discriminate in any of its education programs, activities or employment practices 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 as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act in the education programs or activities which it operates.

It is the intent of the Kimball Public Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the Kimball Public Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Mr. Trevor Anderson, Superintendent, or Mr. Darrell Howitt, Title IX, or Mrs. Amanda Culek, Section 504 Coordinator at Kimball High School.

Sexual harassment of any student or employee by an individual under the jurisdiction of Kimball Public Schools is expressly prohibited as a violation of law and Board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary actions. (Full explanation may be found in Board policies.)

In compliance with State and Federal Regulations, Kimball Public Schools are actively seeking handicapped students between the ages of birth to 21 who reside in the Kimball School District. Parents with handicapped children or persons who know of children who may need services may call the superintendent's office.

ASBESTOS NOTIFICATION

We have prepared an asbestos management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the district maintains its operations and maintenance procedures

and, if as asbestos is to be removed or abated, then such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The district implemented its management plan and has conducted a periodic surveillance of all asbestos-containing building materials. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the district's administration.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP). Employment Standards Administration. U.S. Department of labor, 200 Constitution Avenue. N.W. Washington, D.C. 20210 or call (202) 693-0101 or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS.

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

SEX DISCRIMINATION (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact one of the following:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 I Street. N.W., Washington. D.C 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINIANICAL ASSISTANCE

INDIVIDUALS WITH DISABILITIES

Sections 501. 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

NOTICE OF HEALTH INFORMATION AND PRIVACY PRACTICES

This Notice of Health Information Privacy Practices explains how the Kimball Public School District 0001 will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms “protected health information” (PHI).

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual’s spouse or other family members, without the written authority of the individual. The provisions of the act become effective on April 14, 2003.

Kimball Public Schools provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary from time to time, for the Kimball Public Schools to obtain health information related to the employment policies of the Kimball Public Schools and to comply with state and federal law.

For the Kimball Public Schools to obtain employment related health information about you from a third party, you must provide written authorization for the Kimball Public Schools to do so. The appropriate authorization forms are available from the District’s bookkeeper.

Under what circumstances would the Kimball Public School District need health information?

1. Enrollment of employees in the BCBS health plan, dental and other insurance plans.
2. Accounting for sick leave under the Kimball Public School District’s sick leave policy.
3. Filing worker’s compensation claims for employees injured on the job.
4. Seeking medical certification for short-term or long-term disability insurance eligibility.
5. Medical information necessary for the Kimball Public School District to comply with the Americans with Disability Act.
6. Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
7. Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
8. Medical information necessitated by compliance with OSHA.
9. On other occasions to allow the employer to be assured that the employee is medically capable of performing all the necessary duties required by the Kimball Public Schools.
10. For costing out negotiations proposals affecting coverage and single or marital status.
11. To comply with state and federal law.
12. Other employment related matters.

In order for the employee to be assured of the benefits to which he or she is entitled under the provisions of state or federal law and the policies and negotiated agreement of the Kimball Public School District, it will be necessary for the employee to comply with the request for information

related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Kimball Public School District will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Kimball Public School District will not provide or share this information with any other party, except for legitimate employment related matter and then only on a need-to-know basis or unless you provide written authorization to release the information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Kimball Public School District in violation of federal law or the Kimball Public School District's employment policies jeopardizes the financial interest of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctor appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Kimball Public School District.

Employment Forms

The Kimball Public School District will request personal information regarding insurance coverage, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

Notification of Injury under Workman's Compensation

A staff member injured on the job shall notify the Kimball Public School District verbally of any injury as soon as practicable, but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Kimball Public School District to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Kimball Public School District may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific request by you or by the Kimball Public School District for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form-requesting PHI. The Kimball Public School District will maintain a copy as part of the employee's employment record.

All information acquired under the provision of this policy will be maintained by the Kimball Public School District as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Kimball Public School District.

Your Rights Provided by HIPAA

Rights regarding medical information Kimball Public School District may obtain from you or about you.

❖ Right to Inspect and Copy

You have the right to inspect and copy medical information the Kimball Public School District maintains in the course of your employment and related activities, except any information compiled in anticipation of or for use in any civil, criminal, or administrative action or proceeding.

❖ Right to Amend

If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request must be in writing. The request must identify the specific information to amend and include information stating the reasons you believe the information is inaccurate.

❖ Restriction or Confidential Communications

You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions may not be in conflict with the necessary business practices or provisions of law.

❖ Right to Accounting of Disclose

The Kimball Public School District has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with the law. The Kimball Public School District will not disclose any PHI that is part of your employment record under any other circumstances, including disclosure to other family members, unless the Kimball Public School District receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Kimball Public School District is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure request prior to April 14, 2003.

❖ Right to Revocation of Disclosure

If you authorize disclosure of any information, either to the Kimball Public School District and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Kimball Public School District and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.

❖ Complaint Alleging Violation

If you feel that your PHI has been used inappropriately or in violation of this policy you may file a written complaint with the Kimball Public School District or with the US Department of Health and Human Services.

❖ Change of Notice of Health Information Privacy Practices

The Kimball Public School District has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made the Kimball Public School District will abide by the terms of this notice.

NOTICE CONCERNING COBRA CONTINUATION COVERAGE RIGHTS:

Introduction

You are receiving this notice because you have recently become covered under the Kimball Public School Blue Cross/Blue Shield health plan. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Carmela Graves. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his/her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 11-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both),

or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA).

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Notice of Nondiscrimination

The Kimball Public 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Formal Complaint Procedures

The Kimball Public Schools Board of Education shall have in place forms and formal procedures to be implemented for any individual to use in the event that he or she individually or as a representative of a group/organization feels that he/she has been aggrieved in some manner, and that attempts to resolve the matter through other means have not reached satisfactory results.

Professional Boundaries Between Employees and Students

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, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. 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. Employees shall not friend or follow students on any social networking site.
- 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.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event. Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical. An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

TITLE IX POLICY ACTION PLAN

The Kimball Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Darrell Howitt, Title IX Coordinator
901 South Nadine St
Kimball, NE 69145
dhowitt@kpslonghorns.org
(308)235-4861

For information regarding the Kimball Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 501.15.1 located at kpslonghorns.org.

KIMBALL PUBLIC SCHOOLS

STAFF HANDBOOK

ACKNOWLEDGEMENT

OF

RECEIPT AND COMPLIANCE

This is to acknowledge that I have received a copy of the Kimball Public Schools 2024-25 STAFF EMPLOYEE HANDBOOK. I will familiarize myself with the material in the handbook and my personal conduct will be governed by its contents. I further understand that the Kimball Public Schools may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

Anything not included within this classified handbook is board policy, administrative regulation, or management prerogative.

PLEASE RETURN THIS PAGE TO THE OFFICE OF SUPERINTENDENT WITHIN FIVE DAYS

Employee's Signature _____ Date ____/____/____

Printed Name _____



**2024-2025
Parent/Student Handbook**

Kimball Jr/Sr High School

TABLE OF CONTENTS

INTRODUCTION	5
SCHOOL MISSION AND VISION STATEMENTS	5
GOALS AND OBJECTIVES	6
MUTUAL RESPECT	6
24-25 BOARD OF EDUCATION, STAFF AND CALENDAR	8
Members of the Board of Education	8
Administrative Staff	8
Teaching Staff	9
Support Staff	10
2024-2025 School Calendar - See Next Page	10
SCHOOL DAY	12
Severe Weather and School Cancellations	12
Open-Closed Campus	13
Stampede Card	13
Qualifications for the Stampede Card	14
Entering and Leaving the Building	14
2024-2025 Bell Schedules	15
USE OF BUILDINGS AND GROUNDS	16
School Safety and Security	16
Visitors	16
Smoke-and Tobacco-Free Building	16
Care of School Property	16
Lockers	17
Searches of Lockers and Other Types of Searches	17
Video Surveillance	18
Use of Telephone	18
Bicycles	18
Vehicles	19
Student Valuables	19
Lost and Found	19
Accidents	19
Laboratory Safety Glasses and Safety Equipment	19

Insurance	19
Bulletins and Announcements	20
ATTENDANCE	20
Attendance and Absences	20
Attendance Policy	21
Loss of Credit	24
Tardiness	25
Leaving School or Class	25
Attendance is Required to Participate in Activities	25
SCHOLASTIC ACHIEVEMENT	26
Grading System	26
Grading Practices to Support Student Learning	26
Homework, Study Hall and Longhorn Time	26
Graduation Requirements	29
Promotion and Retention	30
Student Classification	30
Promotion and Retention of Junior High Students	30
Schedule Changes	31
Progress Reports	31
Report Cards	31
Parent-Teacher Conferences	31
Principal's Merit Roll	31
Honor Roll	31
National Honor Society	32
Junior High Sports/PE	33
VALTS	33
ACT Test	34
SCHOOL CLIMATE/CULTURE	34
Positive Behavior interventions and Supports (PBiS)	34
Longhorn Ranch System	38
The Longhorn Way	39
COMMUNICATION	39
Teacher Response Times and Communication	39
Teacher Contract Hours	39
Communication Platforms	39

Response Times	39
Additional Communication Channels	39
Two-Way Communication	40
Hearing Both Sides of the Story	40
STUDENT CONDUCT AND DISCIPLINE POLICIES	40
Forms of School Discipline	40
Short-Term Suspension	40
Long-Term Suspension	41
Expulsion	42
Other Forms of Student Discipline	44
Restorative Practices	44
Student Conduct	45
Grounds for Suspensions, Expulsion or Mandatory Reassignment:	45
Additional Student Conduct Rules	49
Student Appearance Policy	49
Inappropriate Public Displays of Affection (IPDA)	52
Academic Integrity	52
Electronic Devices	55
Dating Violence	58
E-Hallpass	58
Vape Detectors	58
Specific Rule Items	60
Reporting Student Law Violations	61
Disciplinary Point System - 100 Point Maximum	62
Due Process Procedure	70
SUPPORT SERVICES	75
Special Education Identification and Placement Procedures	75
Guidance Services	78
Health Services	78
DRUGS, ALCOHOL AND TOBACCO	82
Drug-Free Schools	82
Education and Prevention	82
Drugs and Alcohol Prohibited - Standards of Conduct for Students	84
Authorized Use	85
Disciplinary Sanctions	85

Intervention	85
Administration	86
STATE AND FEDERAL PROGRAMS	86
Notice of Nondiscrimination	86
Designation of Coordinator(s)	86
Anti-discrimination & Harassment Policy	87
Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	89
Notification of Rights Under FERPA	90
NOTICE CONCERNING DIRECTORY INFORMATION	91
ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION	92
Notice Concerning Disclosure of Student Recruiting Information	92
Notice Concerning Staff Qualifications	92
Student Privacy Protection Policy	93
Breakfast and Lunch Programs (Board Policy 801.01)	97
FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN	97
(Board Policy 801.02)	97
Collections of Meal Funds (Board Policy 801.03)	99
Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)	99
Food Service Non-DiscNondiscrimination Statement	99
Parental Involvement Policy (Board Policy 1001.02)	100
Homeless Students Policy (Board Policy 502.08)	102
ADDITIONAL POLICIES AND PROCEDURES	102
Multicultural Policy (Board Policy 602.01)	102
Complaint Procedures (Board Policy 401.18)	104
Copyright and Fair Use Policy	106
Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)	107
Notice of Nondiscrimination	109
RECEIPT OF 2024-2025 PARENT-STUDENT HANDBOOK OF KIMBALL JR./ SR. HIGH SCHOOL	110

**Kimball Jr/Sr High School
Parent-Student Handbook
2024-2025 School Year**

This student handbook is Board of Education policy, and in the event there are inconsistencies or conflicts with any other rules or regulations, the board policies and regulations as they appear in this handbook will regulate.

INTRODUCTION

This handbook guides Kimball Jr/Sr High School students, parents, and staff on rules, regulations, and general information. Students must read and know its contents while parents are urged to use it as a resource to help their children follow the rules. The handbook provides detailed information on many topics but does not cover every situation. It is not a contract, and the administration can revise rules and make decisions at any time. The administration will interpret the rules and consider district policies, state and federal laws when making decisions on situations not explicitly covered in this handbook.

SCHOOL MISSION AND VISION STATEMENTS

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Embracing a vision of excellence, our school is committed to providing quality education that unlocks the vast potential within each student.

At Kimball Public Schools we believe:

- To seek out and use evidence based practices that support student learning.
- To embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- To enhance the collaborative team as the fundamental structure to improve instructional practices.
- To provide a guaranteed curriculum that meets or exceeds the state standards.
- To provide daily classroom formative assessment of student achievement to monitor progress.
- To ensure high expectations to inspire high levels of student learning.

- To support continuous learning and ongoing professional development for our educators.
- To enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- To promote strong partnerships with parents and provide parents with the information to support their children's learning.

GOALS AND OBJECTIVES

The goals and objectives of the Kimball Public Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

MUTUAL RESPECT

The Kimball Public Schools expect 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 the student will not be tolerated.

PRINCIPAL'S MESSAGE

Greetings Parents and Students,

Welcome to Kimball Jr/Sr High School for the 2024-2025 academic year! Our mission remains the same: To educate every student for a lifetime of success. Success may mean different things to different people, but for us, it involves helping students align their passions and skills with a career that provides a fulfilling and satisfying life. With the support of our staff, parents, and community, we aim to work together positively to achieve an exceptionally successful school year.

This year, our theme is "Courage Up." Inspired by the resilience needed to face life's challenges, we encourage all our students to embody courage in every aspect of their lives. Academic learning is important, but it is not the main event of school. The main event is learning how to deal with adversity and overcoming the challenges that life presents. From forgotten locker combinations to peer gossip, from self-doubt to academic pressure, we want our students to develop the resilience needed to face these challenges head-on.

To our students, our staff is devoted to supporting you in and out of the classroom to help you succeed. You play a vital role in this process by investing your energy and effort in realizing your goals. This year, we challenge you to "Courage Up." No more excuses, no more justifications, no blaming, no quitting. Lift your head up, face your challenges, and let's do this together. Show up every day ready to learn, grow, and set an exemplary standard for the younger members of our community.

We believe that positive relationships promote positive behavior, which is critical for academic success and future accomplishments. Behaviors are learned, just like math, science, or music. When students misbehave, we will not only hold them accountable but also provide instruction and opportunities to restore relationships with their peers and staff. Therefore, we will continue utilizing Restorative Practices as an alternative to suspensions, whenever possible, to help students manage their behavior. For more details, please refer to the Student Conduct and Discipline Policies section.

Parents, we welcome your visits or calls to address any concerns or queries you may have. We encourage you to join us in fostering a supportive and courageous environment for our students. Together, we can help our students face their challenges and build the resilience they need for a successful future.

Thank you for your continued support, and let's make this year our best one yet!

Sincerely,

Danielle Reader
Principal, Kimball Jr/Sr High School

24-25 BOARD OF EDUCATION, STAFF AND CALENDAR

Members of the Board of Education

Name	Contact Information
Travis Cook, President	tcook@kpslonghorns.org
Jennifer Griebel, Vice President	ygriebel@kpslonghorns.org
Lanny Little, Member	llittle@kpslonghorns.org
Tom O'Brien, Secretary	tobrien@kpslonghorns.org
Ken Smith, Member	ksmith@kpslonghorns.org
Britni Toth, Member	btoth@kpslonghorns.org

Administrative Staff

Name	Position	E-Mail
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org
Heidi Chesley	District Assessment Coordinator	hchesley@kpslonghorns.org
Stephanie Kitchens	Counselor, Behavioral Awareness and Health Point of Contact	skitchens@kpslonghorns.org
Travis Terrill	Technology Coordinator	tterrill@kpslonghorns.org
Darrell Howitt	Activities Director	dhowitt@kpslonghorns.org
Danessa Terrill	Food Service Director	dterrill@kpslonghorns.org
Matthew Brown	Building & Grounds Director	mbrown@kpslonghorns.org
Waylon Lewis	Transportation Director	wlewis@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Brittany Cook	Attendance Secretary	bcook@kpslonghorns.org

Teaching Staff

Name	Department	E-Mail
Jaclyn Burks	Physical Education	jburks@kpslonghorns.org
Katie Culek	Special Education	kculek@kpslonghorns.org
Jenna Enevoldsen	Mathematics	jenevoldsen@kpslonghorns.org
Jeri Ferguson	Social Science	jferguson@kpslonghorns.org
Kristi Hiles-Smith	Instrumental Music	khsmith@kpslonghorns.org
Jacob Hoffman	Vocal Music	jhoffman@kpslonghorns.org
Darrell Howitt	Strength/Conditioning	dhowitt@kpslonghorns.org
Monica Jensen	Vocational Agriculture	mjensen@kpslonghorns.org
Mark Jefferis	Art	mjefferis@kpslonghorns.org
Monica Jenesn	Vocational Agriculture	mjensen@kpslonghorns.org
Tiffany Johnson	Special Education	tjohnson@kpslonghorns.org
Kathy Kriel	Mathematics	krobinson@kpslonghorns.org
Arlen Mekelburg	Science	amekelburg@kpslonghorns.org
Gene Mohr	Industrial Arts	gmohr@kpslonghorns.org
Kim Ramirez	Spanish (Distance Learning)	kramirez@kpslonghorns.org
Taryn Reader	Science	treader@kpslonghorns.org
Mary Schutz	Family Consumer Science	mschutz@kpslonghorns.org
Katie Shoemaker	Language Arts	kwinckler@kpslonghorns.org
Matt Shoup	Social Science	mshoup@kpslonghorns.org
Virginia Splichal	Language Arts	vsplichal@kpslonghorns.org
Samantha Walter	JAG Career Specialist	swalter@kpslonghorns.org

Support Staff

Name	Position	E-Mail
Alvin Koski	Food Service	akoski@kpslonghorns.org
Brian Henderson	Activity Bus Driver	bhenderson@kpslonghorns.org
Karen Hottell	Route Bus Driver	khottell@kpslonghorns.org
Karissa Markum	Digital Media/Paraprofessional	kmarkum@kpslonghorns.org
Lorri Norberg	Route Bus Driver	lnorberg@kpslonghorns.org
Kathleen O'Brien	Paraprofessional	kobrien@kpslonghorns.org
Ursula Risilia	Food Service	urisilia@kpslonghorns.org
Tammy Shields	Paraprofessional	tshields@kpslonghorns.org

2024-2025 School Calendar - See Next Page

KIMBALL PUBLIC SCHOOLS 2024-2025 CALENDAR APPROVED 3-11-2024

AUGUST 2024

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

14 - New Employee Orientation
 15,16 - Inservice (All day)
 19 - First Day of School
 8 Student Days/10 Staff Days

SEPTEMBER 2024

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

2 - Labor Day
 20 - Inservice (All day)
 17 Student Days/18 Staff Days

October 2024

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

3 - WTC Volleyball (All Day)
 17 - End of First Quarter (36)
 21 - Start of 2nd Quarter
 24-25 P-T Conference (4:30-8:00, 8:00-12:00)
 19 Student Days/21 Staff Days

November 2024

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

15 - Inservice (All Day)
 27-29- Thanksgiving Break
 26 - WTC One-Act
 14 Student Days/15 Staff Days

DECEMBER 2024

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

6 - Inservice (1/2day)
 19- End of Second Quarter/1st Semester (34/70)
 23-31- Christmas Break
 12 Student Days/12.5 Staff Days

JANUARY 2025

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

6 - Inservice (All day)
 7 - Start of Third Quarter
 16 Student Days/17 Staff Days

FEBRUARY 2025

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

12 - WTC Speech (All Day)
 17 - Inservice (All day)
 16 Student Days/18 Staff Days

MARCH 2025

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

5 - Inservice (All day)
 7- End of Third Quarter (36)
 10- Start of Fourth Quarter
 13- P-T Conference (4:30-8:00)
 28 - Inservice (1/2 Day)
 17 Student Days/18.5 Staff Days

APRIL 2025

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

11 - Inservice (1/2 day)
 21 - No School (Easter Break)
 18 Student Days/18.5 Staff Days

MAY 2025

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

2 - Inservice (1/2 Day)
 17 - Graduation
 22- Last day of School (44/80)
 26- Memorial Day
 13 Student Days/13.5 Staff Days

- No School Friday
- No School for Students/In-Service
- No School/Vacation Day
- Start of Quarter
- End of Quarter
- New Teacher Orientation
- Parent-Teacher Conferences
- Graduation 11:00 AM
- 1:00 Dismissal

Student Days = 150
 Teacher Days = 162
 Student Hours = 1,105.7
 Days Over Minimum = 3.5
 Staff Inservice/P-T Days = 12.0

Approved by School Board on: 3-11-2024

Note: All make-up days extending the school year after May 22 are subject to the discretion of the Superintendent.

Note: Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.

SCHOOL DAY

Severe Weather and School Cancellations

When there is severe weather that makes it unsafe for students to attend school, the Superintendent of schools may close the schools. The Superintendent's staff will notify the news media about school closures due to inclement weather, and the information will be broadcasted regularly by radio and television stations. Additionally, Kimball Public Schools will be using the Thrillshare notification system for improved communications with parents and students during weather-related issues and emergencies. Parents are encouraged to ensure that their contact information is up-to-date in the directory, including home, work, cell phones, or any other numbers they prefer to receive messages during an emergency or school cancellation.

A decision to close school will be made when weather forecasts indicate that it would be unwise for students to attend school. If possible, the decision about the next school day will be made by 9 p.m. and announced during the 10 p.m. news. However, an early decision is not always possible due to uncertain weather conditions. School officials will periodically assess weather conditions during the night and will decide early in the morning, preferably by 6 a.m. In any case, an announcement about school closures will be made to the news media. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-kindergarten, student activities). Announcements about other Nebraska school closings are included in Scottsbluff and Sidney radio and television broadcasts.

Once classes have started, every effort will be made to avoid closing school during the day. However, in some instances, closing school during the day may be inevitable if children are to safely return home before a major storm hits. In these cases, parents will be notified as much in advance as possible.

If school is closed during the day, the news media will broadcast the notice, and parents should have a plan in place to accommodate these circumstances. If the Kimball area is under an adverse weather warning at the time of dismissal, students will not be dismissed from school, and the buses will not run until the weather warning has been nullified.

Parents may decide to keep their children at home in inclement weather due to personal circumstances. Students who are absent because of severe weather when school is in session will be marked absent, which will be treated like any other excused absence for legitimate causes if 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.

During a tornado warning, parents should not attempt to come to school because school officials are not permitted to release students from the school building. Tornado safety procedures are practiced regularly by students and staff members. Moreover, parents are urged not to call radio and television stations and school buildings during severe weather, and every effort will be made to provide accurate and timely information through the media.

Kimball Public Schools has an emergency exit system, tornado warning system, and critical incident response plans in place. In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. In certain situations, parents may not be allowed to enter the building and/or pick up their children. Regular drills will be held as required by law through the school year to ensure that all staff and students are familiar with the emergency procedures.

Open-Closed Campus

All students are required to remain on campus during the school day with four exceptions:

- High school students who have earned a Stampede Card for the quarter (see below) may leave campus at lunch.
- Seniors who met their ACT testing goal in the spring of 2024 may leave campus at lunch as well as during Study Hall on Tuesdays and Thursdays.
- Juniors who met their ACT testing goal in the spring of 2024 may leave campus for lunch on Thursdays (if they do not earn a Stampede Card).
- Juniors and seniors with C's and above in all classes, no tardies, no referrals to Longhorn Time, and no Branching Minds referrals the previous week will be permitted to leave campus during 9th Period on Tuesdays and Thursdays.

Stampede Card

Students in 7th-12th grade may earn a Stampede Card. The Stampede Card entitles the student to the following each quarter:

- Open campus lunch privileges (9th-12th grade only)
- One free concession item*
- One free pass for Longhorn Time*

*Students must show their Stampede Card to receive entrance/item

Qualifications for the Stampede Card

- All C's or better
- Two or fewer tardies
- Two or fewer referrals to Longhorn Time
- No office referrals

Each quarter, students will be issued a new Stampede Card based on the above criteria from the previous quarter. Issuance of the Stampede Card during the first quarter of the 24-25 school year will be dependent on eligibility during fourth quarter of the 23-24 school year for returning students. New students will receive a Stampede Card for the 1st quarter.

Entering and Leaving the Building

Beginning of School: Students should not be on school grounds more than 20 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 be admitted to the school building at 7:30 a.m. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, except for students who are permitted to leave for open campus lunch and study hall, students are to report to the school office. A pass from the office will be required to return to class.

End of School: Our regular school day ends at 3:55 p.m. Make-up work, special help, club meetings, Longhorn Time and other school activities begin at 4:00 p.m. It is important that students who are involved in any of these activities report to the designated area on time. 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 outside of the regularly scheduled instructional day.**

Shortened Days: 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.

Kimball Jr/Sr High School Bell Schedules 2024-2025

Regular Daily Schedule 7:50 - 3:55

1st	7:50 - 8:40
2nd	8:43-9:33
3rd	9:36 - 10:26
WIN Time	10:29 - 10:53
4th	10:56-11:46
5th	11:49 - 12:39
Lunch	12:39 - 1:16
6th	1:19 - 2:09
7th	2:12 - 3:02
8th	3:05 - 3:55

2 Hour Late Start 9:50 - 3:55

1st	9:50 - 10:28
2nd	10:31 - 11:09
3rd	11:12 - 11:50
4th	11:53 - 12:31
Lunch	12:31 - 1:11
5th	1:14 - 1:52
6th	1:55- 2:33
7th	2:36 - 3:14
8th	3:17 - 3:55

USE OF BUILDINGS AND GROUNDS

School Safety and Security

The safety and security of the District's students, staff, physical space and assets is a shared responsibility of all members of the KPS community. To meet this obligation, Kimball Public Schools has installed and implemented a district wide access control system. To best facilitate the use of this system, the district has put in place updated procedures for access to facilities. All district facility external doors are locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors and those without access privileges will be required to request access via audio/video intercom, state their purpose for access request and be checked in at the main office.

Visitors

All visitors must report to the office upon entering the school in order to receive a visitor's pass. Parents are welcome at any time, however, previous arrangements must be made with the Principal before visiting a classroom. Various limitations apply such as length of stay, days allowed, and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason.

Smoke-and Tobacco-Free Building

Kimball Public Schools declares all of our schools buildings to be smoke- and tobacco-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free building for our children. When you attend school events, including athletic events, please remember that our buildings are smoke- and tobacco-free and abide by our District's policy.

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 disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing or Torn Page:	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Lockers

Each student will 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. We recommend that the locker be locked with a combination lock issued by Kimball Public Schools. Students are required to pay a \$7 deposit for each combination lock. Students may use their own lock; however the student must provide the combination or a second key to the school office. If school officials need access to the locker and the student is not available or cannot unlock the lock, the lock may be forcibly removed at the student's expense. 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.

Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, 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 (including the use of a police dog) of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules shall 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 must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

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.

Use of Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a public courtesy phone available for student use. The courtesy phone is NOT to be used during class time unless approved by office personnel. Use of the phone is not an excuse to be tardy.

Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Vehicles

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Vehicles are not to be driven to the auto and agricultural buildings unless given prior permission by the teacher or principal.

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. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

Accidents

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.

Laboratory Safety Glasses and Safety Equipment

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science, and art classes when the risk of potential injury is present.

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 or on school bulletin boards.

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. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

ATTENDANCE

Attendance and Absences

Absences from School - Definitions. An absence from school will be reported as:
(a) an excused absence or (b) an unexcused absence.

The following codes will be assigned to student absences for the following reasons:

AM - Absent Miscellaneous (Excused): Student is excused from class to meet with counselor, special services, etc.

AP - Parent Notification (Unexcused): A parent or guardian has called to let the school know their child will not be in school.

CO - Court Ordered (Excused): The student is absent due to a court order.

CV - College Visit (Excused): The student is absent due to a college visit.

DF - Death in the Family (Excused): The student is absent due to a death in the immediate family.

IS - In School Suspension (Excused): The student is absent due to In School Suspension

ME - Medically Excused (Excused): The student is absent and has submitted documentation from a doctor to the school office or the Request for Excused Absence form has been submitted and approved.

NC - No Call (unexcused): The student is absent and no call was received by a parent or guardian.

OS - Out of School Suspension (Excused): The student is absent due to Out of School Suspension

PE - Parent Notification (Excused): The parent or guardian provides one week advance notice to the Principal and the student maintains an A or B average in the class at the time of the absence.

SB - Student Business (Excused): The student is absent due to a school-related activity

TE - Tardy Excused*: The student has missed no more than the first 5 minutes of class.

TU - Tardy Unexcused: The student has missed no more than the first 5 minutes of class.

TT - Truant (Unexcused): The student is absent from one or more classes within the school day without permission (i.e., the student has 'skipped' class).

*The tardy is excused if the reason is due to one of the excused reasons identified for absences.

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

- a. Excused Absences. An absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: AM, CO, CV, DF, IS, OS, ME, SB, PE

For excused absences due to illness, parents are required to provide the school with a note from a medical professional. However, we understand that visiting a doctor may not always be feasible. In such cases, if parents are concerned about an absence being unexcused due to illness, they may visit the office to obtain a "Request for Excused Absence" form. This form must be completed in its entirety and submitted within one week of the unexcused absence for consideration.

Submitting this form does not guarantee automatic approval of the absence as excused, but it will be reviewed by the administration and nurse. Parents will be notified of the decision within five days.

- b. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

Absence Procedure/Make-Up Work.

For excused absences, students must make up any missed assignments and/or tests within at most a one week time period (following the Late Work Policy below) or the student will receive a zero in the grade book. If requested, assignments will be prepared for students who are ill upon request. If parents and/or students request assignments the school should be contacted by no later than 9 a.m. The student has the responsibility to contact teachers initially regarding make-up assignments. Students who are absent due to school business will be required to submit assignments by the due date, either electronically or by delivering the assignment to their coach.

For unexcused absences, the student may receive a failing mark in each class period missed. It will be at the teacher's discretion to award full or partial credit with the approval of the Principal.

The Principal shall have the discretion to deny or approve the excused or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

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 age 7 to 17 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent 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. Such services shall

include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism/Truancy. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences/truancy." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 7, 10 and 15 absences. When a student accumulates 20 unexcused absences in the school year, then the County Attorney may be notified and legal action may be taken against the parent/guardian.

- | | | |
|----------------------------|---|--|
| After 5 unexcused absences | — | 1 st communication from principal |
| 7 unexcused absences | — | Student may lose 1 credit hour in the class(es) in which they are not in attendance. A meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the Juvenile Services Coordinator, the principal, and the counselor. |
| 10 unexcused absences | — | A meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the Juvenile Services Coordinator, the principal, and the counselor. |
| 15 unexcused absences | — | Referred to the Juvenile Services Coordinator |
| 20 unexcused absences | — | Notification to Kimball County Attorney (legal action may be taken) |

Upon the 7th day of unexcused absence, the student may lose course credit (see loss of credit section below). Upon the 10th day of unexcused absence, if the parent/guardian is not cooperating with the school, a meeting will be scheduled to establish a collaborative attendance plan for the student. Upon the 15th absence, the matter will be turned over to the Juvenile Services Coordinator for more intensive intervention.

Upon the 20th unexcused absence, the County Attorney will be notified and legal action may be taken against the parent/guardian.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings can be held between a school attendance officer, school social worker, or another 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 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 Neb.Rev.Stat. § 79-201, (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 statute. If within one week after the time such notice is given such 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.

Loss of Credit

All students in grades 9-12 will be allowed up to six (6) unexcused absences per semester. After the 6th absence, credit will be deducted as follows:

0-6 days absent -	0 credit deducted per course
7-11 absences -	1 credit deducted per course
12-16 absences -	2 credits deducted per course
17-21 absences -	3 credits deducted per course
22-26 absences -	4 credits deducted per course
26+ absences -	5 credits deducted per course

Students may make-up credit by completing an online course on their own time and at their own cost or retaking the course prior to graduation.

Tardiness

Tardy to Class: A tardy is defined as up to five (5) minutes missed at the beginning of a period. Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Three unexcused tardies in any one semester will count as an absence in that class. Any subsequent 3 tardies is the equivalent of 1 absence. This will be counted toward the maximum of seven absences from any given class. If seven absences are reached, the student may lose credit from that class (see **Loss of Credit** above). The absence will not be counted toward truancy determination. Students may appeal their loss of credit to the district attendance committee.

Leaving School or Class

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

When students wish to leave the room, a signed pass must accompany the trip. Students are not allowed to leave the room during the first 10 minutes of class. If a student is "checking in" before attending an assembly, meeting, etc., the student must be seated in their scheduled classroom until attendance has been taken.

Students will not be allowed to enter class after an absence until an admit slip is issued by the Principal's office. Any work missed must be made up.

Attendance is Required to Participate in Activities

Students must attend school at least half the day on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. The Principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals, prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

SCHOLASTIC ACHIEVEMENT

Grading System

Kimball Junior/Senior High School will use the letter grading system as follows:

Letter Grade	Percentage	G.P.A.
A	93 - 100	4.0
B	85 - 92	3.0
C	77 - 84	2.0
D	70 - 76	1.0
F	0 - 69	No Credit

Grading Practices to Support Student Learning

Teachers are expected to utilize the following grading practices to support student learning.

- 70/30 weighted grades: Assessment (70%)/Daily work(30%). Assessments may include formative, summative, or project-based assessments and may be written or oral.
- Minimum Daily Grades: Teachers will plan and assess an average of 2-3 grades per week, approximately 25 grades per quarter.
- Minimum Number of Assessments: 3 assessments per quarter.
- Performance Classes: Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to makeup missed performances will be provided to ensure students have the opportunity to demonstrate their learning.

Students will be encouraged to utilize *Google Calendar* to practice organizational/planning skills.

Homework, Study Hall and Longhorn Time

- **Homework Policy** - All daily assignments must be completed. Homework assignments are not optional for the students (Make-up and re-do work is always acceptable).

- **After School Help** - Teachers are available to students from 4:00 pm to 4:30 pm every day.
- **Late Work Policy** - For excused absences, students will get 1 day for every day absent, to submit work for full credit. If the number of days absent exceeds five, the time frame to submit late work may not exceed 5 days. After this time has expired, the work is considered late. If the absence is for school business, and the work is due on the date of the absence, the work must be submitted by the due date or it will be considered late.

For work that is late, on the first day the work is considered late, a Missing indicator will be entered into Infinite Campus and the student will be referred to Longhorn Time. If the student attends Longhorn Time and submits the work the next school day, the Missing indicator will be removed and the student will receive a 10% reduction on their graded work. If a student is a 'no show' for Longhorn Time, the Missing indicator will be replaced with a '0'.

- **Study Hall**

Junior and senior students are assigned to grade level classes during 9th period. Two days a week, students will be given a study hall during that time. The time may be used to meet with other teachers to get help with coursework. Juniors or seniors meeting the open campus criteria (see Open-Closed Campus section), may choose to leave on designated study hall days.

- **Longhorn Time**

Longhorn Time is an after school program to assist students in successfully completing assignments in a timely manner. The goal of Longhorn Time is to hold students to a high standard by refusing to let them take zeros on their assigned work and to provide extra support for students with failing grades. When students don't turn in a homework assignment on the due date, the teacher who assigned the homework will electronically submit the student for Longhorn Time and verbally communicate directly to the student they have earned Longhorn Time on the same day as the missed due date. When students are not in attendance at school and miss the opportunity to turn in assignments, the due date of an assignment will be in effect as stated in the absence policy.

General Information:

- Longhorn Time will start at 4:00 pm and students will be dismissed after they have completed their assignment.

- Extra-curricular practices or employment are not excusable reasons for students to miss Longhorn Time.

Student Expectations:

- Once a student is assigned to Longhorn Time, they will also be required to attend the Longhorn Time classroom during WIN Time. All Longhorn Time students must check in during WIN Time. They may leave once they have provided a Longhorn Time Sheet signed by the referring teacher, indicating that the missing work has been completed.
- If a student completes their work during WIN Time, they can submit the signed Longhorn Time Sheet to the assigned Longhorn Time sponsor and will not need to attend Longhorn Time after school. If the work is not completed during WIN Time, the student must attend Longhorn Time after school to either finish their work or turn in the completed Longhorn Time Sheet.
- Students should request for teachers to sign Longhorn Time Sheets before or after school or during WIN Time, not during classtime.
- If a student has an unavoidable conflict, the parent needs to inform the office. In this case, the student will work on their missing assignment(s) over lunch.
- Students who are assigned to Longhorn Time and skip without prior arrangements will earn a 'O' for the missing assignment.
- Students who are assigned to Longhorn Time and skip a total of 5 times in a quarter will no longer be referred to Longhorn Time and will earn a 'O' for any subsequent missing assignment.
- Students will get one free pass per semester when they are unable to attend Longhorn Time; however, they are still expected to do the homework assignment and turn it in during the next day of school resulting in a 10% reduction in grade.
- Students are expected to do all assignments and hand in quality work determined by the teacher.
- Students will be responsible for bringing work to Longhorn Time.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive a 'O' on the missing assignment.
- Students attending competitions will be expected to attend Longhorn Time the next day if they don't have their assigned homework completed and handed in to the teacher the next school day.
- Students will remain in Longhorn Time until the missing work is completed.

Teacher Expectations:

- When a student does not hand in an assignment by the date due, the teacher will use a Google form to assign that student to Longhorn Time. The Google form will be set up to automatically generate an email that goes out to: the student, the parent,

the 9th period teacher, Special Education teacher (if applicable), office staff, and head coach (if applicable).

- The teacher who refers a student to Longhorn Time or whose class in which the student is failing will be available until 4:30 pm to work with the student on their missing work, quiz/test retakes, or to help them review material.

Graduation Requirements

In addition to meeting the academic requirements listed below, in order to receive the Kimball Public Schools diploma, students must also attend a minimum of eight (8) semesters of high school, such semester count to begin with the 9th grade of attendance.

English	40 credits - 4 years
Science	30 credits - 3 years (Physical Science & Biology required)
Mathematics	30 credits - 3 years (course content that includes algebraic, geometric, data analysis, and probability concepts)
Social Studies	30 credits - 3 years (Civics/American Government is required)
PE	10 credits - 1 year (9 th PE required)
Personal Finance	5 credits
Electives	120 credits
Total	265 Credits

In addition to the course requirements, all senior students must either complete the FAFSA or opt out of completing the FAFSA prior to graduation.

The staff and administration strongly encourage all college-bound students to take four years of all core areas and foreign language.

Special adjustments to the above requirements may be made with administrative approval. For example, if a student has a doctor's note stating that he/she cannot take physical education, another class may be approved as a substitution.

High school credit may be awarded to junior high students enrolled in a high school course. For the purposes of math credit, students will still be required to complete three years of math in high school and must be enrolled in a math class during their junior year. If the student has met the graduation requirements for mathematics prior to their junior year, they will be given elective credit for additional courses.

Only students who have met the prescribed graduation requirements established by the Board of Education will be permitted to participate in commencement exercises. In

addition, all financial obligations must be paid and all disciplinary sanctions must be fulfilled prior to commencement exercises.

Promotion and Retention

The professional staff at Kimball Jr/Sr High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

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.

Parent input will be considered but the Principal has the authority to make the final decision.

Student Classification

10th Grade - Two semesters of attendance and a minimum of 60 semester hours.

11th Grade - Four semesters of attendance and a minimum of 120 semester hours.

12th Grade - Six semesters of attendance and a minimum of 180 semester hours.

Graduate - Eight semesters of attendance and a minimum of 240 semester hours.

Promotion and Retention of Junior High Students

A student, who passes with a 70% or above, earns 5 credits per class per semester.

For promotion to the 8th grade, students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes - English, math, science, or social studies.

For promotion to the 9th grade, students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes - English, math, science, or social studies.

Students will have the option of coming to summer school and/or completing correspondence classes during the summer at their expense to complete any deficiencies in these requirements. The Principal must approve all correspondence classes ahead of time and must be completed prior to the first day of classes the following school year.

Parent input will be considered, but the Principal has the authority to make the final decision on student promotion/retention.

Schedule Changes

Students needing schedule changes should notify the guidance counselor or principal. The principal or guidance counselor and teachers involved must agree to all schedule changes. However, the principal will make the final decision on all schedule changes. Schedules may not be changed after the first week into a new quarter or semester.

Progress Reports

Various progress updates may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent at teacher discretion.

Report Cards

Grades are finalized at the end of each quarter, or nine-week sessions. Parents and students can access grades on Infinite Campus. Letter grades are used to designate a student's progress. A grade of "I" (incomplete) received at the end of a grading period must be made up within one week or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. An incomplete or grade of "I" will only be given to a student at the end of the quarter if extenuating circumstances, as deemed by the administration, have prevented the student from completing his/her coursework by the end of the quarter. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year in the beginning of the 2nd and 4th quarters. Refer to the school calendar for the schedule. Conferences with teachers at any other time are possible by calling the school office or contacting a teacher directly via Rooms, their school email account or phone.

Principal's Merit Roll

The purpose of the principal's merit roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st and 2nd semesters. Students will be recognized if they meet the following criteria:

1. Minimum 4.0 G.P.A. for the grading period.
2. No failing grades or incompletes.
3. All class grades are figured the same for merit roll status except teacher aide and work experience.

Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. The honor roll will be determined for 1st and 2nd semesters. Students will be recognized if they meet the following criteria:

1. Minimum 3.0 G.P.A. for the grading period.
2. No failing grades or incompletes.
3. All class grades are figured the same for honor roll status except teacher aide and work experience.

National Honor Society

The National Honor Society chapter of Kimball Public Schools 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 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-member Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

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 3.7 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 experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two 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 criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held (insert duration, e.g., "monthly") during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Kristi Hiles-Smith.

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 contained in this handbook; 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 calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as 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.

Junior High Sports/PE

Participation in sports for Junior High students at Kimball Public Schools is strictly voluntary. Students participating in a sport are required to attend the full duration of practice with their team. Junior High students not participating in a sport are required to attend a physical education class. When students are not participating in a sport (such as the times of the school year that fall between sport seasons) they are required to attend a physical education class.

VALTS

Kimball Public Schools participates in an alternative education program known as Valley Alternative Learning Transitioning School or VALTS for short. This program is located in the HARMS Center on the campus of WNCC in Scottsbluff. VALTS offers the same basic curriculum as a "mainstream" school but uses alternative delivery methods. Kimball currently has one seat in the VALTS Program.

In order to be considered for VALTS, a student must be a junior or senior, have earned an adequate number of credits to graduate within one year of their classmates, and cannot be on an Individual Education Plan (IEP). Students who are interested and meet the criteria, need to fill out an application packet, have their parent/guardian sign the application, and complete an interview with the building counselor and/or principal. Students will be selected for the VALTS program in accordance with policy. Upon successful completion of the VALTS Program, a student will also earn a Kimball Public Schools diploma. For more

information and/or to be considered for the program please contact the Kimball Jr/Sr High School Counselor or Principal.

ACT Test

As an incentive to encourage all students to take the ACT test in the fall of their junior year, the school will provide one free ACT test in the month of October to all juniors.

SCHOOL CLIMATE/CULTURE

Positive Behavior interventions and Supports (PBIS)

Kimball Jr/Sr High School is a PBIS School with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are a list of the expectations for Kimball Jr/Sr High School:

Area of the School	Respect	Responsibility	Effort	Safety
Classroom	<ul style="list-style-type: none"> * Use good manners: eye contact & active listening * Use or practice positive communication skills (verbal & non-verbal) 	<ul style="list-style-type: none"> * Homework and assignments completed & returned on time * Come prepared to learn - Bring all materials to class * Push in chairs & clean up your area before leaving 	<ul style="list-style-type: none"> * <u>Be on time</u> and use class time productively * Follow along, ask questions, participate in discussions, & study * Be willing to come in before or after school for extra help 	<ul style="list-style-type: none"> * Stay seated with all four chair legs on the floor * Use safe lab practices and appropriate behavior
Hallway	<ul style="list-style-type: none"> * Use appropriate language and acceptable volume * Maintain personal space * Keep food and drink in the student center 	<ul style="list-style-type: none"> * Use time wisely and get to class on time * Clean up after yourself; use trash cans * While class is in session, you need a pass to be in the hallway 	<ul style="list-style-type: none"> * Keep lockers clean and organized * Walk with a purpose; get to where you need to be 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * WALK in the hallways
Student Center	<ul style="list-style-type: none"> * Use appropriate language and acceptable volume * Honor the dress code 	<ul style="list-style-type: none"> * Push in your chairs when leaving * Clean up after yourself; use trash cans 	<ul style="list-style-type: none"> * Take care of the facility * Keep food & beverages (other than water) in the student center 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * Sit in chairs appropriately
Route Bus	<ul style="list-style-type: none"> * Follow all directions given by the bus driver * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Clean up your area before leaving the bus 	<ul style="list-style-type: none"> * Make an effort to respect the transportation being provided 	<ul style="list-style-type: none"> * Find a seat and remain in that seat * Feet on the floor and face forward

Area of the School	Respect	Responsibility	Effort	Safety
Cafeteria and Lunch	<ul style="list-style-type: none"> * Use good manners; say "please" and "thank you" * Use appropriate language and acceptable volume 	<ul style="list-style-type: none"> * Clean up after yourself; use trash cans * Please put silverware in the soapy water 	<ul style="list-style-type: none"> * Use good listening skills with the kitchen staff * Please keep all food and drink in the eating area 	<ul style="list-style-type: none"> * Keep hands and feet to yourself Make sure you clean up any spills
Entrance	<ul style="list-style-type: none"> * Use appropriate language and volume * Keep pathways to the doors clear * Respect others' personal space 	<ul style="list-style-type: none"> * Keep the area clean and free of obstacles * Play games on the grass area 	<ul style="list-style-type: none"> * Make a positive first impression to our visitors * Be courteous and use proper manners * Create a positive and friendly environment 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * Use railing appropriately * Refrain from throwing objects
Weight Room	<ul style="list-style-type: none"> * Respect neighboring classrooms * Respect teachers, coaches, sponsors, & other lifters * Play appropriate music at appropriate volume 	<ul style="list-style-type: none"> * Return equipment to the proper location * Report broken equipment and clean equipment after using 	<ul style="list-style-type: none"> * Take care of the facilities & equipment * Clean up after yourself * Follow your program and LIFT with a purpose 	<ul style="list-style-type: none"> * Approved adult sponsor must be present * Use proper lifting techniques and safety guidelines * Don't know, Ask
Activity Bus	<ul style="list-style-type: none"> * Follow all directions given by the bus driver * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Clean up your area before leaving the bus * Make sure all beverages have a lid 	<ul style="list-style-type: none"> * Be on time * Make an effort to respect the transportation being provided 	<ul style="list-style-type: none"> * Stay in your seat except to use trash can * Take off your shoes before putting your feet on the seats * At least one sponsor will sit in the back of the bus
Auditorium	<ul style="list-style-type: none"> * Respect presenters by being attentive and quiet * Unless authorized by staff, food and drink stay outside 	<ul style="list-style-type: none"> * Please turn off and put away electronic devices * Leave to use the restroom only at appropriate times * Clean up your area before leaving 	<ul style="list-style-type: none"> * Be on time and sit in the appropriate seats * Make an effort to respect the facility; treat it as a valuable asset 	<ul style="list-style-type: none"> * Use the aisles to get from point A to point B * Sponsors will sit among the students
Locker Room	<ul style="list-style-type: none"> * Respect the personal property of other people * Respect the school facilities * Respect personal space 	<ul style="list-style-type: none"> * Use a school padlock and keep your locker locked * Use appropriate language and volume 	<ul style="list-style-type: none"> * Pick up your area * Keep your locker clean and organized * Get in and out of the locker room efficiently * Dress and shower quickly 	<ul style="list-style-type: none"> * Wash gym clothes on a weekly basis * Be careful on and around wet floors * Use appropriate behavior
Restroom	<ul style="list-style-type: none"> * Walls and Stalls should remain graffiti-free 	<ul style="list-style-type: none"> * Double check that toilet flushed * Make sure water is turned off * Return to class when finished 	<ul style="list-style-type: none"> * Keep the restroom neat and clean for others * Report any problems to the office 	<ul style="list-style-type: none"> * Wash hands with soap and water * Keep hands and feet to yourself

Area of the School	Respect	Responsibility	Effort	Safety
Entrance	<ul style="list-style-type: none"> * Use appropriate language and volume * Keep pathways to the doors clear * Respect others' personal space 	<ul style="list-style-type: none"> * Keep the area clean and free of obstacles * Play games on the grass area 	<ul style="list-style-type: none"> * Make a positive first impression to our visitors * Be courteous and use proper manners * Create a positive and friendly environment 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * Use railing appropriately * Refrain from throwing objects
Weight Room	<ul style="list-style-type: none"> * Respect neighboring classrooms * Respect teachers, coaches, sponsors, & other lifters * Play appropriate music at appropriate volume 	<ul style="list-style-type: none"> * Return equipment to the proper location * Report broken equipment and clean equipment after using 	<ul style="list-style-type: none"> * Take care of the facilities & equipment * Clean up after yourself * Follow your program and LIFT with a purpose 	<ul style="list-style-type: none"> * Approved adult sponsor must be present * Use proper lifting techniques and safety guidelines * Don't know, Ask
Activity Bus	<ul style="list-style-type: none"> * Follow all directions given by the bus driver * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Clean up your area before leaving the bus * Make sure all beverages have a lid 	<ul style="list-style-type: none"> * Be on time * Make an effort to respect the transportation being provided 	<ul style="list-style-type: none"> * Stay in your seat except to use trash can * Take off your shoes before putting your feet on the seats * At least one sponsor will sit in the back of the bus
Auditorium	<ul style="list-style-type: none"> * Respect presenters by being attentive and quiet * Unless authorized by staff, food and drink stay outside 	<ul style="list-style-type: none"> * Please turn off and put away electronic devices * Leave to use the restroom only at appropriate times * Clean up your area before leaving 	<ul style="list-style-type: none"> * Be on time and sit in the appropriate seats * Make an effort to respect the facility; treat it as a valuable asset 	<ul style="list-style-type: none"> * Use the aisles to get from point A to point B * Sponsors will sit among the students
Locker Room	<ul style="list-style-type: none"> * Respect the personal property of other people * Respect the school facilities * Respect personal space 	<ul style="list-style-type: none"> * Use a school padlock and keep your locker locked * Use appropriate language and volume 	<ul style="list-style-type: none"> * Pick up your area * Keep your locker clean and organized * Get in and out of the locker room efficiently * Dress and shower quickly 	<ul style="list-style-type: none"> * Wash gym clothes on a weekly basis * Be careful on and around wet floors * Use appropriate behavior
Restroom	<ul style="list-style-type: none"> * Walls and Stalls should remain graffiti-free 	<ul style="list-style-type: none"> * Double check that toilet flushed * Make sure water is turned off * Return to class when finished 	<ul style="list-style-type: none"> * Keep the restroom neat and clean for others * Report any problems to the office 	<ul style="list-style-type: none"> * Wash hands with soap and water * Keep hands and feet to yourself

Area of the School	Respect	Responsibility	Effort	Safety
Gym Class	<ul style="list-style-type: none"> * Use good manners * Practice positive communication skills (verbal & non-verbal) * Treat equipment appropriately 	<ul style="list-style-type: none"> * Come prepared to participate * Return all equipment to proper storage * Clean up area before leaving 	<ul style="list-style-type: none"> * Be on time * Follow along and ask questions * Participate and give maximum effort 	<ul style="list-style-type: none"> * Use equipment properly * Follow rules and use appropriate behavior
Gym Activities	<ul style="list-style-type: none"> * Stay seated in the gym and watch the activity * Practice positive communication skills (verbal & non-verbal) 	<ul style="list-style-type: none"> * Practice good sportsmanship * Clean up your area before leaving 	<ul style="list-style-type: none"> * Demonstrate positive school spirit * Be a good spectator 	<ul style="list-style-type: none"> * Use stairs and WALK in the bleacher area * Avoid walking on the floor during game time * Use appropriate behavior
Parking Lot	<ul style="list-style-type: none"> * Respect vehicles and personal property of others * Respect school grounds * Avoid noise pollution 	<ul style="list-style-type: none"> * Driving is a privilege - follow all driving laws * Keep speeds under 10 mph * Use designated parking spaces * Put trash in appropriate receptacle 	<ul style="list-style-type: none"> * Take initiative to greet guests appropriately * Work to keep the parking lot clean & tidy 	<ul style="list-style-type: none"> * Stay out of the path of moving vehicles * Socialize in appropriate areas
Stadium	<ul style="list-style-type: none"> * Respect participants, spectators, coaches, and officials * Practice positive communication skills (verbal & non-verbal) * Respect the facilities 	<ul style="list-style-type: none"> * Practice good sportsmanship * Put trash in appropriate receptacle 	<ul style="list-style-type: none"> * Demonstrate positive school spirit * Be a good spectator 	<ul style="list-style-type: none"> * Use stairs & WALK in the bleacher area * Refrain from throwing items over the stadium * Use appropriate behavior
Wrestling Room	<ul style="list-style-type: none"> * Respect coaches, sponsors, and athletes * Respect individuals' physical abilities and limitations 	<ul style="list-style-type: none"> * Use only proper footwear * Follow through with personal hygiene 	<ul style="list-style-type: none"> * Take care of the facilities and equipment * Come prepared to work and improve 	<ul style="list-style-type: none"> * approved adult sponsor or coach must be present * Use mat and equipment for intended purpose * Clean and disinfect properly after use
Library	<ul style="list-style-type: none"> * Use good manners * Use appropriate language and volume 	<ul style="list-style-type: none"> * Push chairs in when leaving and pick up your area * Take care of the equipment and books * Return books on time and undamaged * Bring a pass with a stated purpose 	<ul style="list-style-type: none"> * Come prepared to use time wisely * Ask for help if you need it * Take care of library facility 	<ul style="list-style-type: none"> * Stay seated with all four chair legs on the floor * Keep hands and feet to yourself
Detention	<ul style="list-style-type: none"> * Use good manners * Use appropriate language and volume * Listen and follow teacher's directions 	<ul style="list-style-type: none"> * Bring homework to work on * Push in chairs and clean up your area before leaving 	<ul style="list-style-type: none"> * Be on time at 3:40 and use your time productively * Check in with the teacher so time can begin 	<ul style="list-style-type: none"> * Stay seated with all four chair legs on the floor * Keep hands and feet to yourself

Longhorn Ranch System

The Longhorn Ranch System is a school-wide community that provides students with a culture of belonging. Eight ranches have been created and each ranch includes 18-20 7th-12th grade students. Each year, incoming 7th graders are 'sorted' into their ranch and will remain in that ranch until they graduate. Two to three staff members are members of each ranch as well. Two students from each ranch are selected each year to be ranch leaders. The system allows students to socialize with one another across grades with positive adult role models beyond the classroom setting.

Throughout the year, the ranches compete against each other in a variety of events earning points for their ranch. Points may be earned through monthly challenges, quarterly academic achievement, good behavior, involvement in extracurricular activities or other activities/contests throughout the school year.


Quarterly, each member of the ranch with the most accumulated points for the quarter will earn a reward. The ranch that earns the most points for the year will earn a trophy and recognition on the Ranch Champion plaque displayed in the Student Center.

The eight ranches along with the ranch colors and brand are described below:

Callow Cattle Ranch

Ranch Brand: 
Ranch Colors: Pink/Silver

Blazing Pitchfork Ranch

Ranch Brand: 
Ranch Colors: Orange/Yellow/Silver

Growling Grizzlies Ranch

Ranch Brand: 
Ranch Colors: Black/Gold

Hidden Valley Ranch

Ranch Brand: 

Speed Goat Ranch

Ranch Brand: 
Ranch Colors: Turquoise/Silver

Almosta Ranch

Ranch Brand: 
Ranch Colors: Maroon/Light Blue

Buffalo Ridge Ranch

Ranch Brand: 
Ranch Colors: Navy Blue/Gold

Whispering Winds Ranch

Ranch Brand: 

The Longhorn Way

At the Jr/Sr High School, we recognize students who exhibit the characteristics for which we encourage all of our students to strive. We call these characteristics The Longhorn Way. To earn recognition for The Longhorn Way for the quarter, students need to have all A's and B's, no tardies, no referrals to Longhorn Time, no classroom or office referrals for behavior, and participate in at least one extra curricular activity during the quarter. The Longhorn Way students earn the opportunity to participate in an activity offsite.

COMMUNICATION

Teacher Response Times and Communication

At the Kimball Jr/Sr High School, we value open communication between teachers, students, and families. Effective communication is crucial for the success of our students, and we employ various channels to keep everyone informed.

Teacher Contract Hours

Teachers at Kimball Public Schools work from 7:30 AM to 4:30 PM. During these hours, they are fully engaged in the educational process and committed to the academic and personal growth of their students.

Communication Platforms

We utilize the Kimball Public Schools Apptegy App, specifically the Apptegy Rooms (Rooms) feature, for all school-related communication. Rooms is a comprehensive two-way communication and messaging tool integrated directly with our school's app. This tool streamlines communication between teachers, students, and parents, bringing all conversations into one accessible place.

Response Times

While we understand the importance of timely communication, teachers' schedules are demanding. Therefore, we ask for your understanding regarding response times. Teachers will make every effort to respond to messages within a 24-hour period during contracted school days and hours.

Additional Communication Channels

In addition to Rooms, we employ various communication methods to keep you informed:

- District Calendars
- School Website - www.kpslonghorns.org
- Kimball Public Schools - App
- School Facebook Page
- Email (Mass Emails and Personal Emails)
- Call Alerts
- Phone Calls

Two-Way Communication

Communication is a two-way street, requiring involvement from both parents and the school. We encourage active participation from parents in this process to ensure the success of our students. It's essential to maintain updated contact information, including a working phone number, for emergency purposes. Please refrain from blocking the school's number to ensure seamless communication.

Hearing Both Sides of the Story

In situations where you hear one side of a story regarding events at school, it's important to gather all perspectives. We encourage parents and guardians to hear both their child's account and the school's version of events. Our staff are committed to ongoing communication and providing a complete picture of any situation. Good communication fosters understanding and supports the success of our students.

Thank you for your cooperation and understanding as we work together to create a supportive and communicative learning environment for our students.

STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Kimball Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Kimball Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE KIMBALL PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Forms of School Discipline

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:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Kimball Public Schools 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:

1. The Principal or the Principal's designee shall 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.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.
3. Within 24 hours or such additional time as is reasonably necessary 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.
4. 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.

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 than twenty school days. A student 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 the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 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.
2. 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. 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 the law.
4. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. 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.

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

6. 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.

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

1. 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

2. 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 is to be held 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.

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 need not be limited to, restorative practices, 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.

Restorative Practices

As an alternative to suspension, Kimball Jr/Sr High School may use restorative practices, unless suspension is necessary to protect the safety of students and/or staff.

Restorative practices include opportunities for students to restore relationships, reflect on their behavior and be held accountable for their actions. The Kimball Jr/Sr High School Restorative Practices Model may include the following alternative discipline protocols.

Character Connections

Character Connections is an after-school program to provide students an opportunity to reflect on their behavior, learn more appropriate behaviors and work on an accountability project.

Structured Day

A Structured Day may be used as an alternative to ISS or OSS and will include Character Connections. A student in a Structured Day will attend instruction in core classes and will work on an independent project in elective classes. Students will be escorted between classes and will eat lunch with a staff member to provide an opportunity to further reflect on the behavior and learn new appropriate strategies. The student will turn his/her phone into the office at the beginning of the school day and may retrieve their phone after Character Connections.

Accountability Project

An Accountability Project will be assigned to the student as an opportunity to learn new behavior skills and restore relationships. The project will be determined in collaboration with the student. Examples of Accountability Projects may include researching a topic related to the behavior (bullying, theft, disrespect, etc.) and creating a poster/slide show on the topic, how it impacts others and detailing more appropriate behavior; interviewing a community member (health care worker, law enforcement) and writing a paper sharing what was learned; writing an apology letter to affected stakeholders, etc.

When a student is assigned Structured Day/Character Connections, they will lose privileges until the time is served and the Accountability Project is complete. These privileges include but are not limited to access to a personal cell phone while on campus, open campus privileges (if applicable), loss of an opportunity to participate in extra-curricular activities, etc. A Restorative Contract will be created in collaboration with the student and parent.

Student Conduct

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.

Grounds for Suspensions, Expulsion or Mandatory Reassignment:

The following conduct has been determined by the Kimball Board of Education or has 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. At the discretion of the Principal, restorative practices may be used as an alternative to suspension, if there is no threat to the safety of students and staff.

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, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that 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, selling, or dispensing, of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), 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.
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 the school for school purposes, or at a school-sponsored activity or school-sponsored athletic event.
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, national origin, or religion;
15. Dressing in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use. (Further dress code information is provided in a later section).
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. 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.
18. 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.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan

shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Rules

The following additional student conduct rules 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.

Student Appearance Policy

Students at Kimball Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes 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:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, short shorts...etc.). Tops must have at least a 2" strap.
3. Holes or rips in pants may not be higher than mid-thigh (a good rule of thumb would be no higher than 5" above the knee when worn at the waist).
4. 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. Leggings may only be worn under shirts sufficient in size to fully cover the buttocks.
5. Clothing or jewelry that advertises, promotes, or makes references to beer, alcohol, tobacco, or illegal drugs;
6. Clothing or jewelry that could be used as a weapon (chains, spiked apparel...etc.) or that would encourage "horse-play" or that would damage property (e.g. cleats).

7. Head wear including hats, caps, sunglasses, bandannas, scarves, and hoods on sweatshirts. Upon the second warning to remove head wear, the student will no longer be permitted to bring head wear into the building (e.g., hats, hooded sweatshirts, etc.)
8. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
9. Coats and backpacks are to be kept in lockers during the day. Sweatshirts including hoodies are acceptable, however, hoods are not allowed on the head during school.
10. Sleepwear including pajamas and slippers.

Health laws require that shoes be worn at all times while in school.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. 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.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be provided with proper apparel. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the School's Disciplinary Point System. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Harassment and Bullying Policy

It is the policy of Kimball Public Schools that "bullying" type behavior is strongly discouraged. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on

unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
4. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program—Levels

Purpose: All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.

- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 4:15 p.m. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until 4:15 p.m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long-term assignment. The guidelines are listed below.

All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

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. Consequences for PDA are listed in the School's Disciplinary Point System.

Academic Integrity

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.

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, including

Artificial Intelligence (AI). 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, use of another student's paper or using Artificial Intelligence (AI).
- (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.

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

- (1) Academic Sanction. On the first offense, 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. A second offense will result a zero with no chance of making up the assignment.
- (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 restorative practices, 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.

Electronic Devices

Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school, with the exception of school-issued devices. 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.

Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, ear buds/airpods, headphones, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers (other than school-approved devices), and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices from 7:50 to 3:55 pm each school day. If a student chooses to bring an electronic device into the school building, it must be turned off and stored in their locker for the duration of the day.
- (2) Students are permitted to possess and use electronic devices before school and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). 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).

Violations

- (1) Students shall not use electronic devices at any time or place 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; or (f) 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) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or 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 student and/or the student's parent/guardian in a consistent and orderly way. Consequences are listed in the School's Disciplinary Point System.
- (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:
 - (a) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school/Restorative Contract.
 - (b) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school/Restorative Contract.
- (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.

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 relinquished. 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.

Dating Violence

Kimball Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

E-Hallpass

The school employs an efficient electronic system known as E-Hallpass to manage student requests for leaving the classroom during class time. E-Hallpass ensures a streamlined process for both staff and students. When a student needs to leave the classroom, they can submit a request using their own Chromebook for teacher approval.

To encourage optimal use of passing periods, students are encouraged to take care of restroom breaks, water breaks, and gathering materials for their next class during those designated times. However, students are allowed to leave the classroom for reasons that can typically be handled during passing periods, such as restroom breaks, water breaks, or collecting supplies from lockers, up to a maximum of two times per day.

Please note that only a maximum of five students are permitted to be in the hallway at any given time. As a result, immediate approval for a student's request to leave the classroom may not always be possible due to this limitation.

Vape Detectors

At Kimball Public Schools, student health and safety is of the utmost importance. To discourage the use of harmful and addictive substances, including vaping, the following procedure has been established:

1. Vape sensors have been installed in the restrooms at Kimball Jr/Sr High School to detect the use of vaping devices.

2. When the vaping device detects that vaping is occurring, an email notification will be immediately sent to school administrators.
3. If an administrator is available, they will promptly check the restroom for suspected student(s). If not, camera footage will be reviewed to identify the individuals involved.
4. The suspected student(s) will be asked to meet with an administrator to discuss the incident and review the evidence obtained from the vape detector and camera footage.
5. During the meeting, the student will have the opportunity to provide their perspective and explain their side of the story.
6. The following steps will be taken based on the outcome of the meeting:
 - a. If the student admits to vaping and willingly surrenders the vaping device to the administrator or staff member:
 - For a first offense involving nicotine, the student's parents/legal guardians will be notified, and the student will receive 20 points and a Restorative Contract. Law enforcement may be contacted.
 - For a first offense involving THC, the student's parents/legal guardians will be notified, local law authorities will be called, and the student will receive 50 points and a Restorative Contract.
 - For second and subsequent offenses, the student's parents/legal guardians will be notified, law enforcement will be contacted, and the student will receive disciplinary points and a Restorative Contract.
 - b. If the student denies vaping:
 - The student will be requested to cooperate by emptying their pockets, removing hoodie/sweatshirt, and shoes to ensure that they are not concealing a vaping device on their person.
 - If there is suspicion that the student may still have a vaping device in an inaccessible area, a metal detection wand may be used.
 - If a vaping device is found on the student, their parents/legal guardians will be contacted, and local law enforcement will be involved, following the City of Kimball Ordinance 133.25.

- If no vaping device is found, parents/legal guardians will be notified of the incident and its outcome.

Specific Rule Items

The following additional rules will be enforced. Violations may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- c. Food, candy, and drinks are permitted in the classrooms at the discretion of each teacher.
- d. Students are expected to bring all books, their charged chromebook, and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. 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 you by that teacher which must be followed.
- j. 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.
- k. 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.
- l. Snow handling is prohibited.

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

Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
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.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Kimball Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Disciplinary Point System - 100 Point Maximum

The purpose of the disciplinary point system is to:

1. Improve the educational environment for students, teachers, parents, and staff;
2. Inform students and parents of rules and policies; and
3. Record discipline violations in a systematic way.

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment.

The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served. In the event of a semester expulsion, the student will begin the following semester with 50 points.

As an alternative to expulsion, students who have earned 100 points may be placed on a contract to enable them to earn points back. Eligibility for this alternative will be determined by the Principal on a case-by-case basis.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

DEFINITIONS

Alcohol/Drug Possession - Using and/or the possession of alcohol or illegal drugs is not permitted on school property or at school activities/events. Possession includes even the odor of alcohol on the breath or person of a student and includes the failure of a drug test (school- or non-school-issued).

Detentions - Time during the day (before school, at lunch, or after school) when a student is required to report to a specified area to make up time.

Disruption of School/Class/Assemblies - Examples include yelling, running, persistent talking, horseplay, etc.

Disruptive Objects - Tacks, whistles, rubber bands, etc.

Excessive Profanity/Vulgarity - A stream of profanity and/or gestures that become a major disruption.

Explosives, Fireworks, and Foul Substances - Any article containing an explosive or combustible substance (including fireworks) or foul offensive or injurious substances or compounds with intent to use the same against the person or property of another.

Expulsion - Refer to separate Expulsion section of this handbook.

Expulsion for Possessing a Firearm or Dangerous Weapon - Refer to separate Expulsion section of this handbook.

Students Expelled from Another School - Any student expelled from another school will not be allowed to enroll in Kimball Public Schools until the expulsion period has been enforced/fulfilled from the previous school.

Extortion/Blackmail - The direct attempt to extract money, goods, or favors from another individual through coercion, force, or threats.

False Alarm of Fire - Raising or creating any false alarm of fire in or to any buildings or part of any building structure or property of the school district by any means or manner.

False Call - The act of claiming the name of another person to excuse a student from class or school.

Fighting - The act of quarreling (physical or verbal), which could or does result in bodily contact in or on school property, including any activity under school sponsorship.

Forgery - The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gross Misbehavior - Misbehaving that is totally beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well-being of others including the promoting of fighting.

Harassment/Intimidation - Any act or threat by force or verbalization against another person.

Illegal Entry - Forced entry or entry without administrative authorization into a building, room, or school property.

Illegal Explosives - Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting bodily injury.

Inappropriate Behavior/Gestures - Behavior on school grounds or school activities that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, etc.

Inappropriate Dress - Refer to Pages 52 in this handbook.

Indecent Exposure - Exposing yourself in the presence of other people.

Indecent Material - The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

In-School Suspension (ISS) - A disciplinary action whereby a student is separated from class attendance, but is required to be at school. During ISS, students will spend the day in a designated room on campus under adult supervision. Students will be counted absent from their classes for the day. Students will complete work on a Social/Emotional Learning course. This absence will count as an unexcused absence for accumulation purposes toward loss of credit but will not count towards the truancy count. Students will be responsible for any work missed.

Insubordination - Disregard for the authority of staff members and other adult employees.

Intimate Acts - Prolonged public display of affection or inappropriate public physical contact in the school setting or on school property.

Littering - To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacles set aside for such purposes.

Loitering - Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Long-term Suspension - More than five school days, but less than twenty school days.

Major Theft - Theft of property valued at or over \$20.00.

Major Vandalism - Vandalism of property or materials with a value at or over \$20.00.

Mandatory Reassignment - Assignment to another educational setting.

Minor Theft - Theft of property valued less than \$20.00.

Minor Vandalism - Vandalism of property or materials with a value of less than \$20.00.

Misuse of School Materials - Misusing and/or using school materials in an unauthorized manner (shop materials, home economics, food products, etc.). Also, writing or marking on desks, books, lockers, etc.

Physical or Verbal Assault - The act of initiating a violent, (physical or verbal) attack against another student on school property, on a school bus, or at a school event.

Plagiarize - To steal and pass off as one's own work, without crediting the source.

Possession or Illegal Use of a Weapon - The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco - Using and/or the possession of tobacco products (smoking and chewing) is not permitted on school property or at school activities/events.

Profanity - The use of language that is unacceptable to school/community standards.

Public Display of Affection - Refer to page 54 of this handbook.

School Property - This is defined as any building, buildings, and part of any building, structure, land, or property of the Kimball School District.

Sexting - The act of sending sexually explicit messages or photos electronically; primarily between cell phones.

Sexual Harassment - Unwelcom and inappropriate sexual remarks or physical advances.

Short-term Suspension (Out-of-School Suspension or OSS) - Up to and including five (5) school days. During OSS, students will remain at home and will not be permitted on campus. Students will receive zeros for any work missed. The work cannot be made up. This absence will count as an unexcused absence for accumulation purposes toward loss of credit but will not count towards the truancy count.

Spitting - To eject saliva or objects coated with saliva from the mouth.

Theft - The act of acquiring and/or being in possession of the property of another without consent.

Trespass - Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff, or upon being notified to depart from the premises by members of the school staff, refusing or neglecting to depart from said premises.

Truancy - The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Unauthorized Games in School - Gambling, poker, etc.

Unlawful Intimidation of School Authority - Interfering with administrators, teachers, or other school personnel by force or violence.

Verbal/Physical/Written Threat to Teacher/Staff - Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity - Defined as offensive, lewd, or obscene.

Category O - 0 points (Discipline entered in Branching Minds)

Teacher discipline for minor offenses - Teacher may issue detention/Classroom Accountability Projects for the 2nd or 3rd offenses

1st Offense - Teacher/Student private conference

2nd Offense - Teacher will contact parent or guardian

3rd Offense - Referred to Counselor/meeting with parent or guardian

4th Offense - Referred to Principal (Placed in appropriate category)

Category N (Nuisance Items) - 5 points

Nuisance items include, but are not limited to: personal stereos, cell phones, laser pointers...etc.

1st Offense - Item confiscated until the end of the day.

2nd Offense - Item confiscated and parent/guardian must come to the school and pick up the item in person.

3rd Offense - Same as 2nd offense.

4th Offense - Student must turn the item into the office upon arriving at school and the item will remain in the office until the end of the day.

Category I - 5 points

- Public display of affection
- Failure to keep locker clean
- Littering
- Profanity/Vulgarity
- Inappropriate dress
- Other

1st Offense - Conference with the Principal

2nd Offense - Detention

3rd Offense - 1-day in-school suspension/Restorative Contract

4th Offense - 1-day out-of-school suspension/Restorative Contract

Category II - 10 points

- Skipping class*
- Academic dishonesty
- Disorderly conduct
- Inappropriate cafeteria behavior
- Leaving school grounds without permission
- Lying
- Misuse of school material and equipment
- Disorderly conduct on school bus
- Refusal to participate in class
- Other

1st Offense - Detention; * **1st Offense skipping** - Detention for each class skipped

2nd Offense - 1-day in-school suspension/Restorative Contract

3rd Offense - 1-day out-of-school suspension/Restorative Contract

4th Offense - 2-day out-of-school suspension/Restorative Contract

5th Offense - 3-day out-of-school suspension/Restorative Contract

Category III - 15 points

- Possession of indecent material and/or "sexting message"
- Disruption of school/class
- Disruption of assemblies or programs
- Inappropriate behavioral gestures
- Disruptive objects
- Excessive Profanity/Vulgarity
- Refusal to serve detention and/or skipping detention
- Other

1st Offense - 1-day in-school suspension/Restorative Contract

2nd Offense - 2-day in-school suspension/Restorative Contract

3rd Offense - 2-day out-of-school suspension/Restorative Contract

4th Offense - 3-day out-of-school suspension/Restorative Contract

5th Offense - 5-day out-of-school suspension/Restorative Contract

Category IV - 20 points

- Possession or use of vape products or tobacco (smoking or chewing) on school grounds
- Careless driving/endangerment
- False Calls
- Forgery of notes
- Minor vandalism
- Minor Theft
- Disrespect to staff
- Other

1st Offense - 1-day out-of-school suspension/Restorative Contract

2nd Offense - 2-day out-of-school suspension/Restorative Contract

3rd Offense - 3-day out-of-school suspension/Restorative Contract

4th Offense - 5-day out-of-school suspension/Restorative Contract

Category V - 25 points

- Gross misbehavior
- Harassment/Intimidation
- Major Theft
- Verbal Assault
- Insubordination
- Fighting
- Other

1st Offense - 3-day out-of-school suspension/Restorative Contract

2nd Offense - 3-day out-of-school suspension/Restorative Contract

3rd Offense - 5-day out-of-school suspension/Restorative Contract

Category VI - 30 points

- Indecent exposure
- Intimate acts
- Students who send or encourage another to send a "sexting" message
- Open and persistent defiance of authority
- Vandalism
- Threatening behavior: written, verbal, or physical to staff members
- Sexual harassment - verbal
- Other

1st Offense - 5-day out-of-school suspension/Restorative Contract

2nd Offense - 5-day out-of-school suspension/Restorative Contract

3rd Offense - 10-day out-of-school suspension/Restorative Contract

Category VII - 50 points

- Extortion
- False fire alarm
- Possession of weapon other than firearm (police will be called)
- Alcohol/Drug possession or use (police will be called)
- Possession or use of vape pods/cartridges containing THC (police will be called)
- Physical assault

1st Offense - 5-day out-of-school suspension/Restorative Contract

2nd Offense - Recommended Expulsion

Category VIII - 100 points

- Arson
- Bomb threat
- Physical assault on a staff member
- Possession and/or use of explosives
- Use of any instrument as a weapon
- Excessive vandalism
- Possession of a firearm
- Alcohol/Drug selling
- Physical sexual harassment
- Other

1st Offense - Recommended Expulsion

Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment longer than 5 days.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a

summary of the evidence to be presented against the student as submitted by the Principal.

- (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the

hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations that require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

SUPPORT SERVICES

Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

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 public 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 years by the IEP team. The IEP team will review existing evaluation data on the student and will

identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with 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). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations

outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services that might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents 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.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Kimball Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy (Board Policy 602.3) or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public School District Offices.

Guidance Services

The Kimball Public School District employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

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 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. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever reducing medication Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

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. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

For non-prescription medication that must be given on a routine basis by school personnel, parents must complete form Med-B. School personnel can occasionally give non-prescription drugs, such as non-aspirin and antacid. Parents must have signed the Authorization form indicating what type of non-prescription medication can or cannot be administered to their student.

KPS will not be held liable in case of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, KPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of.

School Health Screening

Children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation at the seventh and tenth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination and Visual Examination

Evidence of a physical examination and vision examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written

statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

Immunizations

Immunizations against the following diseases are required for every child:

• measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine.
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had the varicella disease, they do not need any varicella shots.

Students entering 7th grade:

- Must be current with above vaccinations
- AND receive
- 1 dose of Tdap (contain pertussis booster)

Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.
- 1 dose of varicella(chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any 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 may complete a waiver statement that is available in school health offices.

Students with a signed waiver statement may 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 used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, 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 the child has TWO cases of live lice in a semester, he or she 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 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. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition.

For more information call the school nurse.

DRUGS, ALCOHOL AND TOBACCO

Drug-Free Schools

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

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 are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, nicotine, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use 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 on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Kimball Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff

information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, 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, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

STATE AND FEDERAL PROGRAMS

Notice of Nondiscrimination

It is the policy of the school district that all students shall have an opportunity to use all of the programs and services they are eligible for as a means for individual educational growth. The board supports the delivery of the education programs and services to students free from discrimination on the basis of their race, color, religion, sex, disability or national origin. This concept serves as a guide for the board and employees in making decision relating to school district facilities, employment, and selection of educational materials, equipment, curriculum, and regulations affecting the students. Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the superintendent or his designee.

Designation of Coordinator(s)

Any person having inquiries concerning this 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: Kimball Public Schools, 901 S Nadine, Kimball, NE 69145, (308) 235-2188.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	High School Counselor
Homeless student laws	Children who are homeless	School Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Kimball Public School District 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 of Students.

Purpose: Kimball Public Schools 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, the Kimball Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age 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 race, color, religion, disability or national origin 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, classroom 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 Kimball Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Kimball Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Kimball Public Schools 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.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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 that 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.

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. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write 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. 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 types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory

information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Kimball Public Schools 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 Kimball Public Schools 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 parental consent. Kimball Public Schools will comply with any such request.

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Kimball Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Student Privacy Protection Policy

It is the policy of Kimball Public Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student).

For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for

inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or

of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

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).

Breakfast and Lunch Programs (Board Policy 801.01)

The Kimball Public Schools participates in the National School Lunch Program. Both a breakfast and a lunch program are provided at Mary Lynch Elementary and The Junior/Senior High School locations.

The Food Service program is intended to offer wholesome, well-balanced meals which comply with the guidelines set forth by Federal Government (US Department of Agriculture through Food and Nutrition Service) and State Government (Nebraska Department of Education through Nutrition Services).

The Board of Education shall set the price for meals offered in the program, and shall annually review meal prices. The program's goal is to be a self-sufficient program. The program shall have a Food Service Director recruited and hired by the Superintendent of Schools, and will work directly under the Superintendent of Schools. The director of the program shall have the responsibility to recommend staffing and personnel and oversee the total operation of the program to make certain that all guidelines are met.

The Food Service Director shall meet and confer with the building principals and the Superintendent of Schools on a regular basis to plan and ascertain that the program is meeting overall school goals and objectives.

Free and Reduced Priced Meals

A program of Free-Reduced priced meals shall be offered in the district for those students who shall qualify as per the guidelines set for by the government under the direction of the Food and Nutrition program.

Requirements and guidelines under this program shall be strictly adhered to including eligibility requirements, notifications, anonymity of those receiving the meals, and nondiscrimination. Responsibility for this program is under the Food Service Director. Parents/guardians of children who feel their application for Free-Reduced meals has been denied unfairly, may appeal such decision on the part of the Food Service Director directly to the Superintendent of Schools.

FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN (Board Policy 801.02)

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund upon request. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Collections of Meal Funds (Board Policy 801.03)

The Administration of the Kimball Public Schools shall make every effort to collect the funds due to the district for individual student expenditures or charges for breakfast, lunch or other foods sold to the student from the Food Service Program.

School personnel are directed to withhold student report cards when the student's meal account is in the negative at least \$5.

The Superintendent is directed to develop procedures to implement this policy.

Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)

To keep families or individuals up-to-date on meal account balances e-mails, online access, letters, and/or phone calls may be used. Families are to maintain a positive balance in their account. As a courtesy, the District allows a cushion for a student to receive meals in order to allow appropriate deposits to be made by the family. If the balance drops below a point determined by the Superintendent, Food Service Director, and/or his/her designee, no extras are allowed. In situations where parents fail to respond to payment requests, the district will file a claim for payment in Small Claims Court or turn those accounts over to a collection agency for processing.

Food Service Non-DiscNondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center

at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410 or

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Parental Involvement Policy (Board Policy 1001.02)

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Continuing to promote our teacher evaluation component, which has provisions for making and logging parent contacts by the teacher.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian's individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.
2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as when they were borrowed. If books are damaged beyond use, the cost for new replacement shall be assessed.
3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.

7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

Homeless Students Policy (Board Policy 502.08)

Students defined by state law, as homeless children, shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished under the same guidelines applying to other students.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school district selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services to jointly develop an education program for the child.

ADDITIONAL POLICIES AND PROCEDURES

Multicultural Policy (Board Policy 602.01)

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

1. Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

2. Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the

selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy.

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

Complaint Procedures (Board Policy 401.18)

Definition:

A complaint shall mean a claim based upon an event(s), action(s), or condition(s), which causes grief, pain, or resentment for an individual against school personnel or the district.

Procedure:

An individual having a complaint against school personnel or the district shall follow the following outlined procedure in an effort to resolve the complaint. The procedures outlined here and the forms used shall be the district's standard procedures/forms in all matters of district/employee jurisdiction with the exception of challenges of instructional/media materials, which uses another procedure.

Timelines:

Any formal complaint procedures, which begin at Level II, must be initiated within 60 calendar days of when the alleged incident(s) or event(s) occurred. The administrator in an unusual circumstance may waive this.

Level I

The initial step of the complaint procedure shall be for the complainant to meet informally with the school employee involved. The school employee's immediate supervisor shall arrange such informal meeting, though the supervisor may or may not be present at this meeting.

Level II

If the complaint is not resolved at the Level I informal step, the complainant may initiate formal complaint procedures which begin at Level II. The complainant shall complete the School Complaint Form -- Level II and return it to the employee's direct supervisor or designated school official as in the case of an ADA, Title IX, etc. situation. The receiving school official for the specified complaint shall initiate a complaint file. Within five (5) school days of receipt of this form, the supervisor/designated person shall meet privately with the school employee and provide him/her a copy of the complaint, discuss it, and also provide a Response Form to the employee. The employee shall within five (5) days return the Response Form to his/her supervisor. A copy of the complaint and response shall be placed in the file.

Level III

At Level III, the employee's supervisor shall, upon receipt of the response form, determine the next appropriate action. Further investigation may be needed. Further investigation may include third parties as in the case of possible violation of statutes or case laws. If turned over to a third party for investigation by either the complainant or the school district, further actions will be delayed until the third party investigation is completed, though there could be exceptions to this depending on the nature of the complaint.

If a third party is not involved in the investigative process, the school district's employee supervisor shall study, analyze, and respond to the formal complaint. This response shall be in writing on an Action Form, a copy of which shall be forwarded to both the complainant and the employee, referred to as the respondent. A copy of the Action Form shall be placed in the complaint file.

Level IV

The complainant upon receipt of the Action Form will have these options available. He/She may agree with the supervisor's determination and sign and return the form within five (5) days of receipt of the form. He/She may disagree with the response and indicate

disagreement but with no further action requested. The complainant may request the response be appealed to the Superintendent of Schools. Such Appeal Form will be given to the complainant or respondent upon request, and returned to the Superintendent's office by the complainant.

The Superintendent, upon receipt of the "Appeal Form" shall within ten (10) days respond to the complainant or respondent with Action Form II. In making his/her decision, the superintendent shall request the Complaint File established for the given complaint, and shall conduct his/her investigation, as he/she deems necessary.

Level V

When the complainant or respondent has received the Superintendent's response on Action Form II, the complaint procedure is concluded except that the complainant or respondent for placement on the Board agenda at a regularly scheduled meeting can make a formal request. If this complaint involves school personnel, the Board shall hear the parties to this complaint in a closed session of the board. Any action the Board might deem necessary to take would only be taken within the parameters of board policy and due process proceedings that might be applicable.

Copyright and Fair Use Policy

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.

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." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)

The Kimball Public Schools Board of Education recognizes that the use of electronic media, telecommunication and technology access is an important aspect of education. Therefore they authorize the Superintendent of Schools or his designees to direct, establish, and enforce regulations, forms, procedures, guidelines, and standards for the use of the school's resources in these and related areas.

These include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, and the Internet. Neither staff nor students shall use school technology resources for school-provided access to the Internet for material that is obscene, violent in nature, or is pornography.

It is the intent of the Board to meet all the criteria relating to the Children's Internet Protection Act, and all other applicable laws.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate networked information resources order to offer material, which complies with Board guidelines listed in Board Policy 603.1 governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways, which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. In addition, Kimball Public Schools utilizes software on all computers with access to the Internet as a means for monitoring access by minors as well as restricting Internet access to inappropriate websites. Students may pursue electronic research independent of staff supervision only if they have been

granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

I. INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing information that is obscene or inappropriate in content
- Using school resources to engage in "hacking", "cracking", or attempts to otherwise compromise any system and or its security
- Engaging in any illegal activities using school resources

- Using electronic mail, chat rooms, and other forms of direct electronic communications for personal purposes
- Providing personal information, such as full name, school, address, and telephone number outside the school network
- Using personal disks, CDs, USB drives, and other storage devices in school computers

II. SANCTIONS

1. Violations will result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

Notice of Nondiscrimination

The Kimball Public 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

RECEIPT OF 2024-2025 PARENT-STUDENT HANDBOOK OF KIMBALL JR./ SR. HIGH SCHOOL

This signed receipt acknowledges that the 2024-2025 Parent-Student Handbook of Kimball Junior/Senior High School is accessible on the Kimball Public Schools website www.kpslonghorns.org or a hard copy can be requested at the high school office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending kimball public schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 c.f.r. part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Student's Name (Please Print Neatly)

Parent or Legal Guardian's Name (Please Print)

Within Ten Calendar Days Of Receiving This Information, Please Return To:

High School Office
Kimball Junior/Senior High School
901 South Nadine
Kimball, NE 69145
Phone: (308) 235-4861 or FAX: (308) 235-4128



June 1, 2024

Board of Education, Kimball Public Schools
Trevor Anderson, Superintendent
901 S. Nadine
Kimball, NE 69145

We are pleased to confirm our understanding of the services we are to provide for Kimball Public Schools for the year ended August 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Kimball Public Schools as of and for the year ended August 31, 2024.

We have also been engaged to report on supplementary information that accompanies Kimball Public Schools' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information
- 3) Supplemental Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; standards contained in the Nebraska State Statutes and the Nebraska Department of Education; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kimball Public Schools' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Kimball Public Schools' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Kimball Public Schools' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2)

following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers) and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform

Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 15, 2024.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Rauner & Associates, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information

contained in these sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes based on the trial balance of Kimball Public Schools in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you and propose journal entries affecting the financial statements that management reviews and accepts; and understands the nature of the proposed entries and the impact the entries have on the financial statements. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes based on the trial balance of Kimball Public Schools and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them and the proposed journal entries affecting the financial statements that management reviews and accepts; and understands the nature of the proposed entries and the impact the entries have on the financial statements prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and will provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadline, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Kimball Public Schools; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or

regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rauner & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Nebraska State Auditor and the Nebraska Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rauner & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Nebraska State Auditor and the Nebraska Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Robert R. Rauner, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 15, 2024.

Our fee for these services will be at our standard hourly rates and we agree that our gross fee for an audit of financial statements will not exceed \$16,900 plus out-of-pocket costs (such as report production, postage, travel, telephone, etc.). If a Single Audit is required, the additional fee for these services will be at our standard hourly rates, not to exceed \$2,700 per major program. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

The Nebraska Department of Education has requested the performance of additional services not addressed in this engagement letter related to compliance with the calculation of the Average Daily Membership as required by Rule 1 of the Nebraska Administrative Code. We will communicate with you regarding the scope of the additional services and the estimated fees in a separate engagement letter.

In the event that the Governmental Accounting Standards Board (GASB), the American Institute of CPA's (AICPA), the General Accounting Office (GAO), the Office of Management and Budget (OMB), or any other federal or state agency promulgates additional standards or audit procedures during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the school board of Kimball Public Schools. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of

these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Kimball Public Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us. You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2023 peer review report accompanies this letter.

Very truly yours,

Rauner & Associates, P.C.

Rauner & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Kimball Public Schools.

Superintendent signature: _____
Title: _____
Date: _____

Board Member signature: _____
Title: _____
Date: _____



A Professional Corporation of
Certified Public Accountants

Report on the Firm's System of Quality Control

To the Shareholders
Rauner & Associates, P.C.
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Rauner & Associates, P.C., in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rauner & Associates, P.C. in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rauner & Associates, P.C. has received a peer review rating of *pass*.

Anderson & Whitney, P.C.

January 18, 2024

ESTIMATE

Beyond Textbooks - Vail Unified
School District #20
13801 E. Benson Highway
Vail, Arizona 85641

chesebroughj@vailschooldistrict.org
+1 (520) 879-3964
http://beyondtextbooks.org



Kimball Public Schools

Bill to
Kimball Public Schools
901 S. Nadine Street
Kimball, NE 69145

Ship to
Kimball Public Schools
901 S. Nadine Street
Kimball, NE 69145

Estimate details

Estimate no.: 2683
Estimate date: 07/01/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		24/25 Beyond Textbooks Annual Fee		1	\$11,000.00	\$11,000.00
2.		24/25 Beyond Textbooks Student Fee		380	\$11.00	\$4,180.00

Subtotal \$15,180.00
Discount -\$4,180.00

Total \$11,000.00

Note to customer

24/25 School Year
Please send a purchase order for invoicing.

Direct questions about this quote to:
Alexa Kirshy
(520) 879-3965
kirshya@vailschooldistrict.org

INTERGOVERNMENTAL AGREEMENT
BETWEEN Vail Unified School District
AND Kimball Public Schools
FOR THE BEYOND TEXTBOOKS PROGRAM

THIS AGREEMENT is made by and between Vail Unified School District No. 20 of Pima County (hereinafter called "AGENCY") and Kimball Public Schools of Kimball County (hereinafter called the "DISTRICT"):

WITNESSETH:

WHEREAS, the AGENCY, through its Governing Board, and the DISTRICT, through its Governing Board, are empowered and authorized to contract, employ faculty and staff, and provide educational courses and/or programs pursuant to A.R.S. §§ 15-341, 15-342, and 15-183, and

WHEREAS, it would further the public interest if this educational and professional development opportunity is provided by the AGENCY to provide curricular materials, assessments, and staff development for the DISTRICT students and teachers, and

WHEREAS, the AGENCY and the DISTRICT are each authorized pursuant to A.R.S. § 15-342(13) to enter into intergovernmental agreements pursuant to A.R.S. § 11-952 for the provision of services; and

WHEREAS, the AGENCY and the DISTRICT desire to enter into an Agreement for the implementation and administration of the educational program described herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the AGENCY and the DISTRICT do hereby agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is for the AGENCY to provide specified AGENCY curricular materials, assessments, and staff development to the DISTRICT's students and teachers who participate in the Beyond Textbooks program (hereinafter called the "BT"). This Agreement is based upon the mutual desire of the AGENCY and the DISTRICT to provide high-quality curricular resources, assessments, and staff development to students and teachers. The DISTRICT's teachers must complete the required BT trainings to gain access to the curricular materials and assessments.

ARTICLE II. OBLIGATIONS OF THE DISTRICT

THE DISTRICT AGREES:

- A. To abide by the Terms of Use Policy as may be amended from time to time, and which is found on the BT Electronic Delivery System. Additionally, the DISTRICT agrees to require its employees to use the collaborative features of the BT Electronic Delivery System appropriately as outlined in the user Appropriate Use Policy, as may be amended from time to time, and which is found on the BT Electronic Delivery System. These Policies as may be amended from time to time are specifically incorporated into this Agreement. (*Terms of Use Policy is attached as Exhibit A & Appropriate Use Policy is attached as Exhibit B*)
- B. To provide a building-level coordinator for each of the participating schools or sites.
- C. To provide administrative support for all educational and staff development activities required to implement the terms of this Agreement, including but not limited to faculty orientations for BT, supervision, program coordination, and direction to all appropriate staff and faculty.
- D. To allow employees using the collaborative features of the BT Electronic Delivery System, as outlined in the Terms of Use Policy, to receive recognition from the AGENCY in the form of nominal monetary prizes, which will be distributed to recognize outstanding contributions from time to time and in the sole discretion of the AGENCY. No DISTRICT employee is entitled to or guaranteed any monetary prize, but if any prizes are distributed, DISTRICT agrees that such distribution will not violate DISTRICT policies related to staff conflict of interest.

ARTICLE III. OBLIGATIONS OF THE AGENCY

THE AGENCY AGREES:

- A. To provide the DISTRICT with access to AGENCY instructional calendars and the BT Electronic Delivery System containing curriculum documents, assessments, model product rubrics, and instructional resources.
- B. To provide a set of curriculum calendars, using the AGENCY Instructional sequence, which fits the DISTRICT's yearly academic calendar.
- C. To report any prize money distributed to a DISTRICT employee pursuant to Article II, Section D of this Agreement to the Internal Revenue Service on a form 1099, as applicable.

ARTICLE IV. STANDARD PROVISIONS

- A. Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the parties hereto.
- B. The parties to this Agreement agree that they will not discriminate against any employee or applicant due to race, color, religion, sex, national origin, or disability, and in this regard, they will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.
- C. The term of this Agreement shall commence on the 1st of July 2024 and shall expire on the 30th of June 2025.
- D. The continuation and renewal of this Agreement shall require a new Agreement and shall be subject to approval by the DISTRICT Governing Board and subject to the appropriation and receipt of sufficient funds by the AGENCY and the DISTRICT to administer and support the program. In the event sufficient funds are not available or appropriated at any time, the DISTRICT may cancel the Agreement by delivering written notice to the AGENCY.
- E. Upon termination of this Agreement, equipment furnished or purchased by the DISTRICT for the program shall be retained by the DISTRICT, and equipment furnished or purchased by the AGENCY shall be retained by the AGENCY.
- F. The Agreement shall be subject to and interpreted under the laws of the State of Arizona. Any controversy or claim arising out of or relating to this Agreement, its enforcement or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, shall be submitted to arbitration, to be held in Pima County, Arizona, in accordance with the Uniform Arbitration Act, A.R.S. § 12-1501 et seq. The arbitrator shall be selected by mutual agreement of the parties; if none, then by striking from a list provided by an entity such as the American Arbitration Association. In the event, either party institutes arbitration under this Agreement, the party prevailing in any such arbitration shall be entitled, in addition to all other relief, to reasonable attorneys' fees relating to such arbitration. The non-prevailing party shall be responsible for all costs of the arbitration, including but not limited to, the arbitration fees and court reporter fees. The decision of the arbitrator shall be final and binding upon the parties.
- G. To the extent allowed by law, the AGENCY agrees to indemnify and hold harmless the DISTRICT from all injuries to persons or property caused by acts or omissions of the AGENCY arising out of the AGENCY's activities under this Agreement. To the extent allowed by law, the DISTRICT agrees to indemnify and hold harmless the AGENCY from all injuries to persons or property caused by acts or omissions of the DISTRICT arising out of the DISTRICT's activities under this Agreement. In the event of concurrent liability, the parties shall have the right of contribution from each other to the extent allowed by law. This indemnification provision shall survive termination of the Agreement and remain in effect.
- H. The students, faculty, and staff of the DISTRICT who participate in this program shall not be considered as employees or students of the AGENCY, and agents or employees of the AGENCY shall not be considered employees of the DISTRICT. Accordingly, employees of one party shall not be entitled to employee benefits normally provided to bona fide employees of the other party. Nothing in this Agreement or its performance except as provided in A.R.S. § 23-1022(D) shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent this Agreement and the performance thereof, would not in law have such status.

- I. The AGENCY shall comply with the requirements of A.R.S. § 15-512(H) regarding the fingerprinting of employees of the AGENCY, its subcontractors of every tier, and vendors who are likely to have unsupervised contact with pupils as determined by the DISTRICT, in its sole and absolute discretion. The AGENCY shall be responsible for payment of all costs associated with compliance with A.R.S. § 15-512(H). However, the Superintendent may exempt from this requirement a contractor whom the Superintendent has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the DISTRICT. The exemption shall be in writing and a copy filed in the DISTRICT's office.
- J. This Agreement is subject to the provisions of A.R.S. § 38-511, which provides in pertinent part:
- The state, its political subdivisions or any department of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
- K. To the extent applicable under Arizona Revised Statutes § 41-4401, each Party may not award a contract to any contractor who fails, or whose subcontractors fail, to verify the employment eligibility through the e-verify program of any employee it hires, and who does not comply with federal immigration laws and regulations relating to their employees. As mandated by A.R.S. § 41-4401, this provision provides notice of those requirements.
- L. For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. §23-1022(D). The primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required.
- M. If applicable, both parties acknowledge that they are aware of and have waived any conflict arising due to the dual representation of the parties by the legal firm of Udall Shumway PLC. Both parties have been made aware of their right to seek independent legal representation, and both parties have been made aware that the undersigned attorney, or any attorney at Udall Shumway PLC, cannot represent either party in the event that litigation should arise based on the terms of this Agreement.
- N. FEES. The DISTRICT shall pay the AGENCY fees for the services provided hereunder as follows (please note these fees will be prorated based upon less than a full year of service):
1. Basic Annual Administrative Fee (with access for up to 700 students): \$11,000
 2. Student Use Fee shall be \$11.00 per additional student beyond 700 (*Note: Every year as a BT Partner this total amount shall be based on not less than the original number of students from when the ORGANIZATION first became a BT Partner*) Initial ORGANIZATION enrollment is 380 students.
 3. Training Session Fees: \$2,000 per half-day session plus travel fees.
 4. Partner incentive discount of \$4,180 offered off annual fees.
- O. Total payments by the DISTRICT are due and payable within 60 days of the executed Agreement and shall not exceed amounts set forth in Section K. Each party will be solely responsible for the expenses related to its performance obligations under this IGA.
- P. Assignment and Delegation. No right or interest in this Agreement and no delegation of any obligation owed, or of the performance of any obligation, shall be assigned without a written agreement between the parties.

- Q. Modification. This IGA may be modified in writing by a mutual agreement signed by both of the parties.
- R. Breach. Failure by either party to perform at the time and in the manner described in this Agreement shall constitute a breach by that party of this Agreement.
- S. Notices. All written communications shall be addressed and mailed or delivered personally to the respective parties, as follows:

DISTRICT
 To:
 Trevor Anderson
 Superintendent, Kimball Public Schools
 901 E. Nadine
 Kimball, NE 69145
 (308) 235-2188

AGENCY
 To:
 Justin Chesebrough
 Director, Beyond Textbooks
 Vail Unified School District #20
 13801 E. Benson Highway
 PO Box 800
 Vail, AZ 85641
 (520) 879-3964

- T. Savings Clause. Should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect with those offending portions omitted.
- U. This document contains the entire Agreement between the parties and may not be modified, amended, altered, or extended except through a written amendment by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of _____, 20__.

AGENCY:
 VAIL UNIFIED SCHOOL DISTRICT NO. 20

By: Justin Chesebrough
Justin Chesebrough (Jun 12, 2024 13:00 PDT)

Its: Director of Beyond Textbooks

DISTRICT:
 KIMBALL PUBLIC SCHOOLS

By: _____

Its: _____

APPROVED as required by A.R.S. §11-952(D)

 Attorney for AGENCY

 Attorney for DISTRICT

Exhibit A: Beyond Textbooks: TERMS OF USE

PLEASE READ CAREFULLY BEFORE USING THIS ELECTRONIC DELIVERY SYSTEM. BY ACCESSING AND USING THIS ELECTRONIC DELIVERY SYSTEM, YOU AGREE TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS SET FORTH HEREIN. IF YOU DO NOT AGREE, YOU MAY NOT USE THIS ELECTRONIC DELIVERY SYSTEM.

I. Grant of Rights.

Pursuant to an agreement (the “Subscriber Agreement”) between Beyond Textbooks Program (“BT”) and the subscribing entity (“Subscriber”), for a subscription to BT streaming™, BT has granted to Subscriber, and the authorized educators, administrators and students under the Subscriber Agreement (or, as otherwise defined in the Subscriber Agreement, the “Users”), for the term of the applicable Subscriber Agreement, a limited, non-exclusive, terminable, non-transferable license to access the Beyond Textbook Electronic Delivery System (the “Electronic Delivery System”) and any and all content included therein (the “Content”), and to download, and edit the Content pursuant to the terms and conditions set forth in the Subscriber Agreement and these Terms of Use, such grant of rights subject to BT’s rights thereto.

All rights not expressly granted to Subscriber and its Users pursuant to the Subscriber Agreement are reserved to BT, and all uses of the Content by the Subscriber and its Users not expressly permitted hereunder are prohibited.

II. Permitted and Prohibited Uses.

- a. **Use for Educational, Non-Commercial Purposes Only.** Subscriber and its Users may use the Electronic Delivery System and the Content for bona fide educational and research purposes only and may not use them in any commercial or for-profit manner.

BT reserves the right, in its sole and absolute discretion, to limit the Subscriber's and/or any Users' use of the Electronic Delivery System in the event that BT, in its sole and absolute discretion, deems the Subscriber's and/or such Users' use thereof to be inconsistent with educational and research purposes, and/or inconsistent with these Terms of Use.

- b. **Downloading of Content.** Users may download, for noncommercial instructional use, including for lesson plans, copies of (i) images and (ii) videos and video clips designated on the Electronic Delivery System as downloadable. Copies must be deleted or erased after the use or expiration of the Term, whichever occurs first. Such downloading shall be for individual User convenience only, and Users may not (1) systematically download any of the Content, (2) create distribution “libraries”, or (3) transfer, sell, rent, display, or exhibit any of the Content to any third party.
- c. **Editing Content.** Users may edit content solely in connection with classroom or other school-related projects. Such content, as edited by User, as well as any work containing User-edited videos or video clips, may not contain any libelous or unlawful materials or content or any commercial advertising materials, will not infringe upon any party's proprietary rights, including but not limited to statutory or common-law copyright, trademark and right of privacy, and may not violate any law, regulation or right of any kind whatsoever or give rise to any actionable claim or liability.

Users must maintain all copyright, trademark, and proprietary notices included with, attached to, or embedded in all editable videos and video clips without modification, obstruction, or deletion.

- d. **Dissemination of Content.** In the course of using any Content as permitted hereunder, Subscriber and its Users may not make the Content, or any part thereof, available to any party who is not a Subscriber or a User, except as permitted herein. Subscribers and their Users must ensure that the Content is at all times kept on a secure server, viewable only by Subscribers and/or its Users. If Subscriber wishes to use a third party to host the Content, BT must approve the use of such host in advance and in writing, and BT shall have the right to approve the terms of the agreement between such host and Subscriber. In addition, any Subscriber or User using the Local Host support option must use the Electronic Delivery System, rather than a local directory, to search for and access the Content.
- e. **Prohibited Uses.** Except as expressly set forth herein, neither Subscriber nor the Users may (i) copy, reproduce, alter, modify, transmit, perform, create derivative works of, publish, sub-license, distribute, or circulate the Electronic Delivery System, the Content, or any portion thereof; (ii) disassemble, decompile, or reverse engineer the Electronic Delivery System or any portion thereof, or use a robot, spider, or any similar device to copy or catalog the Content or any portion thereof; (iii) take any actions, whether intentional or unintentional, that may circumvent, disable, damage or impair the

Electronic Delivery System's or the Content's control or security systems, nor allow or assist a third party to do so; or (iv) use the Content in a manner that disparages the Electronic Delivery System, the Content or BT or its content providers, or in any manner that BT may, in its sole discretion, deem inappropriate.

III. Ownership.

As between Subscriber, the Users, and BT, the Electronic Delivery System and the Content are the property of BT and are protected by United States and international copyright and trademark law. By using the Electronic Delivery System and the Content, even as permitted hereunder, neither the Subscriber nor any of its Users gain any ownership interest in the Electronic Delivery System or the Content.

IV. Security and Use of Passwords.

Each User shall have a valid username, password, and passcode for the purpose of accessing the Electronic Delivery System and the Content (the "Log-In Information"). Subscriber and its Users must keep all Log-In Information strictly confidential, and all Log-In Information may be used only by the assigned User. Subscriber and its Users are responsible for maintaining the security and confidentiality of all Log-In Information, and for preventing access to the Electronic Delivery System and/or the Content by unauthorized persons using a User's Log-In Information. Unauthorized access to or use of the Electronic Delivery System and/or the Content by someone using a User's Log-In information may be attributed to such User. Users who have not logged in to the Electronic Delivery System in six months will be set as inactive in the system.

V. Citations.

User must include citation information, including BT or the applicable content provider (if identified) as the source, for all portions of the Content used in any end product.

VI. User-Generated Contributions.

BT allows you to post your own materials, which may be viewed by other users. You agree only to submit materials where you have the right to do so and agree that you will not submit any materials that belong to other people unless they have granted you the right to do so.

In submitting user-generated materials to BT, you agree to the following terms and conditions:

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, you grant BT and its successors a non-exclusive, perpetual, royalty-free, fully paid-up license to use and distribute, perform, display, and reproduce your user-generated materials submitted hereunder, which shall include without limitation all materials submitted by you (the "User Submission"), as further described below. You acknowledge and agree that you shall not be entitled to share in any revenue that BT may or may not earn or generate through its use of your User Submission.

BT's Right to Use Your User Submission. You grant BT the non-exclusive right to use and distribute and license others to use and distribute, perform, display, reproduce and create derivative works from, your User Submission, or any portions, reproductions, or versions thereof, on BT to the users of BT.

Clearance of Your User Submission for the BT's Use. You represent and warrant that your User Submission is your original work and that you have secured any and all rights, releases, and permissions necessary for the BT use and distribution of your User Submission hereunder, including without limitation those related to any people, places, music, performances of dance or music, video, photographs and/or graphics in your User Submission (collectively, the "Elements"). You represent and warrant that, to the best of your knowledge, no further permissions or fees are due for the BT's use and distribution of your User Submission or any Elements therein. You further represent and warrant that any statements made by you or others in the User Submission are true to the best of your knowledge and that neither they, nor any Element of your User Submission, will violate any law or regulation or violate or infringe upon the rights of any third party.

Access; Backing Up Your User Submission. We work hard to make BT a secure and stable environment. However, as with any computer system, there is always the risk of data loss and that data may be made available to others despite security safeguards. You should maintain your own copies of all of your materials so that in the event of lost data affecting BT, you will not lose your User Submissions. You should not include any confidential materials as part of your User Submissions.

Release and Waiver; Indemnification. You acknowledge that the BT will rely on the foregoing terms and conditions potentially at substantial cost to them, and you hereby waive the right to assert any claim of any nature whatsoever against any party relating to the exercise of the rights and permissions granted hereunder. You also waive the right to assert any claim of any nature against any party relating to the loss of data (whether yours or someone else's data, including User Submissions) stored on, through, or by BT or relating to the access by any party to your User Submissions or the failure of any technology designed to limit access to

your User Submissions. You agree to indemnify, defend and hold harmless the BT from any and all claims arising from their use and distribution of your User Submission as permitted herein or the access by any party to your User Submissions.

Furthermore, you agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through BT.

VII. Use of Materials.

Except for your own User Submissions, the materials available to you through Beyond Textbooks are the property of Beyond Textbooks or its licensors, or of other users of Beyond Textbooks, and are protected by copyright, trademark, and other intellectual property laws. You are free to display and print for your personal, non-commercial use information you receive through Beyond Textbooks. But you may not otherwise reproduce any of the materials without the prior written consent of the owner. You may not distribute copies of materials found on Beyond Textbooks in any form (including by e-mail or other electronic means), without prior written permission from the owner.

VIII. No Soliciting.

You agree not to use Beyond Textbooks to advertise or to solicit anyone to buy or sell, products or services, nor to solicit anyone to make donations of any kind, without our express written approval.

IX. Communications from BT.

BT may periodically contact Users for customer service purposes. By accessing the Electronic Delivery System and the Content, Users consent to receive such communications. Subscriber shall promptly provide BT with any and all information regarding its Users and/or use of the Electronic Delivery System and the Content by its Users that BT reasonably requests. Subscriber agrees that BT may reference its business relationship with Subscriber in its marketing or sales materials.

X. Changes to Terms of Use.

BT reserves the right to change these Terms of Use from time to time. Such changes will become effective when BT posts the revised Terms of Use on the Electronic Delivery System. Users should check the Terms of Use from time to time, as they are bound by the Terms of Use posted on the Electronic Delivery System at the time of access. Any revised Terms of Use shall supersede all previous versions.

XI. Termination of the Subscriber Agreement; Effect of Termination or Expiration.

In the event that Subscriber breaches any term of the Subscriber Agreement, or Subscriber and/or any of its Users breach these Terms of Use, and such breach is not cured within 10 days after receipt of notice thereof from BT, BT may terminate the Subscriber Agreement in whole or in part immediately upon written notice to Subscriber. Notwithstanding the foregoing, there shall be no cure period for any Event of Default that is not curable.

Upon expiration or prior termination of the Subscriber Agreement, all rights granted herein shall revert to BT; all access to and use of the Electronic Delivery System and the Content by Users must cease; all materials downloaded from the Electronic Delivery System must be erased, deleted, or destroyed; and all storage devices provided by BT, including without limitation the servers and drives provided in connection with the Local Host support option, must be immediately returned to BT at its business address.

XII. No Warranties, Limitation of Liability.

The electronic delivery system and the content are provided as is, and all warranties of any kind, past or present, whether statutory, common-law, or from a course of dealing or usage of trade, including without limitation implied warranties of merchantability, fitness for a particular purpose, security and, except as may be otherwise stated in this agreement, non-infringement, are expressly disclaimed to the fullest extent permitted by law. BT does not guarantee or make any representations regarding the use or accuracy of the electronic delivery system or the content. No oral or written information or advice given by BT or its employees shall create a warranty or in any way increase the scope of BT's obligations hereunder, and the subscriber may not rely on any such information or advice. In no event shall BT be liable for any lost data, lost profits, business interruption, replacement service, or other special, incidental, consequential, punitive, or indirect damages, however, caused and regardless of theory of liability.

Exhibit B: Beyond Textbooks: Appropriate Use Policy

CONTENT CRITERIA

The resource or idea:

- Must be congruent to the stated performance objective of the Electronic Delivery System page.
- Must have been successfully used within the classroom by the teacher prior to populating the resource/idea on an Electronic Delivery System page.

TECHNICAL CRITERIA

The resource or idea:

- Can be populated on an Electronic Delivery System page by any Vail or BT partner certified staff.
- Has file attachments that are printed to PDF files or other file types (used for all other documents) to ensure accessibility across computer systems.
- Can be made available through the Vail School District web filter.
- Is properly formatted to match the existing Electronic Delivery System page formatting.
- Has file attachments, hyperlinks, media attachments, and comments that are properly linked to ensure long-term accessibility. (Please be sure to type a brief description of the resource and include your first and last name as well as your school's name.)
- Is made up of, or links to, quality primary source materials.
- Is free of excessive or inappropriate advertisement, unrequested pop-ups, and/or unrelated distracting content.

COPYRIGHT/FAIR-USE CRITERIA

- The resource being posted is being used and distributed within the rules of educational fair use.
- If the resource is copyrighted, it will only include a link to the material, not the actual downloaded materials.

COMMENT POPULATION CRITERIA

- If commenting on another person's populated resource or idea, staff should work to ensure that populated comments are positive in nature.

Safety and SecurityFirearm Policy

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

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

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: 07-10-2023

Kimball Public Schools Board of Education

Date Last Reviewed: July 8, 2024

- Monthly: Excuse Absent Members
 - Monthly: Approve Agenda
 - Monthly: Minutes
 - Monthly: Bills
 - Monthly: Treasurer's Report
 - Monthly: Board/Administrator Reports
 - Monthly: Correspondence
 - Monthly: Accept Resignations
 - Monthly: Approve New Contracts
 - Monthly: Review Policies
 - Quarterly: Review Board Calendar: Jan, Apr, July, Oct
 - Quarterly: Review Board/Superintendent Goals: Feb, May, Aug, Nov
-
- January: Election of Officers: President, Vice-President, Secretary, Treasurer
 - January: Appointment of Committees: American Civics, Buildings & Grounds/ Transportation, Negotiations, Finance, Scholarship
 - January: School Affiliates: Newspapers, Radio Stations
 - January: Financial Affiliates: Banks & Approval of Signatures for Officers, Superintendent & Business Mgr
 - January: Appointment of Superintendent as District Rep for Federal Programs (Policy 302.01)
 - January: Approve Superintendent Contract (per Policy 302)
 - January: Annual Review of Code of Conduct/Code of Ethics
 - January: Annual Conflicts of Interest Signed by Board Members
 - January: NASB: Legislative Issues Conference
 - January: Weed Control & Lawn Fertilizing Contracts
 - January (Late): Board Work Session for Goal Planning with NASB
 - January (Late): Building & Grounds Committee Meeting to Review & Set Priorities for Capital Projects Plan
-
- February: Approve Board Goals/Superintendent Goals
 - February: Approve Capital Projects Plan
 - February: NASA/NASB Education Forum
 - February: Presidents Retreat (NASB)
 - February: Director Report: Director of Transportation & Maintenance
-
- March: Approve Annual School Calendar
 - March: Choice Gas Program (C-Jump Interlocal/Local Options?)
 - March: NASB: Back to Basics/Spring Legal Workshop
 - March: Director Report: Information Technology Director
 - March: Board Committee on American Civics: Semi-Annual Meeting
-
- March/April: Approve Classified Salaries/Administrative Salaries/Substitute Pay
 - March/April: Administrative Employment Contracts: Teacher Contracts after March 15th
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- April: Scholarship Committee Selection of Recipients
 - April: NASB: Open Meetings Law Workshop
 - April: Director Report: ELITE Afterschool Program Director

Kimball Public Schools Board of Education

- May: Approve Summer Activities
May: Director Report: Activities Director
- June: NASB: School Law Seminar
June: Distribute Handbooks: Parent-Student (Mary Lynch/High School), Faculty & Staff Handbook
June: Approve Student Fee Structure/Lunch Fund Fee Structure/Activity Fees & Admission Prices
June: Policy 1001.02 Parental Involvement (Hearing)
June: Policy 501.06 Student Fees (Hearing)
June: Policy 501.07 Student Fees
June: Policy 504.17 Anti-Bullying
June: Policy 602.01 Multi-Cultural Education
June: Policy 603.11 State Assessments
June: Policy 503.04 Student Attendance
June: Policy 504.05 Student Discipline
June: Policy 602.03 Title I Parental and Family Involvement
June: Policy 505.07 Student Wellness Regulations (Review Every 3 Years, last reviewed in 2022)
June: Adopt Staff Training Resolution for the Upcoming School Year
- July: Acceptance of Handbooks: Parent-Student (Mary Lynch/High School), Faculty & Staff Handbook
- August: Budget Work Session
August: NASB: Area Membership Meetings
- September: Budget Hearing/Adoption
September: Special Hearing to Set Final Tax Request/Adoption of Final Tax Request
September: Resolution for County on Property Tax Request
September: Approval of Capital Projects Plan
September: NASA/NASB Labor Relations Conference
- October: Closed Session: Negotiation Strategies
October: Director Report: Food Services Director
October: Board Committee on American Civics: Semi-Annual Meeting
October: Adopt Option Enrollment Resolution by October 15
- November: Director Report: Assessment Director
November: Schedule NASB for January Board Workshop
November: Distribute Board Self-Assessment
November: Distribute Superintendent Evaluations
November: Annual Review of Safety & Security Plan
November: NASB: Annual State Education Conference: LaVista
- Nov/Dec/Jan/Feb: Ratify Negotiated Agreement with KEA
December: Accept Annual Audit Report
December: Review of Superintendent Evaluation & Negotiation of Proposed Contract
December: Review Board Self-Assessment