



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 14, 2025, 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 9, 2025
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator Reports
12. Superintendent's Report
13. Recognition of Visitors - Public Comment (Policy 202.04)
14. Action Items:
 - 14.A. Discuss, consider and take all necessary action with regard to amendment of the 2025-26 school calendar
 - 14.B. Discuss, consider and take all necessary action with regard to approval of the engagement letter from Rauner & Associates for the 2024-2025 audit
 - 14.C. Discuss, consider and take all necessary action with regard to approval of district handbooks for the 2025-26 school year
 - 14.D. Discuss, consider and take all necessary action with regard to review, amend, repeal, consideration and/ or adoption of board policies:
 - 14.D.1. KPS Board Policy 1001.02: Parental Involvement
Hold Public Hearing to discuss, consider and receive input on the Parental Involvement Policy. The public will be given the opportunity to present information and options on the Parental Involvement Policy.
 - 14.D.1.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the Parental Involvement Policy 1001.02
 - 14.E. Discuss, consider and take all necessary action with regard to adoption of board policies: 602.06, 603.17, 603.18, and 802.06
15. Discussion Items:
 - 15.A. Discussion Item #1: Board of Education Yearly Planning Calendar
 - 15.B. Discussion Item #2: District Fund Transfers
16. Next Meeting(s)/Opportunities:

- 16.A. Regular Board Meeting: Monday, August 11, 2025 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 Statute 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 9, 2025 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, Jennifer Griebel, Landon Smith, Britni Toth, **Absent:** Taylor Brown, Tom O'Brien.

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

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

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

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Jennifer Griebel to approve the minutes from the Regular Board Meeting May 5, 2025. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye

Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Jennifer Griebel to approve the current bills. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

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

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

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 Landon Smith, seconded by Britni Toth to approve Chromebook purchase in the amount of \$26,775. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Jennifer Griebel to approve the Staff Training Resolution for the 2025-26 school year. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Jennifer Griebel, seconded by Landon Smith to approve the 2025-26 fees as presented. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Landon Smith to approve the job description for the Behavior Support Specialist position at KPS. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Jennifer Griebel to approve board policies: 501.07, 503.04, , 504.17, 505.07, 602.01, and 603.11 as reviewed. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

There was not public comment received on KPS Board Policy 501.06: Student Fees

Motion was made by Britni Toth, seconded by Jennifer Griebel to 7:29 p.m. open hearing closed public hearing 7:31 p.m. no discussion. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Landon Smith to approve Board policies: 103, 404.03, 404.15, 404.34, 501.01, 501.19, 502.01, 502.02, 502.13, 502.13F, 502.14, 503.07, 504.03, 506.07, 603.14, 701.36, 801.03, 802.04, and 1001.02 as revised. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent

Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Landon Smith, seconded by Britni Toth to rescind Board policies 602.03 and 702.12. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Landon Smith to advance Board Policies: 602.06, 603.17, 603.18, and 802.06 to second reading. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

The Board discussed changes to district handbooks for the 2025-26 school year and will look to approve the handbooks at the July Board meeting.

Motion was made by Landon Smith, seconded by Jennifer Griebel to adjourn the meeting at 8:08 p.m. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Absent
Tom O'Brien: Absent
Travis Cook: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

ATTEST:

TRAVIS COOK

THOMAS O'BRIEN

KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

Kimball Public Schools
BOARD REPORT OF EXPENDITURES
7/14/2025

109445	CARD SERVICES	\$	14,148.72
	PREPAID		
			\$14,148.72

REGULAR MONTHLY EXPENSES

63247	APPTEGY, INC	6,895.87
63248	BLACK HILLS ENERGY	735.44
63249	BORDER STATES INDUSTRIES	1,710.00
63250	CAPITAL BUSINESS SYSTEMS, INC.	219.96
63251	CAPITAL BUSINESS SYSTEMS, INC.	681.03
63252	CAROLINA BIOLOGICAL SUPPLY CO.	423.62
63253	CENTURY LINK BUSINESS SERVICES	296.61
63254	CITY OF KIMBALL	11,288.69
63255	COMPUTER INFORMATION CONCEPTS	8,101.00
63256	CULLIGAN	69.95
63257	DAS STATE ACCOUNTING - CENTRAL	560.50
63258	DICK BLICK ART MATERIALS	383.83
63259	ECOLAB PEST ELIMINATION DIVISION	137.91
63260	ESU #13	25,978.31
63261	FOLLETT CONTENT SOLUTIONS, LLC	2,695.74
63262	FRANK PARTS COMPANY	87.95
63263	FRENCHMAN VALLEY COOP	902.80
63264	HEINEMANN	33,216.19
63265	IDEAL/BLUFFS FACILITY SOLUTIONS	1,231.99
63266	ITSAVVY LLC	969.00
63267	KIMBALL ACE HARDWARE	927.06
63268	KIMBALL PUBLIC SCHOOLS	3,557.61
63269	LEGACY COOP	120.25
63270	MATHESON TRI-GAS, INC	81.50
63271	MCMANIGAL LAWN AND LANDSCAPE	1,650.00
63272	MENARDS - SCOTTSBLUFF	1,556.73
63273	MIDWEST TECHNOLOGY PRODUCTS	94.86
63274	MONUMENT CLEANING COMPANY	2,802.50
63275	NEBRASKA ASSOCIATION OF SCHOOL	45.00
63276	PERFECTION LEARNING CORP.	362.58
63277	PERRY, GUTHERY, HAASE & GESSFO	453.60
63278	SCHOOL SPECIALTY INC.	215.86
63279	STAPLES BUSINESS ADVANTAGE	449.14
63280	TRAFERA HOLDINGS, LLC	26,775.00
63281	TURNITIN, LLC	2,433.24

63282	VERIZON WIRELESS	53.00
63283	VOYAGER FLEET SYSTEMS, INC.	1,364.40
63284	WESTERN NEBRASKA OBSERVER	9.62
63285	SCHOOL SPECIALTY INC.	108.45
63286	SWAY MEDICAL, INC	115.71

GENERAL FUND TOTAL 139,762.50

6426	CASH-WA DISTRIBUTING	3,831.20
6427	HILAND DAIRY FOODS COMPANY, LLC	702.56
6428	SYSCO DENVER	1,549.66

NUTRITION FUND TOTAL 6,083.42

DEPRECIATION FUND TOTAL \$ -

1583 HAYS CONTRACTING	16,775.00
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BUILDING FUND \$16,775.00

TOTAL MONTHLY BILLS \$162,620.92

Kimball Public Schools
BOARD REPORT OF EXPENDITURES
5/2/2025

6397	CASH-WA DISTRIBUTING	8,672.31
6398	HILAND DAIRY FOODS COMPANY, LLC	2,314.22
6399	PEPSI-COLA OF WESTERN NEBRASKA	1,320.55
6400	SYSCO DENVER	5,331.80
6401	US FOODS - GRAND ISLAND	1,518.86
NUTRITION FUND TOTAL \$		<u>19,157.74</u>

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
112-0514815-5706620	06/24/2025	15253	3 Drawer File Cabinet with lock	01 2220 733 001 000	158.00
112-0887569-2101030	06/24/2025	15253	Ergonomic Office Chair/Drafting Chair	01 2220 733 001 000	129.89
112-1692771-3596231	06/24/2025	15285	XSEINO 13 Rolls 8"x35" 1.4mm Thick Soft	01 1100 610 001 042	13.99
112-1692771-3596231	06/24/2025	15285	flic-flac 28pcs 12 x 8 inches (30cmx20cm	01 1100 610 001 042	14.28
112-1692771-3596231	06/24/2025	15285	XSEINO 12 Rolls 8"x35"(20.5x90cm) 1.4mm	01 1100 610 001 042	12.99
112-1692771-3596231	06/24/2025	15285	XSEINO 13 Rolls 8"x35" 1.4mm Thick Soft	01 1100 610 001 042	13.99
112-1692771-3596231	06/24/2025	15285	Superior Threads Sew Complete Polyester	01 1100 610 001 042	17.97
112-1692771-3596231	06/24/2025	15285	VOKOY 400 pcs 0.5 oz Paper Souffle Porti	01 1100 610 001 042	9.95
112-1692771-3596231	06/24/2025	15285	1300PCS Stainless Steel Hardware Nails,	01 1100 610 001 042	35.45
112-1692771-3596231	06/24/2025	15285	TRENDBOX Bib Apron Adult Women Unisex Co	01 1100 733 001 042	25.98
112-1692771-3596231	06/24/2025	15285	Zoie + Chloe Set of 3 Dough Press	01 1100 733 001 042	45.95
112-1692771-3596231	06/24/2025	15285	GoodCook Everyday Rolling Pin	01 1100 733 001 042	39.95
112-1692771-3596231	06/24/2025	15285	Etekcitey Food Kitchen Scale	01 1100 733 001 042	38.97
112-1692771-3596231	06/24/2025	15285	DOWAN Ramekins 4 oz Oven Safe for Creme	01 1100 733 001 042	59.95
112-1692771-3596231	06/24/2025	15285	Soleebee 3-Tier Round Cupcake Stand	01 1100 733 001 042	29.97
112-1692771-3596231	06/24/2025	15285	Double Boiler Stainless Steel Pot	01 1100 733 001 042	49.95
112-1692771-3596231	06/24/2025	15285	Boao 8 Pack Oven Rack Shields 14 Inches	01 1100 733 001 042	19.98
112-1692771-3596231	06/24/2025	15285	ALLTOP Stainless Steel Bench Scraper and	01 1100 733 001 042	42.70
112-1692771-3596231	06/24/2025	15285	Chicago Metallic 2-Piece Angel Food Cake	01 1100 733 001 042	96.88
112-2580706-6241004	06/24/2025	15377	Totte Register with Fan	01 2710 610 000 000	53.98
112-3395347-4265064	06/24/2025	15253	TLS Premium Spine and Processing labels	01 2220 610 001 000	30.39
112-3395347-4265064	06/24/2025	15253	Un-do Label remover	01 2220 610 001 000	65.20
112-3869715-7552200	06/24/2025	15275	EXPO Dry Erase Markers, Low Odor Ink, As	01 1100 610 001 024	56.97
112-4343229-4844225	06/24/2025	15275	50 pack 1" 3-ring binder	01 1100 610 001 024	107.91
112-5144402-3426645	06/24/2025	14898	Retevis RT68 Walkie Talkies, Portable F	01 6968 610 003 000	122.99
112-5144402-3426645	06/24/2025	14898	Brain Flakes 500 piece set interlocking	01 6968 610 003 000	56.97
112-5144402-3426645	06/24/2025	14898	EUDAX 6 set DC Motors Kit, Mini Electric	01 6968 610 003 000	21.98
112-7895134-066906	06/24/2025	15413	"Night" by Elie Weisel	01 1100 640 001 000	121.38
112-7895134-066906	06/24/2025	15413	"The Great Gatsby" by F. Scott Fitzgerald	01 1100 640 001 000	29.98
112-7895134-0669067	06/24/2025	15413	"The Great Gatsby" by F. Scott Fitzgerald	01 1100 640 001 000	14.99
112-8928063-9054638	06/24/2025	15275	EXPO Dry Erase Markers chisel tip 16 Ct	01 1100 610 001 024	14.26
112-8928063-9054638	06/24/2025	15275	Bic Color Cues Pen Set	01 1100 610 001 024	12.72
112-8928063-9054638	06/24/2025	15275	Aozora Pens Medium Point Red 80 Ct	01 1100 610 001 024	18.99
112-8928063-9054638	06/24/2025	15275	Aozora Pens Medium Point Blue 80 Ct	01 1100 610 001 024	18.99
112-8928063-9054638	06/24/2025	15275	KALSA Notebook Paper College Ruled 500	01 1100 610 001 024	16.69
112-8928063-9054638	06/24/2025	15275	No 2 Pencils 200 pack	01 1100 610 001 024	19.96
112-8928063-9054638	06/24/2025	15275	96 pk of college ruled composition noteb	01 1100 610 001 024	81.98
112-9550914-6450626	06/24/2025	15229	Pyle Universal Microphone Stand - M-6 Mi	01 1100 610 001 032	79.98
112-9550914-6450626	06/24/2025	15229	Simple Trending Standard Rod Clothing Ga	01 1100 610 001 032	104.49

Check Total: 14,148.72

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101			
112-9666395-9329057	06/24/2025	15328	wt room chalk	01 1100 610 001 034	39.65
114-0110156-9953807	06/24/2025	15289	Bostitch Office Personal Electric Pencil	01 1100 733 003 016	35.65
114-0796455-3133824-	06/24/2025	15214	EXPO® Low-Odor Dry-Erase Markers, Chisel	01 1100 610 003 016	15.96
114-1033918-7673029	06/24/2025	15262	JBL Partybox 310 - Portable Party Speake	01 1100 610 003 032	519.95
114-1033918-7673029	06/24/2025	15262	1Mii 2.4GHz Wireless Audio Transmitter R	01 1100 610 003 032	47.99
114-1038189-1015419	06/23/2025	15261	Tonies cat in the hat	01 1100 610 003 009	17.29
114-1260716-6649810	06/23/2025	15242	Hard drive for camera system	01 1100 610 001 044	106.00
114-1655448-6961064	06/24/2025	15282	med drawer lock, pain scales	01 2130 610 000 000	34.69
114-2035613-5360201	06/24/2025	15263	Hybsk Clear Seal Sticker Labels 4 inch r	01 2220 610 003 000	22.15
114-2383644-5457831	06/24/2025	15326	spring repair blocks	01 2610 610 000 000	20.99
114-2409388-0773858	06/24/2025	15300	AFMAT Pencil Sharpener	01 1100 610 003 013	24.00
114-2409388-0773858	06/24/2025	15300	3.15 Ornament Balls	01 1100 610 003 013	17.99
114-2409388-0773858	06/24/2025	15300	Papermate Eraser Tops	01 1100 610 003 013	9.57
114-2409388-0773858	06/24/2025	15300	Ticonderoga Wedge Erasers	01 1100 610 003 013	13.30
114-2409388-0773858	06/24/2025	15300	Tapestry Wall Hanging	01 1100 610 003 013	15.99
114-2409388-0773858	06/24/2025	15300	Swingline Stapler	01 1100 610 003 013	16.49
114-2409388-0773858	06/24/2025	15300	32 piece leg protectors for desks - no s	01 1100 610 003 013	42.58
114-2409388-0773858	06/24/2025	15300	Classroom Postcards	01 1100 610 003 013	9.99
114-2409388-0773858	06/24/2025	15300	Binditek 200 Pack Laminating 5 mil	01 1100 610 003 013	31.67
114-2409388-0773858	06/24/2025	15300	Scotch Tape Dispenser	01 1100 610 003 013	8.85
114-2409388-0773858	06/24/2025	15300	SCRIBBLEDO 10 PACK Multiplication chart	01 1100 610 003 013	69.98
114-2409388-0773858	06/24/2025	15300	Papermate Felt Tip Pens	01 1100 610 003 013	19.99
114-2409388-0773858	06/24/2025	15300	A+ Scholar headphone pack - Wired Foldab	01 1100 610 003 013	98.91
114-2409388-0773858	06/24/2025	15300	Headphone cases	01 1100 610 003 013	62.93
114-2409388-0773858	06/24/2025	15300	Primary composition books	01 1100 610 003 013	62.99
114-2409388-0773858	06/24/2025	15300	1.5 inch binders	01 1100 610 003 013	33.60
114-2628476-7321807	06/23/2025	15298	novelinks Stackable Plastic Clear Storag	01 1100 610 003 013	21.89
114-2628476-7321807	06/23/2025	15298	X-Protector Non Slip Round Anti Slip Pad	01 1100 610 003 013	13.29
114-2628476-7321807	06/23/2025	15298	Paper Bulletin Board Roll	01 1100 610 003 013	56.97
114-2628476-7321807	06/23/2025	15298	32 Pack Mini Cube Puzzle	01 1100 610 003 013	18.99
114-2845648-6182623	06/24/2025	15271	Kids Headphones Bulk 5 Pack, Student On	01 1100 610 003 010	318.32
114-2952202-468501	06/24/2025	15276	Washable School Glue	01 1100 610 003 012	56.99
114-3093491-3261030	06/24/2025	15297	X-ACTO , SchoolPro Electric	01 1100 610 003 013	78.64
114-3093491-3261030	06/24/2025	15297	AFMAT Electric Pencil Sharpener, Pencil	01 1100 610 003 013	24.99
114-3093491-3261030	06/24/2025	15297	Amazon Basics Clear Thermal Laminating	01 1100 610 003 013	13.19
114-3093491-3261030	06/24/2025	15297	Small Standing Desk Adjustable Height	01 1100 610 003 013	55.97
114-3093491-3261030	06/24/2025	15297	Suction Cup Fidget Sensory	01 1100 610 003 013	28.76
114-3093491-3261030	06/24/2025	15297	Squishy Stress Balls Fidget Toys	01 1100 610 003 013	34.99
114-3093491-3261030	06/24/2025	15297	ThinkTex 26 Pockets Expanding File Folde	01 1100 610 003 013	15.39
114-3094049-8223421	06/23/2025	15229	Pyle Universal Microphone Stand - M-6 Mi	01 1100 610 001 032	281.94
114-3094049-8223421	06/23/2025	15229	Gibraltar SC-RC Rack T-Leg Caster	01 1100 610 001 032	24.99

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

114-3094049-8223421	06/23/2025	15229	Simple Trending Standard Rod Clothing Ga	01 1100 610 001 032	43.47
114-3094049-8223421	06/23/2025	15229	Small Portable Rolling Standing Desk - 3	01 1100 610 001 032	66.49
114-3094049-8223421	06/23/2025	15229	Yamaha YRS-302B Soprano Recorder, Baroqu	01 1100 610 001 032	23.35
114-3094049-8223421	06/23/2025	15229	EIGHTREE Smart Plug, Smart Home WiFi Out	01 1100 610 001 032	39.08
114-3485118-6138621	06/23/2025	15326	spring repair blocks	01 2610 610 000 000	19.95
114-3574466-128185	06/24/2025	15326	spring repair blocks	01 2610 610 000 000	21.88
114-3768915-6862603	06/24/2025	15261	mothers day craft	01 1100 610 003 009	15.99
114-4121399-802344	06/24/2025	15292	Protec PB323 Pro Pac EWI Solo Case - Bla	01 1100 733 001 030	98.99
114-4196266-0502638	06/24/2025	15331	PICTURE FRAMES FOR STAFF APPRECIATION	01 2320 610 000 000	30.98
114-4356981-4497055	06/24/2025	15266	RUODON Graduation Yard Sign Decorations	01 1100 610 003 010	27.99
114-4356981-4497055	06/24/2025	15266	Kindergarten Graduation Banner-Preschool	01 1100 610 003 010	9.99
114-4356981-4497055	06/24/2025	15266	ADOINBY Red Black and White Balloon Arch	01 1100 610 003 010	12.29
114-4873976-763866	06/23/2025	15298	Bulk Headphones for Classroom with Micro	01 1100 610 003 013	76.99
114-5205222-8021847	06/23/2025	15261	Desk	01 1100 610 003 009	182.89
114-5290576-5179458	06/24/2025	15261	Desk	01 1100 610 003 009	182.23
114-5541766-1791442	06/24/2025	15239	Rock & Gem book Smithsonian	01 1100 610 001 024	27.58
114-5541766-1791442	06/24/2025	15239	Rocas y Minerales Smithsonian	01 1100 610 001 024	42.82
114-5705114-3238605	06/23/2025	15261	glue	01 1100 610 003 009	30.69
114-6354225-6042618	06/24/2025	15263	Leinuosen Magnetic Bookmarks (36 ct)	01 2220 610 003 000	8.99
114-6354225-6042618	06/24/2025	15263	Silicone Smart Bookmarks (9pcs)	01 2220 610 003 000	16.89
114-6354225-6042618	06/24/2025	15263	Animal Magnetic Bookmarks (50ct)	01 2220 610 003 000	12.60
114-6354225-6042618	06/24/2025	15263	Scented Bookmarks Magnetic Scratch and S	01 2220 610 003 000	16.99
114-6354225-6042618	06/24/2025	15263	YZXODN Stretchy Strings Fidget Toys (30	01 2220 610 003 000	8.99
114-6354225-6042618	06/24/2025	15263	BVEHSR Galaxy Putty Slime	01 2220 610 003 000	16.59
114-6354225-6042618	06/24/2025	15263	QUTA Love Reading Stickers (50 pc)	01 2220 610 003 000	4.59
114-6354225-6042618	06/24/2025	15263	Reading Book Library Pre-Cut Temporary T	01 2220 610 003 000	7.99
114-6354225-6042618	06/24/2025	15263	Reading Rewards Clip over the page Wordy	01 2220 610 003 000	29.95
114-6354225-6042618	06/24/2025	15263	Avery Easy Peel 5160 Labels	01 2220 610 003 000	52.36
114-6354225-6042618	06/24/2025	15263	Swingline Stapler	01 2220 610 003 000	14.68
114-6354225-6042618	06/24/2025	15263	VinTS Poser Board 22x28 Assorted Color (01 2220 610 003 000	40.99
114-6354225-6042618	06/24/2025	15263	Noveread Happy Birthday Set (100 pcs)	01 2220 610 003 000	70.95
114-6354225-6042618	06/24/2025	15263	Kawaii Squishies Mochi Squishy (80 Pcs)	01 2220 610 003 000	17.09
114-6388583-8747462	06/23/2025	15265	Expo Dry Erase Markers	01 6200 610 003 904	23.99
114-6388583-8747462	06/23/2025	15265	white board cleaning spray	01 6200 610 003 904	16.78
114-6388583-8747462	06/23/2025	15264	Crayola Crayons	01 6200 610 003 904	16.23
114-6388583-8747462	06/23/2025	15264	Expanding File Pockets	01 6200 610 003 904	13.63
114-6388583-8747462	06/23/2025	15264	Rubber Bands	01 6200 610 003 904	7.59
114-6388583-8747462	06/23/2025	15264	1.5x2 Sticky Notes	01 6200 610 003 904	4.79
114-6388583-8747462	06/23/2025	15264	Laminator Sheets	01 6200 610 003 904	17.43
114-6388583-8747462	06/23/2025	15264	Binder Dividers	01 6200 610 003 904	9.10
114-6388583-8747462	06/23/2025	15264	Page Protectors	01 6200 610 003 904	15.94

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Checking Account: 01		GENERAL FUND 01-101			
114-6388583-8747462-	06/23/2025	15264	Pencils	01 6200 610 003 904	70.11
114-6388583-8747462-	06/23/2025	15264	Liquid Ink Highlighters	01 6200 610 003 904	23.78
114-6415668-8440243	06/24/2025	15261	Scooter	01 1100 610 003 009	61.72
114-6415668-8440243-	06/24/2025	15261	Scooter	01 1100 610 003 009	30.48
114-6538108-4850657	06/24/2025	15295	Amazon Basics Dry Erase Markers	01 1100 610 003 013	14.10
114-6538108-4850657	06/24/2025	15295	EXPO Low Odor Dry Erase Markers	01 1100 610 003 013	47.98
114-6538108-4850657	06/24/2025	15295	Shuttle Art Dry Erase Markers	01 1100 610 003 013	14.66
114-6538108-4850657	06/24/2025	15295	REGLETO Class Jobs Pocket Chart	01 1100 610 003 013	14.99
114-6538108-4850657	06/24/2025	15295	BIC Gelocity Quick Dry Ocean Themed Gel	01 1100 610 003 013	21.28
114-6562430-215542	06/24/2025	15296	60Pcs Animal Erasers	01 1100 610 003 013	16.98
114-6562430-215542	06/24/2025	15296	300 piece stickers	01 1100 610 003 013	9.99
114-6562430-215542	06/24/2025	15296	LEDs Globe String Lights	01 1100 610 003 013	17.99
114-6562430-215542	06/24/2025	15296	SheeChung Premium Apothecary Jar	01 1100 610 003 013	11.49
114-6562430-215542	06/24/2025	15296	20 Pack Pen Holder Silicone,Adhesive Pen	01 1100 610 003 013	17.99
114-6562430-215542	06/24/2025	15296	IRIS USA Small Drawer Organizer Storage	01 1100 610 003 013	18.89
114-7980000-0258635	06/24/2025	15261	Tonies Figure	01 1100 610 003 009	16.19
114-7980000-0258635	06/24/2025	15261	students lanyards	01 1100 610 003 009	13.98
114-7980000-0258635	06/24/2025	15261	badge inserts	01 1100 610 003 009	9.49
114-7980000-0258635	06/24/2025	15261	Index cards	01 1100 610 003 009	12.85
114-7980000-0258635	06/24/2025	15261	Mother's Day Craft	01 1100 610 003 009	79.99
114-7980000-0258635	06/24/2025	15261	tonies figures	01 1100 610 003 009	16.19
114-7980000-0258635	06/24/2025	15261	tonies figure	01 1100 610 003 009	17.99
114-8917667-4524245	06/24/2025	15276	Elmer's All Purpose School Glue Sticks,	01 1100 610 003 012	30.18
114-8917667-4524245	06/24/2025	15276	Ticonderoga Wood-Cased Pencils, Pre-Shar	01 1100 610 003 012	152.67
114-8917667-4524245	06/24/2025	15276	EXPO Dry Erase Markers, Low Odor Ink, As	01 1100 610 003 012	52.84
114-8917667-4524245	06/24/2025	15276	EXPO Dry Erase Whiteboard Cleaning Spray	01 1100 610 003 012	41.59
114-8917667-4524245	06/24/2025	15276	Comix Dry Erase Markers, Chisel Tip Whit	01 1100 610 003 012	20.99
114-8917667-4524245	06/24/2025	15276	Darice 1000 Pcs Popsicle Stick, 4.5" Nat	01 1100 610 003 012	17.99
114-8917667-4524245	06/24/2025	15276	Electric Pencil Sharpener Heavy Duty, 6	01 1100 610 003 012	98.76
114-8917667-4524245	06/24/2025	15276	Blue Summit Supplies Pink Erasers Bulk,	01 1100 610 003 012	20.57
114-8917667-4524245	06/24/2025	15276	Smead File Folder, 1/3-Cut Tab, Letter S	01 1100 610 003 012	15.99
114-8917667-4524245	06/24/2025	15276	SATINIOR 24 Pcs Privacy Folders for Stud	01 1100 610 003 012	38.99
114-8917667-4524245	06/24/2025	15276	Geyee 108 Pcs Star Cutouts Bright 3.5 In	01 1100 610 003 012	9.99
114-8917667-4524245	06/24/2025	15276	JOYIN 16 Cornhole Bean Bags for Tossing	01 1100 610 003 012	46.46
114-8917667-4524245	06/24/2025	15276	Toriexon Chair Pockets 12 Pack,17 x 18 i	01 1100 610 003 012	159.96
114-8917667-4524245	06/24/2025	15276	VOCOMO 1" Round Rubber Chair Leg Tips Ca	01 1100 610 003 012	49.95
114-8917667-4524245	06/24/2025	15276	Officemate Standard Staples, 5 Boxes Gen	01 1100 610 003 012	8.06
114-8917667-4524245	06/24/2025	15276	Scotch Magic Tape, Invisible, Home Offic	01 1100 610 003 012	12.67
114-8917667-4524245	06/24/2025	15276	Laminated Book Markers Optical Bookmarks	01 1100 610 003 012	8.99
114-9341778-6569016	06/24/2025	15261	Laminating Pouches	01 1100 610 003 009	22.49
114-9377054-1679440	06/24/2025	15264	Elmer's Glue Sticks	01 6200 610 003 904	15.00

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Checking Account: 01		GENERAL FUND 01-101			
114-9431083-7897046	06/24/2025	15298	Mavalus Tape	01 1100 610 003 013	29.88
114-9974965-6397053-	06/24/2025	15216	Zarina Divided	01 2220 640 003 000	18.99
2025-04 ML STAMPS	06/24/2025	15125	1 ROLL OF 100 STAMPS	01 2510 531 000 000	73.00
2025-04-08 BOARD MEA	06/24/2025		BOARD MEAL	01 2310 890 000 000	35.49
2025-05-07 LUNCH AD	06/24/2025	15370	Which wich In SB - AD Lunch 5/7 for Burk	01 1100 580 001 034	37.02
2025-05-15 HARBOR FR	06/24/2025	15396	Serpentine Belt Tool	01 2710 610 000 000	69.99
2025-05-30 MEAL CONF	06/24/2025	15434	Dinner	01 2710 610 000 000	30.50
2025-COMMUNICATION	06/24/2025	15246	Nikki's Communication Folders	01 1100 640 003 000	320.00
2025-DISTRICT GOLF	06/24/2025	15406	District Golf Meal at Casey's	01 2320 580 000 000	16.88
2025-EMERG PLANS	06/24/2025	15209	Emergency Sub Plans for Kindergarten or	01 1100 610 003 010	23.00
2025-MEAL	06/24/2025	15435	FreshFoods Market	01 2710 610 000 000	13.49
2025-MEAL AD	06/24/2025	15127	Lunch	01 2710 610 000 000	28.87
2025-MUSIC	06/24/2025	14894	Come to the Music	01 1100 610 001 032	35.00
2025-MUSIC	06/24/2025	14894	Who Can Sail Without the Wind?	01 1100 610 001 032	47.40
2025-MUSIC	06/24/2025	14894	Lamentations of Jeremiah	01 1100 610 001 032	38.40
2025-MUSIC	06/24/2025	14894	You Can't Step Twice	01 1100 610 001 032	39.00
2025-MUSIC	06/24/2025	14894	Let the River Run	01 1100 610 001 032	31.00
2025-MUSIC	06/24/2025	14894	S&H	01 1100 610 001 032	47.70
2025-NAEP	06/24/2025		NAEP CONFRE	01 2510 580 000 000	451.45
2025-NAEP	06/24/2025		DISCOUNT	01 2510 580 000 000	(57.85)
2025-NEEDS MOVED TO	07/10/2025	15247	Urban Air	01 1100 580 001 000	360.00
2025-NSCAS GRADE 6	06/24/2025	15154	10 Full-Length NSCAS Grade 6 Math Practi	01 1100 640 003 000	15.98
2025-PENS ORDER	06/24/2025	15258	pens.com order	01 1100 610 001 000	176.84
2025-PLATES FOR NEW	06/24/2025	15389	Plates for 2026 Thomas Activity Bus	01 2710 890 000 000	18.00
2025-REWARD MEAL	06/24/2025	15238	Reward Meal from Chick-Fil-A for Longhor	01 2410 610 001 000	317.82
2025-REWARDS TRIP	06/24/2025	15412	Slick City	01 2410 580 001 906	2,077.60
2025-REWARDS TRIP	06/24/2025	15412	Buccees	01 2410 580 001 906	27.10
2025-TEACHING GUIDES	06/24/2025	15392	A Wrinkle in Time unit pack	01 1100 610 001 024	3.00
2025-TEACHING GUIDES	06/24/2025	15392	Murder on the Orient Express unit pack	01 1100 610 001 024	14.99
2025-TEACHING GUIDES	06/24/2025	15392	Murder on the Orient Express unit suppl	01 1100 610 001 024	18.90
2025-TEACHING GUIDES	06/24/2025	15392	Life of Pi unit pack	01 1100 610 001 024	9.99
2025-TEACHING GUIDES	06/24/2025	15392	Flowers for Algernon complete unit	01 1100 610 001 024	15.95
2025-TEACHING GUIDES	06/24/2025	15392	Hamlet unit pack and activities	01 1100 610 001 024	19.99
2025-TESTING SNACKS	06/24/2025	15197	Sam's Club Snacks for Spring Testing	01 2410 610 001 000	87.88

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Checking Account: 01		GENERAL FUND 01-101			
2025-WATER	06/24/2025	15397	water	01 2710 610 000 000	31.82
DL CHECK 05-2025	06/24/2025	14982	DMV Background checks	01 2710 610 000 000	7.50
HARBOR FREIGHT 2025-	06/24/2025	15312	Air Saw	01 2710 610 000 000	27.99
MANILLA ENVELOPE MA	06/24/2025	15150	postage	01 1100 610 001 024	2.31
MANILLA ENVELOPE MAI	06/24/2025	15150	postage	01 1100 610 001 024	2.31
ML PLAYGROUND MATS	06/24/2025	15361	Playground Mats for Mary Lynch	01 2620 720 003 000	350.00
ML PLAYGROUND MATS	06/24/2025	15361	Playground Mat for Mary Lynch	01 2620 720 003 000	785.00
ML PLAYGROUND MATS	06/24/2025	15361	Freight for Playground Mats at Mary Lync	01 2620 720 003 000	660.00
NAEP 2025 MEAL	06/24/2025		MISTY'S MEAL	01 2510 580 000 000	30.19
NAEP CONFERNECE	06/24/2025		NAEP CONF MEAL	01 2510 580 000 000	11.07
PAPER TO COVER	06/24/2025		PAPER TO COVER UNTIL NEW SHIPMENT ARRIVE	01 1100 610 000 000	134.97
POSTAGE ML 2025-04	06/24/2025	15125	STAMPS FOR ML OFFICE	01 2510 531 000 000	30.60
SUP MEAL AND AD 2025	06/24/2025	15223	Which Wich lunch for AD & Supt	01 2320 580 000 000	37.23
SUPT 2025 REWARD	06/24/2025	15208	Supt Advisory Top Golf Trip	01 2320 580 000 000	410.40

*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 14,148.72

Detail Check Register

Checking Account: 05

ACTIVITY FUND 05-101

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
114-0761456-3318666	06/25/2025	15218	Foam Footballs for promotion	05 2900 610 001 721	75.20
2025 NHS REWARD TRIP	06/25/2025	15367	Daily fun pass and escape room fee for N	05 2900 610 001 713	239.92
2025- RED AND WHITE	07/10/2025	15140	1000 tickets for raffle	05 2900 610 001 103	50.00
2025-26 ANNUAL MEMBE	07/10/2025		2025-26 ANNUAL MEMBERSHIP	05 2900 810 001 218	100.99
2025-BOYS TEAM CAMP	06/25/2025	15259	Boys Bball Team Camp in Pueblo (Varsity)	05 2900 610 001 725	424.00
2025-BOYS TEAM CAMP	06/25/2025	15259	Boys Bball Team Camp in Pueblo (JV)	05 2900 610 001 725	424.00
2025-BOYS TEAM CAMP	06/25/2025	15259	REFUND	05 2900 610 001 725	(800.00)
2025-DISTRICT GOLF-	07/10/2025	15378	Boys golf practice for districts @ Crand	05 2900 810 000 170	140.00
2025-EHA CHALLENGE	07/10/2025	15386	EHA challenge winners giftcards	05 2900 610 001 245	60.00
2025-FFA MEAL GRAND	07/10/2025		COLT MEAL	05 2900 580 001 701	124.07
2025-GOLF SWEATSHIRT	06/25/2025	15119	Boys Golf Team Sweatshirts	05 2900 610 001 717	1,052.73
2025-MISC SUPPLIES	07/10/2025	15405	Sams club Cheyenne / Carnival supplies -	05 2900 610 001 500	143.04
2025-MISC SUPPLIES	07/10/2025	15405	Sams Club Cheyenne / totes for jh track	05 2900 610 001 500	70.73
2025-SENIOR TRIP	07/10/2025	15247	Urban Air	05 2900 610 001 325	140.92
2025-SENIOR TRIP	06/25/2025	15317	Senior Trip Escape Rooms	05 2900 610 001 325	71.02
2025-SENIOR TRIP	06/25/2025	15317	Senior Trip Escape Rooms	05 2900 610 001 325	84.80
2025-SENIOR TRIP	06/25/2025	15317	Senior Trip Escape Rooms	05 2900 610 001 325	235.20
2025-SENIOR TRIP	06/25/2025	15317	Senior Trip	05 2900 610 001 325	216.98
2025-SENIOR TRIP	06/25/2025	15316	Senior Trip	05 2900 610 001 325	1,212.75
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199	330.00

Check Total: 18,211.51

Detail Check Register

Checking Account:	05	ACTIVITY FUND 05-101				
2025-STATE FFA ROOMS	06/25/2025		STATE FFA ROOMS	05 2900 580 001 199		330.00
2025-TEAM CAMP TRACK	06/25/2025	15102	Entry fee CSU track camp Dereck Russell	05 2900 610 001 163		263.13
2025-walmart red and BANQUET SUPPLIES 25	04/18/2025	15228	Walmart Cheyenne - Peppers and Pickles f	05 2900 610 001 100		32.32
	06/25/2025	15366	Hobby Lobby Supplies	05 2900 580 001 701		83.92
BANQUET SUPPLIES 25	06/25/2025	15366	Walmart Supplies	05 2900 580 001 701		37.64
BANQUET SUPPLIES 25	06/25/2025	15366	FAMILY DOLLAR	05 2900 580 001 701		7.99
BEMIS DRUG	06/25/2025	15241	Pictures @ Bemis for scrapbook	05 2900 580 001 701		90.94
BOYS BASKETBALL BANQ	07/10/2025	15138	Meal for Boys Bball banquet	05 2900 610 001 725		400.00
COLT 2025 MEAL TR	06/23/2025		TEXAS ROADHOUSE MEAL	05 2900 580 001 701		124.07
CONCESSIONS 2025 TR	07/10/2025	15347	At Sam's Club Cheyenne - for concessions	05 2900 610 001 100		319.94
DAIRY QUEEN STATE TR	06/25/2025	15442	Dinner at state track-DQ York, NE	05 2900 580 001 199		34.36
FFA COLT MEAL	06/25/2025		FFA MEAL	05 2900 580 001 701		57.23
FFA LUNCH	07/10/2025	15163	Pizza because the kids won't have time a	05 2900 610 001 326		65.94
FFA STATE	07/10/2025	15180	Lazlo's Brewery & Grill	05 2900 580 001 701		172.40
FFA STATE	07/10/2025	15180	Urban Air Adventure Park	05 2900 810 001 701		180.30
HOWITT 2025-	07/10/2025		TRACK HOSPITALITY ROOM	05 2900 610 001 100		7.44
HOWITT 2025-	07/10/2025		TRACK HOSPITALITY ROOM	05 2900 610 001 100		30.16
JERSEY MIKES FFA MEA	06/25/2025		COLT FFA MEAL	05 2900 580 001 701		82.20
MISC CHARGE2025-05	06/25/2025		MISC CHARGE	05 2900 610 001 100		15.96
ORIELLY	07/10/2025		STATE FFA	05 2900 580 001 701		18.18
PROM DECORATIONS	06/25/2025	15186	Zip ties	05 2900 610 001 326		14.25
PROM DECORATIONS	06/25/2025	15186	triple plug extension cord	05 2900 610 001 326		14.77
PROM DECORATIONS	06/25/2025	15186	Gift bags for royalty and crown barers	05 2900 610 001 326		9.32
RED AND WHITE 2025-	07/10/2025	15228	Sams Club Cheyenne - Concessions for RED	05 2900 610 001 100		657.16
REG-0011441422	06/23/2025	15269	Participant Overnight Camp	05 2900 610 001 705		4,320.00
REG-0011441422	06/23/2025	15269	Advisor Overnight Camp	05 2900 610 001 705		1,080.00
ROOMS FOR COLT	06/25/2025		COLT ROOMS	05 2900 580 001 701		510.00
SCOOTERS COFFEE	07/10/2025		FFA COFFEE	05 2900 580 001 701		22.80
SHELVES FOR 2025	06/25/2025		SHELVES	05 2900 610 001 100		158.81
STATE ANTHEM	06/25/2025		STATE ANTHEM HOTEL ROOM	05 2900 580 001 199		137.06
STATE ANTHEM	06/25/2025		STATE ANTHEM HOTEL ROOM	05 2900 580 001 199		137.06
STATE ANTHEM	06/25/2025		STATE ANTHEM HOTEL ROOM	05 2900 580 001 199		137.06
STATE ESPORTS	06/25/2025	15207	Nights stay for State esport trip in Cre	05 2900 580 001 199		125.73
STATE ESPORTS	06/25/2025	15207	Fairfield hotel Esport State, Crete	05 2900 580 001 199		125.73

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Checking Account: 05

ACTIVITY FUND 05-101

STATE ESPORTS	06/25/2025	15207	Fairfield hotel Esport State, Crete	05 2900 580 001 199	125.73
STATE TRACK HOTEL RO	06/25/2025		STATE TRACK HOTEL ROOMS	05 2900 580 001 199	222.94
STATE TRACK HOTEL RO	06/25/2025		STATE TRACK HOTEL ROOMS	05 2900 580 001 199	266.56
STATE TRACK HOTEL RO	06/25/2025		STATE TRACK HOTEL ROOMS	05 2900 580 001 199	222.94
STATE TRACK HOTEL RO	06/25/2025		STATE TRACK HOTEL ROOMS	05 2900 580 001 199	266.56
STATE TRACK HOTEL RO	06/25/2025		STATE TRACK HOTEL ROOMS	05 2900 580 001 199	266.56

*Denotes Expensed Invoice Item

Checking Account ID: 05

Total without Voids: 18,211.51

Detail Check Register

Checking Account: 06

SCHOOL NUTRITUION FUND 06-101

Check Number: 154 Check Type: Automatic Payment Check Date: 06/20/2025 Vendor: CARDSERVI

CARD SERVICES

Check Total: 169.22

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2025-WEBSTRAUNT STO	06/20/2025	15379	3 Lancaster High Chairs - Mahogany	06 3100 733 003 000	149.97
2025-WEBSTRAUNT STO	06/20/2025	15379	Shipping	06 3100 733 003 000	19.25

*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 169.22

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>			
Check Number: 109439 Check Type: Automatic Payment Check Date: 07/06/2025 Vendor: BERGANKDVL BERGANKDV,LTD Check Total: 235.87								
0000093778-0002	07/06/2025		BERGAN PAYROLL PROCESSING	01 2510 610 000 000	235.87			
Check Number: 109440 Check Type: Automatic Payment Check Date: 07/11/2025 Vendor: GRANITETEL GRANITE TELECOMMUNICATIONS Check Total: 448.97								
701429561-0001	07/01/2025		TELEPHONE SERVICE	01 2510 530 000 000	448.97			
Check Number: 63247 Check Type: Check Check Date: 07/14/2025 Vendor: APPTEGYINC APPTEGY, INC Check Total: 6,895.87								
INV31945	07/01/2025	15501	Thrillshare Rooms Subscription	01 1100 650 000 000	6,895.87			
Check Number: 63248 Check Type: Check Check Date: 07/14/2025 Vendor: BLACKHILLS BLACK HILLS ENERGY Check Total: 735.44								
2025-06	07/10/2025		BUS BARN	01 2610 621 000 000	156.73			
2025-06	07/10/2025		CREDIT	01 2610 621 000 000	(225.00)			
2025-06	07/10/2025		MAIN BUILDING	01 2610 621 001 000	612.43			
2025-06	07/10/2025		ML	01 2610 621 003 000	191.28			
Check Number: 63249 Check Type: Check Check Date: 07/14/2025 Vendor: BORDERSTAT BORDER STATES INDUSTRIES Check Total: 1,710.00								
930676764	07/07/2025	15520	T34FA-2x4/e	01 2610 610 001 000	1,710.00			
Check Number: 63250 Check Type: Check Check Date: 07/14/2025 Vendor: CAPITALBU2 CAPITAL BUSINESS SYSTEMS, INC. Check Total: 219.96								
2025-06 CO-0001	07/28/2025		CONTRACT INVOICE -1523253	01 1100 610 000 000	34.35			
2025-06 CO-0001	07/28/2025		CONTRACT INVOICE-1522202	01 1100 610 000 000	59.74			
2025-06 CO-0001	07/28/2025		CONTRACT INVOICE-1501478	01 1100 610 000 000	59.74			
2025-06 CO-0001	07/28/2025		CONTRACT INVOICE- 1517804	01 1100 610 000 000	24.88			
2025-06 CO-0001	07/28/2025		CONTRACT INVOICE-1520944	01 1100 610 000 000	41.25			
Check Number: 63251 Check Type: Check Check Date: 07/14/2025 Vendor: CAPITALBUS CAPITAL BUSINESS SYSTEMS, INC. Check Total: 681.03								
39495793-0001	07/21/2025		COPIER LEASE	01 1100 610 000 000	681.03			
Check Number: 63252 Check Type: Check Check Date: 07/14/2025 Vendor: CAROLINABI CAROLINA BIOLOGICAL SUPPLY CO. Check Total: 423.62								
53020575 RI	06/11/2025	15418	Vacuum plate	01 1100 610 001 036	404.25			
53020575 RI	06/11/2025	15418	SHIPPING	01 1100 610 001 036	35.72			
53020575 RI	06/11/2025	15418	CREDIT	01 1100 610 001 036	(16.35)			
Check Number: 63253 Check Type: Check Check Date: 07/14/2025 Vendor: CENTURYLI2 CENTURY LINK BUSINESS SERVICES Check Total: 296.61								
740741790-0001	07/19/2025		OUTBOUND VOIP SERVICE	01 2510 530 000 000	296.61			

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 63254 Check Type: Check Check Date: 07/14/2025 Vendor: CITYOFKIMB CITY OF KIMBALL Check Total: 11,288.69

<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>
1676	06/23/2025	15492	Dump fee for shop area clean up	01 1100 340 001 044	40.20
1687	06/23/2025	15466	c&d lot at dump	01 2620 610 001 000	13.40
1691	06/23/2025	15500	Dump run (ML toilets)	01 2620 610 001 000	13.40
1711	06/23/2025	15483	C&D lot Dump run	01 2620 610 001 000	13.40
JUNE 2025-0001	07/20/2025		AG SHOP SEWER	01 2610 410 001 000	42.98
JUNE 2025-0001	07/20/2025		AG SHOP COLLECTION-LANDFILL	01 2610 410 001 000	64.45
JUNE 2025-0001	07/20/2025		MAIN BLD SEWER	01 2610 410 001 000	92.78
JUNE 2025-0001	07/20/2025		MAIN BLD COLLECTION/LANDFILL	01 2610 410 001 000	580.05
JUNE 2025-0001	07/20/2025		MECHANIC SHOP WATER	01 2610 410 001 000	1,133.78
JUNE 2025-0001	07/20/2025		MECHANIC SHOP SEWER	01 2610 410 001 000	93.90
JUNE 2025-0001	07/20/2025		STADIUM WATER	01 2610 410 001 000	883.81
JUNE 2025-0001	07/20/2025		STADIUM SEWER	01 2610 410 001 000	42.98
JUNE 2025-0001	07/20/2025		MAIN BLD WATER	01 2610 410 001 000	223.00
JUNE 2025-0001	07/20/2025		ML E WARD 3-W WATER	01 2610 410 003 000	39.00
JUNE 2025-0001	07/20/2025		ML E WARD 3-W COLLECTION AND LANDFILL	01 2610 410 003 000	386.70
JUNE 2025-0001	07/20/2025		#3 EAST SEWER	01 2610 410 003 000	61.22
JUNE 2025-0001	07/20/2025		ML MODULAR WATER	01 2610 410 003 000	45.30
JUNE 2025-0001	07/20/2025		ML MODULAR SEWER	01 2610 410 003 000	41.91
JUNE 2025-0001	07/20/2025		ML E WARD 3-W SEWER	01 2610 410 003 000	67.91
JUNE 2025-0001	07/20/2025		AG SHOP ELECTRIC	01 2610 621 001 000	413.12
JUNE 2025-0001	07/20/2025		STADIUM ELECTRIC	01 2610 621 001 000	131.77
JUNE 2025-0001	07/20/2025		SOUTH GYM ELECTRIC	01 2610 621 001 000	993.40
JUNE 2025-0001	07/20/2025		MAIN BLD ELECTRIC	01 2610 621 001 000	4,073.59
JUNE 2025-0001	07/20/2025		ML E WARD 3-W ELECTRIC	01 2610 621 003 000	1,098.91
JUNE 2025-0001	07/20/2025		ML MODULAR ELECTRIC	01 2610 621 003 000	302.48
JUNE 2025-0001	07/20/2025		#3 EAST WATER	01 2610 621 003 000	395.25

Check Number: 63255 Check Type: Check Check Date: 07/14/2025 Vendor: COMPUTERI2 COMPUTER INFORMATION CONCEPTS Check Total: 8,101.00

<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>
PSI39937	06/11/2025	15380	Annual Peopleware Agreement June 1, 2025	01 1100 650 000 000	3,500.00
PSI39937	06/11/2025	15380	Hosting - Standard Cloud	01 1100 650 000 000	389.00
PSI39937	06/11/2025	15380	Online Registration I Standard	01 1100 650 000 000	500.00
PSI39937	06/11/2025	15380	Food Service Software	01 1100 650 000 000	778.00
PSI39937	06/11/2025	15380	Campus Learning I District License	01 1100 650 000 000	778.00
PSI39937	06/11/2025	15380	Software Support - 12 Months	01 1100 650 000 000	2,156.00

Check Number: 63256 Check Type: Check Check Date: 07/14/2025 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>
2025-05-0002	07/01/2025		SOFTENER RENTAL	01 2610 610 001 000	69.95

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 63257 Check Type: Check Check Date: 07/14/2025 Vendor: DASSTATEAC DAS STATE ACCOUNTING - CENTRAL FINANCE Check Total: 560.50

<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>
1446974-0013	07/08/2025		MAR 2025	01 2510 382 000 000	267.63
1446974-0013	07/08/2025		APR 2025	01 2510 382 000 000	292.87

Check Number: 63258 Check Type: Check Check Date: 07/14/2025 Vendor: DICKBLICKA DICK BLICK ART MATERIALS Check Total: 383.83

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5563223	06/11/2025	15008	12 inch Rulers 12 pk	01 1100 610 001 020	25.20
5563223	06/11/2025	15008	Half inch Round Brush Pack	01 1100 610 001 020	31.68
5563223	06/11/2025	15008	Flat Brush Set	01 1100 610 001 020	75.40
5563223	06/11/2025	15008	Round Brush Set	01 1100 610 001 020	73.30
5563223	06/11/2025	15008	White Blockout Acrylic	01 1100 610 001 020	22.60
5563223	06/11/2025	15008	Acrylic Bright Red	01 1100 610 001 020	4.52
5563223	06/11/2025	15008	Acrylic Brass	01 1100 610 001 020	5.40
5563223	06/11/2025	15008	Acrylic Copper	01 1100 610 001 020	5.40
5563223	06/11/2025	15008	Mulberry Glz	01 1100 610 001 020	25.57
5563223	06/11/2025	15008	Acrylic Phthalo Blue	01 1100 610 001 020	4.52
5563223	06/11/2025	15008	Acrylic Green Oxide	01 1100 610 001 020	9.04
5563223	06/11/2025	15008	Acrylic Ultramarine Blue	01 1100 610 001 020	18.08
5563223	06/11/2025	15008	Acrylic Titanium White	01 1100 610 001 020	13.56
5563223	06/11/2025	15008	Acrylic Gold	01 1100 610 001 020	5.40
5563223	06/11/2025	15008	Acrylic Silver	01 1100 610 001 020	5.40
5563223	06/11/2025	15008	Acrylic Burnt Umber	01 1100 610 001 020	4.52
5563223	06/11/2025	15008	Acrylic Deep Yellow	01 1100 610 001 020	4.52
5563223	06/11/2025	15008	Acrylic Chrome Yellow	01 1100 610 001 020	9.04
5563223	06/11/2025	15008	Acrylic Black	01 1100 610 001 020	13.56
5563223	06/11/2025	15008	Acrylic Violet	01 1100 610 001 020	9.04
5563223	06/11/2025	15008	Acrylic Cobalt Blue	01 1100 610 001 020	18.08

Check Number: 63259 Check Type: Check Check Date: 07/14/2025 Vendor: ECOLABPEST ECOLAB PEST ELIMINATION DIVISION Check Total: 137.91

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8375907	07/07/2025		PEST ELIMINATION	01 2620 340 001 000	137.91

Check Number: 63260 Check Type: Check Check Date: 07/14/2025 Vendor: ESU13 ESU #13 Check Total: 25,978.31

<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>
2025-JUNE -0001	07/30/2025		VALTS	01 1100 591 003 000	2,000.00
2025-JUNE -0001	07/30/2025		EMPLOYEE TRAINING/PROF DEVELOPMENT	01 1200 330 000 000	77.70
2025-JUNE -0001	07/30/2025		MERIDIAN TUITION - ESU	01 1200 561 001 003	4,500.00
2025-JUNE -0001	07/30/2025		SUPERVISION OF PROGRAMS - ESU	01 1200 591 000 005	681.79
2025-JUNE -0001	07/30/2025		STUDENT RECORD SYSTEM	01 1200 591 000 005	1,278.71
2025-JUNE -0001	07/30/2025		SPED INSTRUCTION AGES 3-5	01 1291 591 003 000	1,585.08
2025-JUNE -0001	07/30/2025		SPED SUPERVISION AGES 3-5	01 1291 591 003 005	126.81

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
2025-JUNE -0001	07/30/2025		SPED INSTRUCTION AGES 0-2	01 1292 591 003 000	616.42	
2025-JUNE -0001	07/30/2025		SPED SUPERVISION AGES 0-2	01 1292 591 003 005	49.31	
2025-JUNE -0001	07/30/2025		PSYCH COUNSELING HS - ESU	01 2141 591 001 002	5,497.02	
2025-JUNE -0001	07/30/2025		PSYCH COUNSELING ML - ESU	01 2141 591 003 002	2,947.68	
2025-JUNE -0001	07/30/2025		SPEECH HS - ESU	01 2151 591 001 003	324.00	
2025-JUNE -0001	07/30/2025		SUPERVISION - SPEECH HS - ESU	01 2151 591 001 005	25.92	
2025-JUNE -0001	07/30/2025		P/T SCHOOL AGE HS	01 2171 591 001 000	142.20	
2025-JUNE -0001	07/30/2025		P/T SCHOOL AGE HS SUPERVISION	01 2171 591 001 005	11.38	
2025-JUNE -0001	07/30/2025		VISUALLY IMPAIRED/SERVICES ML - ESU	01 2181 591 003 000	184.45	
2025-JUNE -0001	07/30/2025		VISUALLY IMPAIRED/SERVICES ML - ESU SUPE	01 2181 591 003 005	14.76	
2025-JUNE -0001	07/30/2025		VISUALLY IMPAIRED/SERVICES AGES 0-2	01 2183 591 003 000	318.75	
2025-JUNE -0001	07/30/2025		ORIENTATION AND MOBILITY SERVICES	01 2183 591 003 000	42.50	
2025-JUNE -0001	07/30/2025		O&M SUPERVISION	01 2183 591 003 005	3.40	
2025-JUNE -0001	07/30/2025		VISUALLY IMPAIRED/SERVICES AGES 0-2 SUPE	01 2183 591 003 005	25.50	
2025-JUNE -0001	07/30/2025		PANHANDLE BEGINNINGS DAY SCHOOL	01 2190 591 001 000	1,026.60	
2025-JUNE -0001	07/30/2025		EXTENDED INDICATORS	01 2213 330 000 000	100.00	
2025-JUNE -0001	07/30/2025		SUMMER SCRIMMAGE	01 2213 330 000 000	50.00	
2025-JUNE -0001	07/30/2025		DISTANCE LEARNING CONSORTIUM	01 2224 382 000 000	856.00	
2025-JUNE -0001	07/30/2025		INTERNET E-RATE CONSORTIUM	01 2224 382 000 000	400.00	
2025-JUNE -0001	07/30/2025		NEVA	01 2224 382 000 000	708.33	
2025-JUNE -0001	07/30/2025		ON TO COLLEGE TEST PREP	01 3535 640 001 000	2,384.00	
Check Number: 63261 Check Type: Check Check Date: 07/14/2025 Vendor: FOLLETTCON FOLLETT CONTENT SOLUTIONS, LLC Check Total:					2,695.74	
<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>	
569723f	06/23/2025	15212	The Lost Library	01 2220 640 003 000	18.13	
569723f	06/23/2025	15212	The World's Best Class Plant	01 2220 640 003 000	18.67	
569723f	06/23/2025	15212	The Day the Crayons Made Friends	01 2220 640 003 000	19.60	
569723f	06/23/2025	15212	This Book is Dangerous! (A Narwhal and J	01 2220 640 003 000	19.60	
569732A	06/03/2025	15212	Work and Caterpillar are Friends	01 2220 640 003 000	16.94	
569732A	06/03/2025	15212	Around the Spider-Verse	01 2220 640 003 000	21.93	
569732A	06/03/2025	15212	The Crayon Stub	01 2220 640 003 000	18.67	
569732A	06/03/2025	15212	Spy Camp (Spy School, Book 2)	01 2220 640 003 000	17.79	
569732A	06/03/2025	15212	Spy School (Spy School, Book 1)	01 2220 640 003 000	17.79	
569732A	06/03/2025	15212	Spy Ski School (Spy School, Book 4)	01 2220 640 003 000	17.79	
569732A	06/03/2025	15212	I am Stuck	01 2220 640 003 000	19.60	
569732A	06/03/2025	15212	I Want 100 Dogs	01 2220 640 003 000	17.74	
569732A	06/03/2025	15212	Medusa (Myth of Monsters, Book 1)	01 2220 640 003 000	18.64	
569732A	06/03/2025	15212	Mr. S	01 2220 640 003 000	19.60	
569732A	06/03/2025	15212	The Red Jacket	01 2220 640 003 000	19.60	
569732A	06/03/2025	15212	Tree. Table. Book	01 2220 640 003 000	18.64	
569732A	06/03/2025	15212	Big	01 2220 640 003 000	19.60	
569732A	06/03/2025	15212	The Book that Almost Rhymed	01 2220 640 003 000	18.67	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
569732A	06/03/2025	15212	Dogtown (Book 1)	01 2220 640 003 000	18.13	
569732A	06/03/2025	15212	Ferris	01 2220 640 003 000	17.79	
569732A	06/03/2025	15212	The Firefly Summer	01 2220 640 003 000	17.79	
569732A	06/03/2025	15212	Home Away from Home	01 2220 640 003 000	18.29	
569732A	06/03/2025	15212	When You Go to Dragon School	01 2220 640 003 000	18.67	
594981	07/01/2025	15481	140 books for student checkout	01 2220 640 001 000	231.16	
595029	06/23/2025	15481	140 books for student checkout	01 2220 640 001 000	2,034.91	
Check Number: 63262		Check Type: Check	Check Date: 07/14/2025	Vendor: FRANKPARTS	FRANK PARTS COMPANY	Check Total: 87.95
<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>	
541194	07/09/2025	14318	General supply	01 1100 610 001 044	46.19	
544102	06/23/2025	15462	3-8 Galv Cap	01 2620 610 001 000	8.34	
544102	06/23/2025	15462	1x5 Galv Nipple	01 2620 610 001 000	2.69	
544917	06/23/2025	15491	brake cleaner	01 2710 610 000 000	6.98	
545930	07/10/2025	15562	cplg flex 1.25x1.25	01 2620 610 001 000	11.98	
545930	07/10/2025	15562	1.5 x 1.25 flex coupling	01 2620 610 001 000	9.78	
545930	07/10/2025	15562	3-4x2 black nipple	01 2620 610 001 000	1.99	
Check Number: 63263		Check Type: Check	Check Date: 07/14/2025	Vendor: FRENCHMANV	FRENCHMAN VALLEY COOP	Check Total: 902.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2025-06-0001	07/20/2025		CARDTROL FUEL PURCHASES	01 2710 626 000 000	902.80	
Check Number: 63264		Check Type: Check	Check Date: 07/14/2025	Vendor: HEINEMANN	HEINEMANN	Check Total: 33,216.19
<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>	
956278827	06/03/2025	15158	Total for Grade 2 (39 student licenses;	01 1100 640 003 000	3,750.13	
956280663	06/11/2025	15158	Total for Grade 2 (39 student licenses;	01 1100 640 003 000	795.75	
956287967	06/16/2025	15158	Total for Grade 2 (39 student licenses;	01 1100 640 003 000	1,230.31	
956296948	07/01/2025	15158	Total for Grade 2 (39 student licenses;	01 1100 640 003 000	465.76	
956296948	07/01/2025	15158	Total for Grade 3 (28 student licenses;	01 1100 640 003 000	6,150.80	
956296948	07/01/2025	15158	Total for Grade 4 (41 student licenses;	01 1100 640 003 000	7,977.60	
956296948	07/01/2025	15158	Total for Grade 5 (34 student licenses;	01 1100 640 003 000	6,788.40	
956296948	07/01/2025	15158	Total for Grade 6 (25 student licenses;	01 1100 640 003 000	5,480.00	
956296948	07/01/2025	15158	shipping and handling	01 1100 640 003 000	577.44	
Check Number: 63265		Check Type: Check	Check Date: 07/14/2025	Vendor: BLUFFSFACI	IDEAL/BLUFFS FACILITY SOLUTIONS	Check Total: 1,231.99
<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>	
498223	07/01/2025	15424	Liner 24x32	01 2620 610 003 000	43.77	
498223	07/01/2025	15424	Brush Bowl Polypropylene	01 2620 610 003 000	12.48	
498223	07/01/2025	15424	Freight Charge	01 2620 610 003 000	3.00	
498223	07/01/2025	15424	Grand Slam Porcelain Cleaner	01 2620 610 003 000	64.18	
498223	07/01/2025	15424	Consume Bio Bowl	01 2620 610 003 000	84.95	
498223	07/01/2025	15424	T.T. sheets Tork	01 2620 610 003 000	68.61	
498223	07/01/2025	15424	Liner 46x50	01 2620 610 003 000	91.26	

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Checking Account: 01		GENERAL FUND 01-101				
498223	07/01/2025	15424	liner 40x46	01 2620 610 003 000	80.66	
498223	07/01/2025	15424	tissue facial	01 2620 610 003 000	40.18	
498763	07/01/2025	15457	ripsaw floor stripper	01 2620 610 001 000	382.53	
498763	07/01/2025	15457	freight charge	01 2620 610 001 000	3.00	
499478	06/23/2025	15499	tork towel rolls	01 2610 610 001 000	285.76	
499478	06/23/2025	15499	t.t. sheet tork	01 2610 610 001 000	68.61	
499478	06/23/2025	15499	freight charge	01 2610 610 001 000	3.00	
Check Number: 63266		Check Type: Check	Check Date: 07/14/2025	Vendor: ITSAVVY	ITSAVVY LLC	Check Total: 969.00
<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>	
01576640	07/01/2025	15506	Tripp Lite 8-Port Rackmount KVM Switch w	01 2230 734 000 000	846.48	
01576640	07/01/2025	15506	Tripp Lite 6ft USB / PS2 Cable Kit for K	01 2230 734 000 000	122.52	
Check Number: 63267		Check Type: Check	Check Date: 07/14/2025	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE	Check Total: 927.06
<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>	
10428	06/23/2025	15465	nipple galv 1x6	01 2620 610 001 000	17.96	
10428	06/23/2025	15465	nipple galv 1x6	01 2620 610 001 000	4.49	
10428	06/23/2025	15465	nipple galv 1x5.5	01 2620 610 001 000	4.49	
10428	06/23/2025	15465	cap hex 3/8 galv	01 2620 610 001 000	2.69	
10428	06/23/2025	15465	compression cap 3/8"	01 2620 610 001 000	3.23	
10429	06/23/2025	15464	cap hex 3/8" galv	01 2620 610 001 000	13.46	
10440	06/23/2025	15463	Cap PVC sch40 3/4"	01 2620 610 001 000	6.45	
10440	06/23/2025	15463	Nipple Galv 3/4"x5.5"	01 2620 610 001 000	9.69	
10453	07/02/2025		SUPPLY	01 1100 610 001 044	28.78	
10468	06/23/2025	15469	8pc Drill Bit Tap Set	01 2710 610 000 000	49.49	
10468	06/23/2025	15469	vinyl hose washers 10pk	01 2710 610 000 000	3.39	
10469	06/23/2025	15474	Ant Killer Liquid	01 2620 610 001 000	15.28	
10476	06/23/2025	15476	scraper blade stl saw	01 2620 610 001 000	17.99	
10476	06/23/2025	15476	chisel sds 2-1/2x10	01 2620 610 001 000	34.19	
10481	06/23/2025	15475	Scraper blade stl saw	01 2620 610 001 000	17.99	
10514	07/01/2025	15502	KEYS FOR COACHES	01 2610 610 001 000	19.78	
10515	06/23/2025	15485	SPRYPNT 2X FLT BLK	01 2620 610 001 000	7.19	
10515	06/23/2025	15485	SPRYPNT 2X FLT BLK	01 2620 610 001 000	7.19	
10515	06/23/2025	15485	3\$ Instant Savings	01 2620 610 001 000	(3.00)	
10520	06/23/2025	15487	Power grab hd adhsv 9oz	01 2620 610 001 000	7.73	
10520	06/23/2025	15487	Liquid nails subflr	01 2620 610 001 000	6.29	
10520	06/23/2025	15487	Caulk gun piston 10:1 tr	01 2620 610 001 000	11.69	
10537	06/23/2025	15486	Contour Gauge 6"	01 2620 610 001 000	13.49	
10589	06/23/2025	15490	clevis grab hook	01 2710 610 000 000	7.49	
10612	07/02/2025	15516	scraper blade stl saw 3"	01 2620 610 001 000	17.99	
10613	06/23/2025	15494	Bushing 1/4" x 3/8"	01 2710 610 000 000	4.13	
10613	06/23/2025	15494	Brass Tee 3/8"	01 2710 610 000 000	9.89	

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10613	06/23/2025	15494	Nipple Galv 3/8" x 1.5"	01 2710 610 000 000	2.51	
10645	06/20/2025	15503	Rotor Sprinkler pop up	01 2620 610 003 000	13.59	
10654	07/02/2025	15504	mender hose	01 2620 610 001 000	13.57	
10654	07/02/2025	15504	adapterhose zinc Y	01 2620 610 001 000	11.89	
10663	07/02/2025	15512	fescue tall kentucky	01 2620 610 001 000	59.49	
10663	07/02/2025	15512	spray paint flt black	01 2620 610 001 000	7.19	
10666	07/02/2025	15515	hwh dri scr 1/4-14x1	01 2620 610 001 000	20.99	
10666	07/02/2025	15515	misc. fasteners	01 2620 610 001 000	3.90	
10666	07/02/2025	15515	misc. fasteners	01 2620 610 001 000	1.98	
10666	07/02/2025	15515	misc. fasteners	01 2620 610 001 000	1.38	
10674	07/02/2025	15514	glue cove latex qt henry	01 2620 610 001 000	10.79	
10674	07/02/2025	15514	wall scrapper 3" flex	01 2620 610 001 000	6.29	
10689	07/02/2025	15513	popup sprinklr adj 3"	01 2620 610 001 000	6.45	
10691	07/02/2025	15517	clamp plastic wht 3/8"	01 2620 610 001 000	4.78	
10691	07/02/2025	15517	hwh slit needle pt 7x1/2	01 2620 610 001 000	6.37	
10697	07/02/2025	15519	hose nozzle 7pat ace	01 2620 610 001 000	12.74	
10697	07/02/2025	15519	sprinkler dual 4" pro half	01 2620 610 003 000	6.45	
10701	07/02/2025	15518	cap pvc 3/4	01 2620 610 003 000	8.60	
10701	07/02/2025	15518	cap pvc 1"	01 2620 610 003 000	16.15	
10709	07/09/2025	15538	ear plug 32db fm 10 pair	01 2620 610 001 000	6.83	
10713	07/09/2025	15535	Punch Prick 4x1/4"	01 2620 610 001 000	5.93	
10727	07/09/2025	15537	adapter 1/2 copper 3/8	01 2620 610 001 000	5.39	
10727	07/09/2025	15537	cloth plumber 1.5 x 2yd	01 2620 610 001 000	4.13	
10727	07/09/2025	15537	torch kit w/1 cylinder	01 2620 610 001 000	20.69	
10727	07/09/2025	15537	nipple galv. 3/8 x 1.5	01 2620 610 001 000	2.51	
10727	07/09/2025	15537	reaming pen	01 2620 610 001 000	10.79	
10727	07/09/2025	15537	paste flux/ brush 2 oz	01 2620 610 001 000	11.69	
10727	07/09/2025	15537	rescue tape 1"x 12'	01 2620 610 001 000	10.79	
10727	07/09/2025	15537	solder flo-temp	01 2620 610 001 000	58.49	
10727	07/09/2025	15537	tube copper l 1/2" x 10'	01 2620 610 001 000	31.99	
10731	07/09/2025	15536	OSC BLD UF GROUT 3.88	01 2620 610 001 000	61.18	
10731	07/09/2025	15536	Shut off Valve 3/8X3/8	01 2620 610 001 000	26.98	
10731	07/09/2025	15536	QTV Valve 3/8 fipx 3/8	01 2620 610 001 000	115.13	
Check Number: 63268	Check Type: Check	Check Date: 07/14/2025	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total: 3,557.61	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2025-06 LUNCH INV	07/07/2025		ML DISTRICT COFFEE	01 2570 291 003 000	59.40	
2025-WOOD SHOP INVOI	06/23/2025		CHAIR CART	01 1100 733 000 000	350.17	
2025-WOOD SHOP INVOI	06/23/2025		SAFETY CABINETS	01 1100 733 000 000	1,200.03	
2025-WOOD SHOP	06/23/2025		LIBRARY DESK	01 1100 733 000 000	1,302.81	

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INVOI					
2025-WOOD SHOP INVOI	06/23/2025		MATH HEAD PHONE RACK	01 1100 733 003 000	40.00
2025-WOOD SHOP INVOI	06/23/2025		LIBRARY WINDOW REPLACEMENT	01 2620 720 001 000	425.98
2025-WOOD SHOP INVOI	06/23/2025		SOUND PROOF ML	01 2620 720 003 000	179.22

Check Number: 63269 Check Type: Check Check Date: 07/14/2025 Vendor: PANHANDLEC LEGACY COOP Check Total: 120.25

<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>
469475	06/23/2025	15376	Kerosene	01 2710 626 000 000	28.90
730674	06/23/2025	15455	ELITE Summer program supplies	01 6968 610 003 000	35.84
730711	07/02/2025	15507	ELITE summer program	01 6968 610 003 000	55.51

Check Number: 63270 Check Type: Check Check Date: 07/14/2025 Vendor: MATHESON MATHESON TRI-GAS, INC Check Total: 81.50

<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>
52527693	07/01/2025		ACETYLENE	01 1100 610 001 040	13.50
52527693	07/01/2025		ARGON	01 1100 610 001 040	13.50
52527693	07/01/2025		AR 75 C02 25 SZ 150	01 1100 610 001 040	27.00
52527693	07/01/2025		OX 200 OXYGEN 251 CF	01 1100 610 001 040	13.50
52527693	07/01/2025		HAZARDOUS MATERIALS CHARGE	01 1100 610 001 040	14.00

Check Number: 63271 Check Type: Check Check Date: 07/14/2025 Vendor: MCMANIGALL MCMANIGAL LAWN AND LANDSCAPE Check Total: 1,650.00

<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>
3084	07/10/2025	15505	Liquid weed&Feed+insect control (Mary Ly	01 2620 340 001 000	150.00
3084	07/10/2025	15505	Liquid weed&Feed +insect control (High S	01 2620 340 001 000	1,500.00

Check Number: 63272 Check Type: Check Check Date: 07/14/2025 Vendor: MENARDS MENARDS - SCOTTSBLUFF Check Total: 1,556.73

<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>
26472	06/23/2025	15484	Base Shoe WM126 whtpvc	01 2620 610 001 000	12.98
26472	06/23/2025	15484	Base Shoe WM126 whtpvc	01 2620 610 001 000	19.48
26472	06/23/2025	15484	Rubber wall base 4x1/8x120	01 2620 610 001 000	146.04
26592	06/23/2025	15482	dimmer switches	01 2620 610 003 000	39.98
26592	06/23/2025	15482	air hose reel	01 2710 610 000 000	13.03
26668	07/10/2025	15497	rubber wall base	01 2620 610 001 000	73.02
26668	07/10/2025	15497	2.5x36 sm bnder forst br	01 2620 610 001 000	59.88
26668	07/10/2025	15497	tec wall base adhesive	01 2620 610 001 000	7.98
26668	07/10/2025	15497	cove base adh spreader	01 2620 610 001 000	2.96
27455	07/10/2025	15511	Rubber wall base	01 2620 610 001 000	159.98
27455	07/10/2025	15511	TEC wall base adhesive	01 2620 610 001 000	31.92
27455	07/10/2025	15511	wax ring x-thick	01 2620 610 001 000	26.28
27455	07/10/2025	15511	sp/3w 0-10v dmmmer-wh/lai	01 2620 610 001 000	53.88
27455	07/10/2025	15511	glacier sportcap water	01 2710 610 000 000	7.98
27703	07/10/2025	15552	forever ceiling paint	01 2620 610 001 000	36.96

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27703	07/10/2025	15552	3/8" ips shallow flange	01 2620 610 001 000	21.48	
27703	07/10/2025	15552	1-1/4" p trap brass	01 2620 610 001 000	119.94	
27703	07/10/2025	15552	univ br grid drain ch	01 2620 610 001 000	107.94	
27703	07/10/2025	15552	1-1/2 x 1-1/4 connector	01 2620 610 001 000	(59.95)	
27703	07/10/2025	15552	11-3/4"x48" charcoal	01 2620 610 001 000	22.96	
27703	07/10/2025	15552	ultgra interior paint	01 2620 610 001 000	68.91	
27703	07/10/2025	15552	3/8x1/2 fip 12" pvc fc	01 2620 610 001 000	50.28	
27703	07/10/2025	15552	1-1/2 x 1-1/4 connector	01 2620 610 001 000	59.95	
27768	07/10/2025	15553	1-1/2x1-1/2 connector	01 2620 610 001 000	47.96	
27768	07/10/2025	15553	1-1/2x1-1/4 connector	01 2620 610 001 000	23.98	
27768	07/10/2025	15553	1-1/2x1-1/4 sj nut washer	01 2620 610 001 000	15.96	
27768	07/10/2025	15553	1-1/2x1-1/4 blk bushing	01 2620 610 001 000	27.36	
27768	07/10/2025	15553	1/2 pl qc tee	01 2620 610 001 000	7.77	
27768	07/10/2025	15553	8" v jaw fast adjust pliers	01 2620 610 001 000	9.99	
27768	07/10/2025	15553	1/2 brass female elbow	01 2620 610 001 000	9.79	
27768	07/10/2025	15553	wtr hammer 1/2 straight	01 2620 610 001 000	14.99	
27768	07/10/2025	15553	osi quad 810 charcoal gr	01 2620 610 001 000	8.48	
27768	07/10/2025	15553	heavy duty const/rem adh	01 2620 610 001 000	3.58	
27768	07/10/2025	15553	1/2 qcq 3/8 cmp ang	01 2620 610 001 000	12.99	
27803	07/10/2025	15554	3/8 fip x 3/8 q turn	01 2620 610 001 000	29.97	
27803	07/10/2025	15554	Mechanical hose ft timer	01 2620 610 001 000	11.99	
27803	07/10/2025	15554	pocket auto punch	01 2620 610 001 000	8.21	
27803	07/10/2025	15554	ada undersink pipe cover	01 2620 610 001 000	39.99	
27822	07/10/2025	15555	1-1/4 x 6" sj ext tube	01 2620 610 001 000	59.94	
27822	07/10/2025	15555	mf brush cut attachment	01 2620 610 001 000	64.99	
27822	07/10/2025	15555	menards rebate cash	01 2620 610 001 000	(53.76)	
27845	07/10/2025	15556	clrx anti elg pls	01 2620 610 001 000	74.04	
27845	07/10/2025	15556	1x4 galv nipple	01 2620 610 001 000	5.98	
27845	07/10/2025	15556	3/4x2 galv nipple	01 2620 610 001 000	3.78	
27845	07/10/2025	15556	7pc bim hole saw kit	01 2620 610 001 000	44.89	
Check Number: 63273 Check Type: Check Check Date: 07/14/2025 Vendor: MIDWESTTEC MIDWEST TECHNOLOGY PRODUCTS Check Total: 94.86						
<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>	
2150578-00	07/01/2025	15087	ABS toothpicks square	01 6968 610 003 000	19.26	
2150578-00	07/01/2025	15087	Lego brick box 484 piece	01 6968 610 003 000	75.60	
Check Number: 63274 Check Type: Check Check Date: 07/14/2025 Vendor: MONUMENTCL MONUMENT CLEANING COMPANY Check Total: 2,802.50						
<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>	
673-0001	07/05/2025		DAILY CLEANING	01 2610 420 001 000	550.00	
673-0001	07/05/2025		COMMUTING	01 2610 420 001 000	1,590.00	
673-0001	07/05/2025		KIMBALL HALF DAYS (SUMMER)	01 2610 420 001 000	662.50	
Check Number: 63275 Check Type: Check Check Date: 07/14/2025 Vendor: NEASSOSCHO NEBRASKA ASSOCIATION OF SCHOOL Check Total: 45.00						

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				BOARDS	
<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>
N-53485	07/01/2025	15479	NAEP VIRTUAL SESSION	01 2510 330 000 000	45.00
Check Number: 63276	Check Type: Check	Check Date: 07/14/2025	Vendor: PERFECTION	PERFECTION LEARNING CORP.	Check Total: 362.58
<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>
INV1070435	05/30/2025	15390	Student Edition, soft cover	01 1100 640 001 000	323.73
INV1070435	05/30/2025	15390	Shipping	01 1100 640 001 000	38.85
Check Number: 63277	Check Type: Check	Check Date: 07/14/2025	Vendor: PERRYGUTHE	PERRY, GUTHERY, HAASE & GESSFO	Check Total: 453.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
270-0001	07/23/2025		LEGAL SERVICES	01 2330 317 000 000	453.60
Check Number: 63278	Check Type: Check	Check Date: 07/14/2025	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total: 215.86
<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>
308104705652	06/23/2025	15008	Bril Red Glz	01 1100 610 001 020	45.86
308104705652	06/23/2025	15008	Purple Glz	01 1100 610 001 020	22.93
308104705652	06/23/2025	15008	Maroon Glz	01 1100 610 001 020	22.93
308104705652	06/23/2025	15008	Clear Glaze	01 1100 610 001 020	15.82
308104705652	06/23/2025	15008	White Glaze	01 1100 610 001 020	16.94
308104705652	06/23/2025	15008	Em Green Glz	01 1100 610 001 020	16.94
308104705652	06/23/2025	15008	Light Blue Glz	01 1100 610 001 020	16.94
308104705652	06/23/2025	15008	Lilac Glz	01 1100 610 001 020	22.93
308104705652	06/23/2025	15008	Frck Brwn Glz	01 1100 610 001 020	22.93
308104705652-2	06/23/2025	15042	203830 Clipboards - 9" X 12 1/2" - Lette	01 1100 610 003 015	11.64
Check Number: 63279	Check Type: Check	Check Date: 07/14/2025	Vendor: STAPLES	STAPLES BUSINESS ADVANTAGE	Check Total: 449.14
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
228487428-000-004	07/01/2025	15008	drawing paper 9x12	01 1100 610 001 020	88.08
6027194061-0004	07/21/2025	15020	Expo Dry Erase markers	01 1100 610 001 036	21.85
6027194061-0004	07/21/2025	15020	Swingline Standard staples	01 1100 610 001 036	6.05
6027194061-0004	07/21/2025	15020	Avery page size heavy weight non-glare c	01 1100 610 001 036	11.70
6034310185	06/23/2025	15063	Disposable Aprons	01 1100 733 001 042	5.99
6034310185-2	06/23/2025	15008	1 in masking tape	01 1100 610 001 020	6.55
6034310186	06/23/2025	15008	Big Erasers	01 1100 610 001 020	9.90
6034310186	06/23/2025	15008	Hot Glue Sticks	01 1100 610 001 020	2.94
6034310186	06/23/2025	15008	Mechanical Pencils	01 1100 610 001 020	7.29
6034310186	06/23/2025	15008	drawing paper 9x12	01 1100 610 001 020	19.48
6034310186	06/23/2025	15008	drawing paper 12 x18	01 1100 610 001 020	28.18
6034310186-2	06/23/2025	15032	Manila Envelopes - 6 1/2" x 9 1/2"	01 2410 610 003 000	19.48
6034310186-2	06/23/2025	15032	BNDR 3 RING	01 2410 610 003 000	4.17
6034310186-2	06/23/2025	15032	ENVL #10 24# WHITE	01 2410 610 003 000	33.76
6034310186-3	06/23/2025	15097	200370 White Laser Labels - Size 1" X 2	01 1100 610 003 010	22.40

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6034310186-4	06/23/2025	15063	4 oz Portion Cups	01 1100 733 001 042	28.28	
6034310186-5	07/07/2025	14919	CORRECTION FILM	01 1100 610 001 000	45.60	
6034310186-5	07/07/2025	14919	PENCILS/144/BOX	01 1100 610 001 000	48.96	
6034583107	07/01/2025	15063	2 LB Paper Food Trays	01 1100 733 001 042	38.48	
Check Number: 63280	Check Type: Check	Check Date: 07/14/2025	Vendor: TRAFERAHOL	TRAFERA HOLDINGS, LLC	Check Total:	26,775.00
1001340583	07/01/2025	15478	Google ChromeManagement Perpetual EDU	01 6992 733 000 000	2,400.00	
1001341846	07/01/2025	15478	FORTIS G1m CAM A76/A55 4G32G SSD 11"	01 6992 733 000 000	17,250.00	
1001341846	07/01/2025	15478	Trafera CBN Warranty - Plat- 4+ Yr - B	01 6992 733 000 000	6,750.00	
1001341846	07/01/2025	15478	Trafera Chrome White Glove	01 6992 733 000 000	375.00	
Check Number: 63281	Check Type: Check	Check Date: 07/14/2025	Vendor: TURNITIN	TURNITIN, LLC	Check Total:	2,433.24
Q-858904-2	06/23/2025	15489	Turnitin Originality	01 1100 640 001 000	2,433.24	
Check Number: 63282	Check Type: Check	Check Date: 07/14/2025	Vendor: VERIZON	VERIZON WIRELESS	Check Total:	53.00
6114003170-0002	07/20/2025		cell phones	01 2510 530 000 000	53.00	
Check Number: 63283	Check Type: Check	Check Date: 07/14/2025	Vendor: VOYAGER	VOYAGER FLEET SYSTEMS, INC.	Check Total:	1,364.40
8691497732-0036	07/01/2025		CARDTROL PURCHASES	01 2710 626 000 000	1,441.17	
8691497732-0036	07/01/2025		TAX ADJUSTMENT	01 2710 626 000 000	(76.77)	
Check Number: 63284	Check Type: Check	Check Date: 07/14/2025	Vendor: WESTERNNEO	WESTERN NEBRASKA OBSERVER	Check Total:	9.62
105476	06/11/2025		LEGAL NOTICE BOARD MEETING	01 2310 540 000 000	9.62	
Check Number: 63285	Check Type: Check	Check Date: 07/14/2025	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total:	108.45
308104705652-3	06/23/2025	15063	18x24 Tagboard	01 1100 610 001 042	17.85	
308104705652-4	06/23/2025	15097	203040 Mavalus Tape - White - 1" x 324"	01 1100 610 003 010	37.90	
308104705652-4	06/23/2025	15097	903310 Tagboard - 9" X 12" - White	01 1100 610 003 010	52.70	
Check Number: 63286	Check Type: Check	Check Date: 07/14/2025	Vendor: SWAYMEDICA	SWAY MEDICAL, INC	Check Total:	115.71
2025-26 SUBSCRIPT	07/10/2025	15522	SWAY CONCUSSION PROTOCOL	01 2130 650 000 000	115.71	

*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 140,447.34

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: 19787 Check Type: Check Check Date: 07/14/2025 Vendor: BLAZERMANU JACKIE AGENA Check Total: 9,330.57					
67731-0002	05/27/2025	15040	Starting blocks and cart	05 2900 610 001 163	2,564.34
67731-0002	05/27/2025	15040	Cart for blocks	05 2900 610 001 163	330.00
67731-0002	05/27/2025	15040	Shipping	05 2900 610 001 163	215.85
67731-0003	06/27/2025	15040	Starting blocks and cart	05 2900 610 001 163	2,564.34
67731-0003	06/27/2025	15040	Cart for blocks	05 2900 610 001 163	330.00
67731-0003	06/27/2025	15040	Shipping	05 2900 610 001 163	215.85
67731-0004	07/27/2025	15040	Starting blocks and cart	05 2900 610 001 163	2,564.34
67731-0004	07/27/2025	15040	Cart for blocks	05 2900 610 001 163	330.00
67731-0004	07/27/2025	15040	Shipping	05 2900 610 001 163	215.85
Check Number: 19788 Check Type: Check Check Date: 07/14/2025 Vendor: ACEHARDWAR KIMBALL ACE HARDWARE Check Total: 59.77					
10454	07/02/2025	15459	BBQ rub for pork and Propane	05 2900 610 001 100	59.77
Check Number: 19789 Check Type: Check Check Date: 07/14/2025 Vendor: KIMBALLPUB KIMBALL PUBLIC SCHOOLS Check Total: 150.85					
2025-WOOD SHOP INVOI	06/23/2025		TRACK TENT BOX	05 2900 610 001 163	150.85
Check Number: 19790 Check Type: Check Check Date: 07/14/2025 Vendor: PANHANDLEC LEGACY COOP Check Total: 39.95					
730682	07/02/2025	15458	Wood pellets for Red white BBQ	05 2900 610 001 100	27.98
730766	07/02/2025		FFA	05 2900 610 001 701	11.97
Check Number: 19791 Check Type: Check Check Date: 07/14/2025 Vendor: SHERWINWIL THE SHERWIN WILLIAMS CO. Check Total: 1,322.11					
2651-3926-1	07/07/2025	15528	Paint for Football fields SSTRIFE FMP wh	05 2900 610 001 100	958.00
2651-3926-1	07/07/2025	15528	Paint for Football fields Ez-STRAINER IN	05 2900 610 001 100	48.75
2651-3926-1	07/07/2025	15528	Paint for Football fields 650077589ATH W	05 2900 610 001 100	315.36
Check Number: 19792 Check Type: Check Check Date: 07/14/2025 Vendor: VALLEYSTEE VALLEY STEEL AND WIRE CO Check Total: 1,480.78					
000075284-001	06/03/2025		POTTER CAR BOWL STEEL	05 2900 610 001 205	1,480.78

*Denotes Expensed Invoice Item

Checking Account ID: 05

Total without Voids: 12,384.03

Detail Check Register

Checking Account: 06

SCHOOL NUTRITION FUND 06-101

Check Number: 6426 Check Type: Check Check Date: 07/14/2025 Vendor: CASHWADIST CASH-WA DISTRIBUTING Check Total: 3,831.20

<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>
14639439	07/07/2025		ML FOOD	06 3100 630 003 000	215.14
14646194	07/07/2025		DISTRICT SUPPLIES	06 3100 630 000 000	59.40
14646194	07/07/2025		ML FOOD	06 3100 630 003 000	597.09
146563814	07/07/2025		ML SUPPLIES	06 3100 610 003 000	63.80
146563814	07/07/2025		ML FOOD	06 3100 630 003 000	766.95
14661930	07/07/2025		ML FOOD	06 3100 630 003 000	631.08
14668995	07/07/2025		ML SUPPLIES	06 3100 610 003 000	35.50
14668995	07/07/2025		ML FOOD	06 3100 630 003 000	848.75
14669531	07/07/2025		ML FOOD	06 3100 630 003 000	613.49

Check Number: 6427 Check Type: Check Check Date: 07/14/2025 Vendor: HILANDDAIR HILAND DAIRY FOODS COMPANY, LLC Check Total: 702.56

<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>
2025-06 INVOICES	07/07/2025		1719208	06 3100 630 003 000	46.66
2025-06 INVOICES	07/07/2025		1719269	06 3100 630 003 000	94.08
2025-06 INVOICES	07/07/2025		1719329	06 3100 630 003 000	94.08
2025-06 INVOICES	07/07/2025		1719392	06 3100 630 003 000	116.84
2025-06 INVOICES	07/07/2025		1719463	06 3100 630 003 000	93.70
2025-06 INVOICES	07/07/2025		1719464	06 3100 630 003 000	(23.52)
2025-06 INVOICES	07/07/2025		1719531	06 3100 630 003 000	93.32
2025-06 INVOICES	07/07/2025		1719602	06 3100 630 003 000	94.08
2025-06 INVOICES	07/07/2025		1719672	06 3100 630 003 000	93.32

Check Number: 6428 Check Type: Check Check Date: 07/14/2025 Vendor: SYSCODENVE SYSCO DENVER Check Total: 1,549.66

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
659826355	06/23/2025		HS FOOD DELIVERY	06 3100 630 001 000	645.28
659922153	06/23/2025		HS FOOD DELIVERY	06 3100 630 001 000	904.38

*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 6,083.42

Detail Check Register

Checking Account: 08

BUILDING FUND 08-101

Check Number: 1583	Check Type: Check	Check Date: 07/14/2025	Vendor: HAYSROOF	HAYS CONTRACTING	Check Total:	16,775.00
<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>	
408202501-	07/10/2025	15561	LED light upgrade	08 4700 450 000 000	13,350.00	
408202501-	07/10/2025	15561	LED light upgrade	08 4700 450 000 000	925.00	
511202501	07/10/2025	15560	Modular and Library	08 4700 450 000 000	1,350.00	
511202501	07/10/2025	15560	Modular and Library	08 4700 450 000 000	650.00	
511202501	07/10/2025	15560	Modular and Library	08 4700 450 000 000	500.00	

*Denotes Expensed Invoice Item

Checking Account ID: 08

Total without Voids: 16,775.00



KIMBALL PUBLIC SCHOOLS

Administration Offices
 901 South Nadine Street
 Kimball, NE 69145

Mr. Trevor Anderson, Superintendent
 Carmela Graves, Business Manager

(308) 235-2188
 Fax (308) 235-3269

July 14, 2025

Treasurer's report is as follows:

	Jun-25	Jun-24
Amount received from County Treasurer	283,531.66	345,627.68
Bank Balance June 30, 2025	218,046.37	195,873.70
Savings Account General Funds June 30, 2025	3,682,350.48	3,181,185.33
Depreciation Fund June 30, 2025	32,002.74	170,344.72
Building Fund June 30, 2025	518,156.80	545,711.28
Nutrition Fund June 30, 2025	30,482.46	48,933.50
Activity Fund June 30, 2025	4,997.07	57,622.45
Total Available Funds	4,486,035.92	4,199,670.98
Payroll Gross	323,003.52	312,435.93
Amount of Bills	162,620.92	352,370.35
Blue Cross Blue Shield/HSA Pmt/UNUM Life	87,861.03	87,404.75
Nebraska School Retirement	25,628.42	30,042.66
FirsTier Bank (FICA)	24,144.10	23,423.60
Total Amount of Expenses	623,257.99	805,677.29
Balance Remaining after Expenses	3,862,777.93	3,393,993.69

Monthly Finance Report to the Board

Jul-25

**Reconciled Balances as of JUNE 30, 2025		
(Balance on Books)		
	2023-2024	2024-2025
General - Checking	\$ 195,873.70	\$ 218,046.37
General - Savings	\$ 3,181,185.33	\$ 3,682,350.48
Depreciation	\$ 170,344.72	\$ 32,002.74
Activity	\$ 57,622.45	\$ 4,997.07
Nutrition	\$ 48,933.50	\$ 30,482.46
Spec Building	\$ 545,711.28	\$ 518,156.80
FUNDS TOTAL	\$ 4,199,670.98	\$ 4,486,035.92

JULY GF EXPENDITURES		
	2023-2024	2024-2025
GF Bills Payable	\$ 101,949.15	\$ 139,762.50
GF Payroll	\$ 444,331.09	\$ 451,033.78
(including Ins, RET & Tax)	\$ 546,280.24	\$ 590,796.28
JUNE REVENUE		
Beginning Cash	\$ 372,831.39	\$ 147,780.78
GF Transfer	\$ 350,000.00	\$ 500,000.00
State Aid	\$ 160,862.47	\$ 127,485.00
Kimball County	\$ 345,627.68	\$ 283,531.66
Interest	\$ 11,656.39	\$ 11,969.82
Total Month Available	\$ 1,240,977.93	\$ 1,070,767.26

Three Year Comparison			
GF Revenue			
	2022-2023	2023-2024	2024-2025
September	\$ 1,742,904.71	\$ 1,755,327.15	\$ 1,318,416.39
October	\$ 174,086.98	\$ 276,514.37	\$ 626,365.47
November	\$ 119,263.73	\$ 174,307.86	\$ 123,758.98
December	\$ 134,113.69	\$ 274,775.16	\$ 533,987.38
January	\$ 980,978.07	\$ 899,830.06	\$ 617,834.84
February	\$ 697,558.26	\$ 445,468.50	\$ 377,684.61
March	\$ 371,544.17	\$ 687,522.47	\$ 1,204,802.90
April	\$ 361,418.71	\$ 221,548.69	\$ 303,486.60
May	\$ 1,679,707.69	\$ 2,167,515.47	\$ 2,464,293.22
June	\$ 651,665.08	\$ 518,146.54	\$ 426,385.12
July	\$ 97,061.37	\$ 108,354.02	
August	\$ 117,420.86	\$ 157,456.04	
Running Total (YTD)	\$ 6,913,241.09	\$ 7,420,956.27	\$ 7,997,015.51
Total Revenue	\$ 7,127,723.32	\$ 7,686,766.33	\$ 7,997,015.51
% OF BUD (YTD)	95.78%	96.60%	100.59%
Annual Budget	\$ 7,217,500.00	\$ 7,682,000.00	\$ 7,950,000.00
% of Bud Rec	98.76%	100.06%	100.59%

JULY NUTRITION FUND		
	2023-2024	2024-2025
NF Bills Payable	\$ 4,283.20	\$ 6,083.42
NF Payroll	\$ 8,975.85	\$ 10,715.49
	\$ 13,259.05	\$ 16,798.91
JUNE REVENUE		
Beginning Cash	\$ 71,185.39	\$ 35,375.88
LUNCH INFINITE CAMPUS	\$ 99.53	\$ -
SFSP Lunch Claim	\$ 16,440.92	\$ 14,907.56
Checks	\$ 709.33	\$ 1,861.37
INTEREST	\$ 199.59	\$ 101.77
	\$ 88,634.76	\$ 52,246.58

Three Year Comparison			
GF Expenditures			
	2022-2023	2023-2024	2024-2025
September	\$ 620,981.51	\$ 652,805.22	\$ 766,940.65
October	\$ 533,968.42	\$ 565,759.67	\$ 609,461.64
November	\$ 577,418.34	\$ 641,328.85	\$ 585,270.11
December	\$ 548,958.90	\$ 574,717.65	\$ 614,396.22
January	\$ 515,206.81	\$ 521,289.42	\$ 566,103.66
February	\$ 571,713.07	\$ 617,541.81	\$ 565,275.15
March	\$ 544,625.81	\$ 600,409.42	\$ 577,412.67
April	\$ 559,954.31	\$ 570,373.82	\$ 630,309.08
May	\$ 608,072.01	\$ 691,531.68	\$ 697,073.96
June	\$ 560,529.78	\$ 577,800.87	\$ 578,790.06
July	\$ 476,687.88	\$ 550,748.19	
August	\$ 649,809.34	\$ 567,897.35	
Running Total (YTD)	\$ 5,641,428.96	\$ 6,013,558.41	\$ 6,191,033.20
Total Expenditures	\$ 6,767,926.18	\$ 7,132,203.95	\$ 6,191,033.20
% of Bud Spent (YTD)	58.58%	60.57%	62.31%
Annual Budget	\$ 9,629,521.00	\$ 9,928,634.00	\$ 9,935,895.00
% of Bud Spent	70.28%	71.83%	62.31%

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 0218	HS STUDENT COUNCIL	0.00	394.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0260	HS QUIZ BOWL	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1920 0265	JH QUIZ BOWL	0.00	0.00	0.00	0.00	0.00	150.00	500.00	30.00
05 1920 0266	ACTIVITIES SPONSOR	1,500.00	16,750.00	30,000.00	55.83	9,645.05	23,155.05	30,000.00	77.18
05 1920 0324	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00	34.25	0.00	0.00
05 1920 0325	CLASS OF 2025	0.00	344.41	0.00	0.00	0.00	11,312.89	0.00	0.00
05 1920 0326	CLASS OF 2026	0.00	29,139.92	0.00	0.00	0.00	3,611.43	0.00	0.00
05 1920 0327	CLASS OF 2027	0.00	700.00	0.00	0.00	0.00	877.00	0.00	0.00
05 1920 0328	CLASS OF 2028	0.00	915.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0701	FFA FUND	0.00	15,521.66	0.00	0.00	0.00	40,310.42	0.00	0.00
05 1920 0738	ESPORTS FUNDRAISER	0.00	(110.00)	0.00	0.00	0.00	425.00	500.00	85.00
05 1990 0100	OTHER LOCAL REVENUE	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00
05 1990 0109	UNIFORMS	0.00	240.00	0.00	0.00	0.00	190.00	0.00	0.00
05 1990 0113	FB SUPPLIES/EQUIP/MISC	0.00	115.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0142	BBB TRAVEL	0.00	112.17	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0157	GIRLS WRESTLING FUNDRAISING	0.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0180	JH FOOTBALL FUNRAISER	0.00	0.00	500.00	0.00	0.00	200.00	0.00	0.00
05 1990 0199	STATE/NATIONAL EXPENSES	3,351.25	4,394.45	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0202	YEARBOOK	0.00	0.00	100.00	0.00	0.00	65.00	500.00	13.00
05 1990 0208	FACILITY USE	0.00	618.00	500.00	123.60	200.00	335.00	500.00	67.00
05 1990 0212	READ-A-THON	0.00	8,835.09	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0220	WOODSHOP PROJECTS	305.50	1,706.95	6,000.00	28.45	0.00	5,718.40	5,000.00	114.37
05 1990 0235	THE RANCH	0.00	319.92	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0260	HS QUIZ BOWL	0.00	197.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0265	JH QUIZ BOWL	0.00	197.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0313	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
05 1990 0323	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00	74.45	0.00	0.00
05 1990 0324	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
05 1990 0325	CLASS OF 2025	64.42	64.42	500.00	12.88	0.00	11,168.65	20,000.00	55.84
05 1990 0326	CLASS OF 2026	0.00	66.31	20,000.00	0.33	0.00	1,142.80	0.00	0.00
05 1990 0327	CLASS OF 2027	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
05 1990 0400	GRADE ACTIVITY MISCELLANEOUS	0.00	(1,494.00)	1,000.00	(149.40)	0.00	7,308.19	500.00	1,461.64
05 1990 0410	GRADE ACTIVITY LEADERSHIP FUND	0.00	2,243.37	1,000.00	224.34	0.00	606.78	0.00	0.00
05 1990 0500	HS MISCELLANEOUS FUND	30.00	368.42	1,000.00	36.84	0.00	2,292.94	500.00	458.59
05 1990 0501	HS HONOR ROLL CERTIFICATES	0.00	0.00	0.00	0.00	0.00	(74.45)	0.00	0.00
05 1990 0601	BAND ACTIVITY	50.00	1,594.93	1,500.00	106.33	0.00	1,340.00	1,500.00	89.33
05 1990	SHOW CHOIR UNIFORMS	0.00	3,198.73	4,000.00	79.97	0.00	3,905.00	5,500.00	71.00

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
		16,870.70	241,511.02	325,000.00	74.31	17,449.37	317,996.02	324,000.00	98.15
06	SCHOOL NUTRITION	16,870.70	241,511.02	325,000.00	74.31	17,449.37	317,996.02	324,000.00	98.15
08	SPECIAL BUILDING FUND								
08 1100	PROPERTY TAX COMMISSION	21,501.48	369,313.97	475,000.00	77.75	28,075.47	403,123.91	420,000.00	95.98
08 1115	CARLINE TAXES	0.00	1,655.37	2,000.00	82.77	0.00	2,027.91	2,000.00	101.40
08 1140	PROP TAXES PENALTIES & INTEREST	29.09	1,806.01	2,000.00	90.30	55.10	1,112.36	2,000.00	55.62
08 1510	INTEREST ON LOCAL REV RECEIPTS	1,609.15	12,292.07	20,000.00	61.46	1,949.66	19,147.19	15,000.00	127.65
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	1,623.64	6,494.56	10,000.00	64.95	1,638.42	6,553.68	10,000.00	65.54
08 3131	PROPERTY TAX CREDIT	0.00	151,985.18	30,000.00	506.62	0.00	30,950.86	30,000.00	103.17
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	4,935.48	5,000.00	98.71	0.00	7,200.10	5,000.00	144.00
08 3180	PRO-RATA MOTOR VEHICLE	0.00	757.46	1,000.00	75.75	0.00	761.44	1,551.00	49.09
08 5400	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		24,763.36	549,240.10	545,000.00	100.78	31,718.65	470,877.45	485,551.00	96.98
08	SPECIAL BUILDING FUND	24,763.36	549,240.10	545,000.00	100.78	31,718.65	470,877.45	485,551.00	96.98
Grand Total:		482,368.49	8,973,013.96	9,480,300.00	94.65	585,219.27	8,410,938.89	8,925,001.00	94.24

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	1,905,895.00	0.00	0.00	0.00	2,091,934.00	0.00
105	EXECUTIVE ADMINISTRATION SALARIES	11,775.00	117,750.00	145,000.00	81.21	10,650.00	106,500.00	130,000.00	81.92
110	SALARIES NON-INSTRUCTIONAL	31,389.76	308,065.07	348,000.00	88.52	28,296.44	318,297.50	409,000.00	77.82
111	SALARIES TEACHERS/PROF STAFF	223,508.14	2,271,148.06	3,073,500.00	73.89	221,564.86	2,227,671.60	2,863,500.00	77.80
112	SALARIES PARAS	26,785.72	268,309.35	260,500.00	103.00	26,799.57	233,402.26	272,000.00	85.81
114	SALARIES DIRECTOR	2,712.04	28,607.34	35,000.00	81.74	2,680.44	28,169.34	35,000.00	80.48
116	SALARIES PROFESSIONAL NON-CERTIFIED	15,204.08	152,040.80	183,000.00	83.08	14,318.27	146,441.24	180,000.00	81.36
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	2,000.00	0.00	0.00	1,504.66	2,000.00	75.23
122	SUBSTITUTES PARAS	0.00	3,400.00	0.00	0.00	1,690.00	23,075.00	0.00	0.00
123	SUBSTITUTES SALARIES - TEACHERS	11,617.50	117,325.00	110,000.00	106.66	9,268.30	106,808.95	110,000.00	97.10
126	SUBSTITUTES SALARIES - PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.55	394.78	0.00	0.00	0.00	254.07	0.00	0.00
132	OVERTIME PARAS	9.57	368.03	1,000.00	36.80	81.52	749.97	0.00	0.00
150	ADDITIONAL COMP NON-INSTRUCTIONAL	3,181.28	59,472.05	50,000.00	118.94	3,138.91	42,562.70	30,000.00	141.88
151	ADDITIONAL COMP TEACHERS/PROF STAFF	6,366.51	135,321.63	175,000.00	77.33	5,934.13	145,320.85	170,000.00	85.48
152	ADDITIONAL COMP PARAS	405.30	4,053.00	5,000.00	81.06	319.60	3,196.00	5,000.00	63.92
210	GROUP INSURANCE NON-INSTRUCTIONAL	4,267.17	46,203.15	52,100.00	88.68	3,157.79	32,829.48	54,600.00	60.13
211	GROUP INSURANCE TEACHERS/PROF STAFF	69,940.82	708,441.12	947,300.00	74.79	71,546.33	721,121.92	846,300.00	85.21
212	GROUP INSURANCE PARAS	69.43	946.93	750.00	126.26	48.90	425.14	600.00	70.86
213	GROUP INSURANCE LONG TERM SUB	1,066.46	8,038.05	10,000.00	80.38	669.75	6,640.93	9,500.00	69.90
214	GROUP INSURANCE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215	GROUP INSURANCE SUPERINTENDENT	2,224.38	22,166.31	27,000.00	82.10	2,290.47	22,644.81	26,000.00	87.10
216	GROUP INSURANCE PROFESSIONAL NONCERTIFIE	6,622.09	66,268.67	80,500.00	82.32	6,731.92	67,828.80	77,000.00	88.09
220	SOCIAL SECURITY NON-INSTRUCTIONAL	2,448.02	25,962.04	30,800.00	84.29	2,166.78	25,374.27	27,500.00	92.27
221	SOCIAL SECURITY TEACHERS/PROF STAFF	17,090.49	179,653.14	288,500.00	62.27	16,995.04	177,610.54	248,200.00	71.56
222	SOCIAL SECURITY PARAS	2,071.63	21,020.48	22,100.00	95.12	2,210.12	19,922.37	20,600.00	96.71
223	SOCIAL SECURITY SUB TEACHERS	887.00	8,939.38	9,500.00	94.10	709.09	8,171.15	8,100.00	100.88
224	SOCIAL SECURITY DIRECTOR	203.00	2,143.69	3,000.00	71.46	200.57	2,110.24	3,000.00	70.34
225	SOCIAL SECURITY SUPERINTENDENT	896.59	8,966.05	11,000.00	81.51	810.61	8,106.70	10,500.00	77.21
226	SOCIAL SECURITY PROFESSIONAL/NONCERTIFIE	1,142.05	11,420.66	15,000.00	76.14	1,074.52	10,993.96	15,000.00	73.29
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	3,239.81	30,014.16	35,500.00	84.55	2,539.72	30,114.50	32,000.00	94.11
231	RETIREMENT TEACHERS/PROF STAFF	22,606.05	236,388.05	349,500.00	67.64	22,359.82	232,874.94	308,500.00	75.49
232	RETIREMENT PARAS	2,686.82	26,563.01	26,600.00	99.86	2,673.99	23,291.25	25,600.00	90.98
233	tax expense	691.20	5,331.53	4,500.00	118.48	363.33	3,823.99	0.00	0.00
234	RETIREMENT DIRECTOR	0.00	7.04	100.00	7.04	0.00	4.29	100.00	4.29
235	RETIREMENT SUPERINTENDENT	1,163.11	11,631.10	14,000.00	83.08	1,051.98	10,519.83	13,000.00	80.92
236	RETIREMENT PROFESSIONAL NONCERTIFIED	1,501.83	15,018.30	18,500.00	81.18	1,414.33	14,465.14	18,500.00	78.19
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	0.00	0.00	0.00	0.00	2,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	4,619.62	18,500.00	24.97	0.00	4,966.00	11,000.00	45.15
271	WORKMEN'S COMP TEACHERS/PROF STAFF	0.00	19,415.38	14,000.00	138.68	0.00	16,227.00	22,000.00	73.76
280	HEALTH BENEFIT PAID NON-INSTRUCTIONAL	258.81	2,623.72	3,000.00	87.46	270.90	3,407.44	5,000.00	68.15
281	HEALTH BENEFIT PAID TEACHERS/PROF STAFF	2,985.05	31,157.18	76,750.00	40.60	2,840.17	35,174.06	49,000.00	71.78
282	HEALTH BENEFIT PAID PARAS	0.00	0.00	0.00	0.00	0.00	0.07	0.00	0.00
283	HSA	116.01	1,010.97	0.00	0.00	104.28	1,068.49	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	1,044.56	5,967.67	3,000.00	198.92	1,067.79	7,688.12	5,500.00	139.78
293	OTHER BENEFITS SUBSTITUTES	230.40	1,809.76	1,000.00	180.98	0.00	643.20	1,000.00	64.32
315	AUDIT	0.00	19,334.74	30,000.00	64.45	0.00	16,745.41	30,000.00	55.82
317	LEGAL SERVICES	659.00	13,339.15	25,000.00	53.36	440.45	6,067.10	25,000.00	24.27
320	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	EMPLOYEE TRAINING/PROF DEVELOPMENT	177.70	24,516.24	12,500.00	196.54	81.90	6,791.10	17,500.00	38.81
332	MILEAGE TO PARENTS	438.90	1,414.31	3,000.00	47.14	0.00	1,656.34	4,000.00	41.41
334	MILEAGE PAID TO OTHERS	0.00	0.00	2,000.00	0.00	53.08	790.68	8,000.00	9.88

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
130	OVERTIME NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	858.31	8,583.10	11,000.00	78.03	839.26	8,400.60	10,500.00	80.01
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	700.22	7,059.85	9,000.00	78.44	634.57	6,648.29	10,500.00	63.32
221	SOCIAL SECURITY TEACHERS/PROF STAFF	0.00	783.06	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	865.80	8,830.47	12,000.00	73.59	832.37	9,036.19	11,500.00	78.58
231	RETIREMENT TEACHERS/PROF STAFF	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	28,000.00	0.00	0.00	0.00	2,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	0.00	25,000.00	0.00	0.00	0.00	15,000.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	1,529.80	4,000.00	38.25	0.00	1,131.20	545.00	207.56
610	SUPPLIES	198.50	6,985.85	13,000.00	53.74	350.00	11,820.82	11,000.00	107.46
630	FOOD	10,686.75	193,422.70	210,000.00	92.11	6,518.76	198,495.91	210,000.00	94.52
733	FURNITURE AND EQUIPMENT	0.00	13,089.57	10,000.00	132.59	0.00	40,325.90	5,000.00	806.52
739	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
890	OTHER MISC OBJECTS	0.00	60.00	3,000.00	2.00	0.00	653.50	1,000.00	65.35
06	SCHOOL NUTRITION	22,594.44	333,947.55	440,000.00	75.94	17,601.57	364,769.52	396,045.00	92.10
08	SPECIAL BUILDING FUND								
450	CONSTRUCTION SERVICES	0.00	19,639.42	175,000.00	11.22	2,547.59	26,613.75	0.00	0.00
720	BUILDINGS AND IMPROVEMENTS	0.00	2,260.86	234,347.00	1.18	3,186.93	9,542.67	600,000.00	1.59
733	FURNITURE AND EQUIPMENT	0.00	0.00	160,000.00	0.00	0.00	23,417.81	250,293.00	9.36
830	830	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
831	REDEMPTION OF PRINCIPAL	0.00	245,250.00	260,000.00	94.33	0.00	250,958.75	0.00	0.00
832	INTEREST	0.00	9,328.75	10,000.00	93.29	0.00	0.00	0.00	0.00
08	SPECIAL BUILDING FUND	0.00	276,479.03	839,347.00	33.00	5,734.52	310,532.98	850,293.00	36.52
Grand Total:		604,807.23	7,456,835.45	12,443,899.00	61.82	627,951.30	7,436,715.35	12,307,484.00	60.42

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	FUND BALANCE	(72,163.53)	0.00	0.00	0.00	(72,163.53)
05 704 0100	ATHLETIC FUND	(127,658.88)	1,582.69	2,005.55	0.00	(127,236.02)
05 704 0101	ACTIVITY TICKETS	2,859.56	0.00	0.00	0.00	2,859.56
05 704 0103	RED AND WHITE ACCOUNT	0.00	0.00	1,849.32	0.00	1,849.32
05 704 0107	WT ROOM SUPPLIES/EQUIP/MISC	(6,879.16)	0.00	0.00	0.00	(6,879.16)
05 704 0109	UNIFORMS	(28,142.49)	0.00	0.00	0.00	(28,142.49)
05 704 0110	FB GATE RECEIPTS	14,079.50	0.00	0.00	0.00	14,079.50
05 704 0111	FB OFFICIALS	(25,863.65)	0.00	0.00	0.00	(25,863.65)
05 704 0112	FB TRAVEL	(974.23)	0.00	0.00	0.00	(974.23)
05 704 0113	FB SUPPLIES/EQUIP/MISC	(38,614.66)	0.00	0.00	0.00	(38,614.66)
05 704 0116	VB TRAVEL	(870.07)	0.00	0.00	0.00	(870.07)
05 704 0120	VB GATE RECEIPTS	10,935.74	0.00	0.00	0.00	10,935.74
05 704 0121	VB OFFICIALS	(10,541.00)	0.00	0.00	0.00	(10,541.00)
05 704 0123	VB SUPPLIES/EQUIP/MISC	(2,226.57)	0.00	0.00	0.00	(2,226.57)
05 704 0130	XC ENTRY FEES	1,133.00	0.00	0.00	0.00	1,133.00
05 704 0133	XC SUPPLIES/EQUIP/MISC	(17,840.84)	0.00	0.00	0.00	(17,840.84)
05 704 0134	MOCK TRIAL	(75.00)	0.00	0.00	0.00	(75.00)
05 704 0137	CHEERLEADING TRAVEL	(7,116.40)	0.00	0.00	0.00	(7,116.40)
05 704 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	(1,779.95)	0.00	0.00	0.00	(1,779.95)
05 704 0140	BBB/GBB GATE RECEIPTS	28,067.77	0.00	0.00	0.00	28,067.77
05 704 0141	BBB/GBB OFFICIALS	(35,393.98)	0.00	0.00	0.00	(35,393.98)
05 704 0142	BBB TRAVEL	(2,452.83)	0.00	0.00	0.00	(2,452.83)
05 704 0143	BBB SUPPLIES/EQUIP/MISC	(1,692.24)	0.00	0.00	0.00	(1,692.24)
05 704 0144	BASKETBALL DUES AND FEES	(2,918.33)	0.00	0.00	0.00	(2,918.33)
05 704 0145	BBALL BIG EQUIP/TECHNOLOGY/HUDL	(282.30)	0.00	0.00	0.00	(282.30)
05 704 0148	GBB SUPPLIES/EQUIP/MISC	(1,239.94)	0.00	0.00	0.00	(1,239.94)
05 704 0150	WR GATE RECEIPTS	1,257.41	0.00	0.00	0.00	1,257.41
05 704 0151	WR OFFICIALS	(3,662.00)	0.00	0.00	0.00	(3,662.00)
05 704 0152	WR TRAVEL	(2,969.86)	0.00	0.00	0.00	(2,969.86)
05 704 0153	WR SUPPLIES/EQUIP/MISC	(2,143.59)	0.00	0.00	0.00	(2,143.59)
05 704 0154	WR DUES AND FEES	(5,105.94)	0.00	0.00	0.00	(5,105.94)
05 704 0155	GWR DUES AND FEES	(100.00)	0.00	0.00	0.00	(100.00)
05 704 0157	GWR FUNDRAISING	760.00	0.00	0.00	0.00	760.00
05 704 0160	TR GATE RECEIPTS	3,985.95	0.00	0.00	0.00	3,985.95
05 704 0161	TR OFFICIALS	(622.50)	0.00	0.00	0.00	(622.50)
05 704 0162	TR TRAVEL	(11,792.37)	0.00	0.00	0.00	(11,792.37)
05 704 0163	TR SUPPLIES/EQUIP/MISC	(23,060.08)	0.00	0.00	0.00	(23,060.08)
05 704 0164	TRACK DUES AND FEES	(3,771.67)	0.00	0.00	0.00	(3,771.67)

<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 0165	JH TRACK DUES AND FEES	(3,081.50)	0.00	0.00	0.00	(3,081.50)
05 704 0170	BOYS GOLF ENTRY FEES	(3,144.12)	0.00	0.00	0.00	(3,144.12)
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	(2,941.82)	0.00	0.00	0.00	(2,941.82)
05 704 0177	GIRLS GOLF TRAVEL	(271.34)	0.00	0.00	0.00	(271.34)
05 704 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	(3,822.27)	0.00	0.00	0.00	(3,822.27)
05 704 0180	JH FOOTBALL	939.33	0.00	0.00	0.00	939.33
05 704 0181	JH VOLLEYBALL	1,828.05	0.00	0.00	0.00	1,828.05
05 704 0182	JH BASKETBALL	98.25	0.00	0.00	0.00	98.25
05 704 0183	JH WRESTLING	1,501.64	0.00	0.00	0.00	1,501.64
05 704 0184	JH TRACK	2,615.94	0.00	0.00	0.00	2,615.94
05 704 0198	RANDOM DRUG TESTING	(7,677.11)	231.55	0.00	0.00	(7,908.66)
05 704 0199	STATE/NATIONAL EXPENSES	(65,700.84)	445.88	3,351.25	0.00	(62,795.47)
05 704 0201	TRANSFER ACCOUNT	125,054.90	0.00	0.00	0.00	125,054.90
05 704 0202	YEARBOOK	(14,626.55)	0.00	0.00	0.00	(14,626.55)
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	(183.21)	0.00	1,916.40	0.00	1,733.19
05 704 0206	SPECIAL EDUCATION	38.61	0.00	0.00	0.00	38.61
05 704 0207	JR CLASS CONCESSION EQUIP FUND	933.46	0.00	0.00	0.00	933.46
05 704 0208	FACILITY USE	1,803.00	0.00	0.00	0.00	1,803.00
05 704 0210	PADLOCK DEPOSITS	997.45	0.00	42.00	0.00	1,039.45
05 704 0211	BOOK FINES/FEES	2,010.01	0.00	0.00	0.00	2,010.01
05 704 0212	READ-A-THON	3,848.12	365.98	0.00	0.00	3,482.14
05 704 0215	SPEECH	(3,637.66)	0.00	0.00	0.00	(3,637.66)
05 704 0216	WORLD STRIDES TRIP FUND	332.38	0.00	0.00	0.00	332.38
05 704 0218	HS STUDENT COUNCIL	(3,284.13)	0.00	0.00	0.00	(3,284.13)
05 704 0219	NATIONAL HONOR SOCIETY	(1,779.69)	0.00	0.00	0.00	(1,779.69)
05 704 0220	WOODSHOP PROJECTS	(9,724.92)	0.00	305.50	0.00	(9,419.42)
05 704 0222	BACKPACK FOOD PROGRAM	2,979.00	0.00	0.00	0.00	2,979.00
05 704 0225	ONE ACTS	(4,841.78)	0.00	0.00	0.00	(4,841.78)
05 704 0230	MILK BREAK	559.90	0.00	0.00	0.00	559.90
05 704 0235	THE RANCH	(2,902.09)	0.00	0.00	0.00	(2,902.09)
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

<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 0260	HS QUIZ BOWL	295.10	0.00	0.00	0.00	295.10
05 704 0265	JH QUIZ BOWL	1,011.56	0.00	0.00	0.00	1,011.56
05 704 0266	ACTIVITIES SPONSORS	20,196.00	0.00	1,500.00	0.00	21,696.00
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	(1,013.38)	0.00	0.00	0.00	(1,013.38)
05 704 0325	CLASS OF 2025	3,859.63	455.68	64.42	0.00	3,468.37
05 704 0326	CLASS OF 2026	8,382.94	0.00	0.00	0.00	8,382.94
05 704 0327	CLASS OF 2027	1,577.00	0.00	0.00	0.00	1,577.00
05 704 0328	CLASS OF 2028	915.00	0.00	0.00	0.00	915.00
05 704 0400	GRADE ACTIVITY MISCELLANEOUS	15,626.33	0.00	0.00	0.00	15,626.33
05 704 0410	GRADE ACTIVITY LEADERSHIP FUND	2,056.19	0.00	0.00	0.00	2,056.19
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	(35,432.47)	0.00	30.00	0.00	(35,402.47)
05 704 0501	HS HONOR ROLL CERTIFICATES	(1,162.33)	0.00	0.00	0.00	(1,162.33)
05 704 0502	HS INTEREST EARNED ON ACCOUNT	23,543.91	0.00	54.95	0.00	23,598.86
05 704 0601	BAND ACTIVITY	4,557.71	0.00	50.00	0.00	4,607.71
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	(1,987.99)	0.00	0.00	0.00	(1,987.99)
05 704 0607	ELEM SHOW CHOIR	359.15	0.00	0.00	0.00	359.15
05 704 0701	FFA FUND	46,084.43	300.00	0.00	0.00	45,784.43
05 704 0703	JH CONCESSIONS	200.00	0.00	0.00	0.00	200.00
05 704 0705	CHEERLEADING FUNDRAISING	19,007.56	0.00	2,910.00	0.00	21,917.56
05 704 0707	INTERACT CLUB	467.92	0.00	0.00	0.00	467.92
05 704 0709	JH STUDENT COUNCIL	(893.29)	0.00	0.00	0.00	(893.29)
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	1,420.35	0.00	0.00	0.00	1,420.35
05 704 0715	XC FUNDRAISING	2,080.18	0.00	0.00	0.00	2,080.18
05 704 0717	BOYS GOLF FUNDRAISING	4,632.34	0.00	0.00	0.00	4,632.34
05 704 0719	GIRLS GOLF FUNDRAISING	1,574.64	0.00	0.00	0.00	1,574.64
05 704 0721	FB FUNDRAISING	2,778.44	0.00	0.00	0.00	2,778.44
05 704 0723	VOLLEYBALL FUNDRAISING	6,876.19	0.00	0.00	0.00	6,876.19
05 704 0725	BBB FUNDRAISING	(1,471.60)	0.00	0.00	0.00	(1,471.60)
05 704 0727	GBB FUNDRAISING	1,542.05	0.00	0.00	0.00	1,542.05
05 704 0729	WRESTLING FUNDRAISING	644.81	0.00	0.00	0.00	644.81

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 0731	TRACK FUNDRAISING	1,279.90	40.95	0.00	0.00	1,238.95
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	515.00	0.00	0.00	0.00	515.00
05 704 0739	STAND	1,216.54	0.00	0.00	0.00	1,216.54
05 704 0740	ESPORTS	(843.40)	0.00	0.00	0.00	(843.40)
05 704 0741	ART CLASS PROJECTS	906.08	0.00	0.00	0.00	906.08
05 704 0743	MATH CLUB	(589.18)	0.00	0.00	0.00	(589.18)
05 704 0745	SCIENCE CLUB	2.54	0.00	0.00	0.00	2.54
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	258.23	0.00	0.00	0.00	258.23
05 704 0753	SPEECH FUNDRAISING	1,955.62	0.00	0.00	0.00	1,955.62
05 704 0755	ONE ACT FUNDRAISING	5,443.95	0.00	0.00	0.00	5,443.95
05 704 0757	LONGHORNS COMMITTED	4,779.65	0.00	0.00	0.00	4,779.65
05 704 0759	CIVICS FUNDRAISER	3,518.10	0.00	0.00	0.00	3,518.10
05 704 0762	EDUCATION QUEST	(2,854.43)	0.00	0.00	0.00	(2,854.43)
05 704 0763	TOM SOUTHARD MEMORIAL	3,429.00	0.00	0.00	0.00	3,429.00
05 704 0764	LONGHORN APPAREL	(1,083.83)	0.00	0.00	0.00	(1,083.83)
05 704 0999	SCHOLARSHIP FUND	216,734.98	0.00	0.00	0.00	216,734.98
Fund Total: 05		<u>18,427.64</u>	<u>3,422.73</u>	<u>14,079.39</u>	<u>0.00</u>	<u>29,084.30</u>

July 2025 Superintendent Report

- Financial Update -

- 61.82% of the budget spent; 83% of fiscal year completed. 17% of year remaining and 38.18% of budget unspent.
- Through June 2025, we have spent 61.82% at this point in 2024 63.80%, and in 2023 61.63% had been spent.
- Actual Year-To-Date Expenditures are \$7,456,835.45
- Compared to \$7,374,252.57 last year, \$7,753,693.20 two years ago and \$6,605,518.05 three years ago.
- The current cash balance in the General Fund is \$3,900,396.85.
- In 2024 at this time the balance was \$3,377,059.03, in 2023 the balance was at \$3,288,702.81.

KIMBALL PUBLIC SCHOOLS 2025-2026 CALENDAR Proposed Amendment

AUGUST 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						

13 - New Employee Orientation
 14,15 - Inservice (All day)
 18 - First Day of School (1:00 PM Dismissal)
 8 Student Days/10 Staff Days

SEPTEMBER 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				

1 - Labor Day
 19 - Inservice (All day)
 18 Student Days/19 Staff Days

October 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	

16 - End of First Quarter (36)
 20 - Start of 2nd Quarter
 16 P-T Conference (3:30-8:30)
 24 - Inservice- (All day)
 18 Student Days/19.5 Staff Days

November 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						

26-28 - Thanksgiving Break
 14 Student Days/15 Staff Days
 4 - Inservice (JH Wrestling) (All Day)

DECEMBER 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			

18- End of Second Quarter/1st Semester (34/70)
 22-31- Christmas Break
 12 Student Days/13 Staff Days
 5 - Inservice (All day)
 18 - 1:00 PM Dismissal

JANUARY 2026

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)
 6 - Start of Third Quarter
 16 Student Days/16.5 Staff Days

FEBRUARY 2026

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

16 - Inservice (All day)
 25 - Inservice (FFA CDE) (All Day)
 16 Student Days/18 Staff Days

MARCH 2026

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				

12- End of Third Quarter (40)
 16- Start of Fourth Quarter
 19 - P-T Conference (3:30-8:30)
 18 Student Days/18.5 Staff Days

APRIL 2026

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		

17 - Inservice (All day)
 6 - No School (Easter Break)
 18 Student Days/19 Staff Days

MAY 2026

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						

8 - Inservice (All day)
 16 - Graduation
 21 - Last day of School (1:00 PM Dismissal) (44/76)
 25- Memorial Day
 12 Student Days/12.5 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 = 1,102.7
Days Over Minimum = 3.1
Staff Inservice/P-T Days = 12.0

Approved by School Board on: 3-10-2025

Note: All make-up days extending the school year after May 21 are subject to the discretion of the Superintendent.

Note: Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.



June 1, 2025

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, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Kimball Public Schools' as of and for the year ended August 31, 2025.

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 as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion 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 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 of 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*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and 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, and will include tests of the accounting records of Kimball Public Schools 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 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. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. 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 customers, 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. 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*. 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. 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 and *Government Auditing Standards*.

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 the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit 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*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for 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, and

for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and 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 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 and the provisions of contracts and grant agreements.

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

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; 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) additional information that we may request for the purpose of the audit; and (3) 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 your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written 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 and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

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 the preparation of the 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 other 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 and related notes based on the trial balance of Kimball Public Schools in conformity with the modified cash basis of accounting which is comprehensive basis of accounting other than accounting principles generally accepted in the United States of America 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 statement 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 relating to the financial statements 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 and related notes based on the trial balance of Kimball Public Schools and that you have reviewed and approved the financial statements 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.

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 the 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 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, 2025 and to issue our reports no later than November 5, 2025.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$16,900. 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. 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 audit.^{uu} If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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 a written report upon completion of our audit of Kimball Public Schools' financial statements. Our report 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.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that 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 on compliance, and (2) that 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 report will also state that the report is not suitable for any other purpose. If during our audit we become aware that [Name of Governmental Unit] is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

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



2025-2026

Kimball Jr/Sr High School

**EXTRA-CURRICULAR ACTIVITIES
HANDBOOK**

DRAFT

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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/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 on 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.

Student Manager Travel Policy

Objective:

To address the issue of extensive classroom time missed by junior high students participating in multiple activities, this policy aims to provide guidelines for student managers' travel with varsity teams, reducing the burden on teachers and coaches while promoting responsible attendance.

Policy:

Junior high student managers are not permitted to miss class or practice for travel with a varsity team during regular school hours.

Exceptions:

Travel occurring after 7th period, which does not involve missing practice, allows student managers to accompany the varsity team.

End-of-year tournaments will be evaluated on a case-by-case basis, requiring approval from all classroom teachers and administrators.

- Grades and classroom behavior will be considered for approval*

Alternate Transportation:

If alternative transportation methods are available, student managers are encouraged to utilize them to attend games. They are also welcome to travel with the team for the return journey.

Please ensure any alternate transportation is communicated to and approved by parents.

Parental Involvement:

While parents may choose to call students out for travel, the administration will handle any disputes or concerns. However, such absences will not be considered excused or exempt, and students will be subject to attendance policy ramifications.

Parent call out would include the expectation that they are arranging transportation to the event. Student managers would be welcome to travel home with the team.

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 (non 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 extra-curricular 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 guests' behavior.
- The sponsors for each dance/party will establish a time limit where the doors will be locked and there will be no further admission 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 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 to 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 ensure 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 and 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

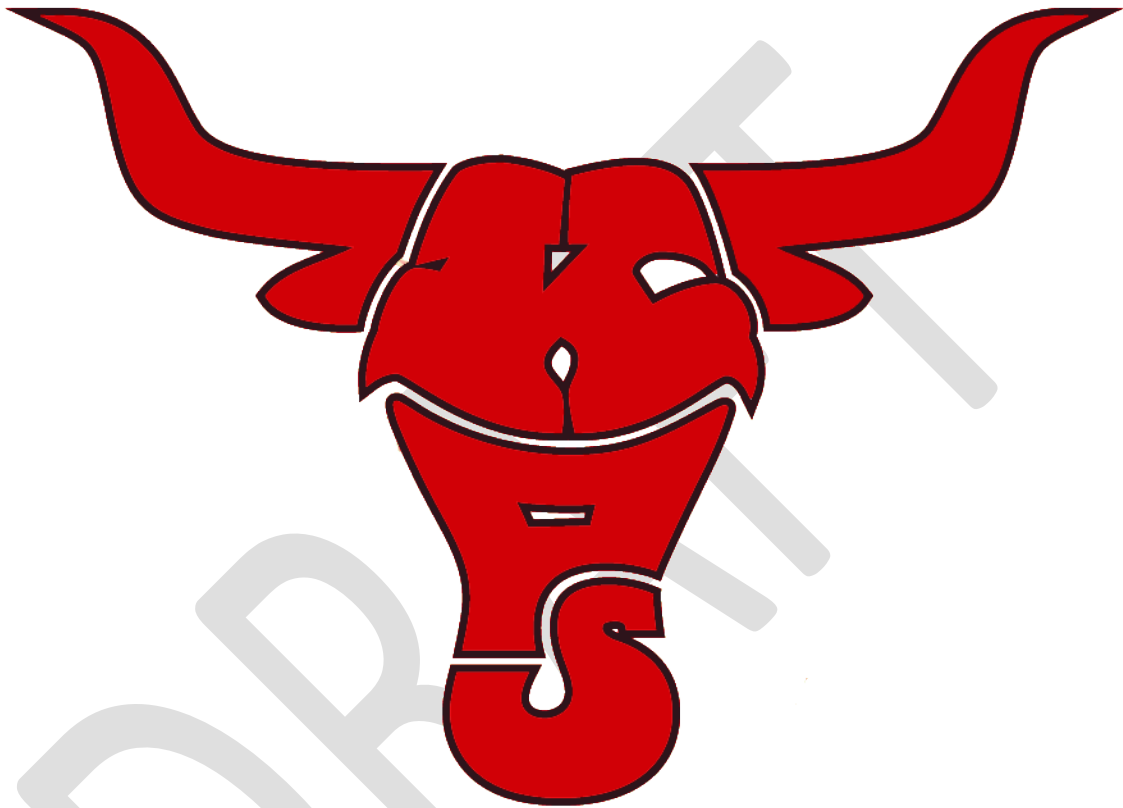
of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

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.

DRAFT

Kimball Public Schools Staff Handbook 2025-2026



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.

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DRAFT



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
Britni Toth – Treasurer
Taylor Brown – Member
Landon Smith - Member

ADMINISTRATIVE STAFF

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

DISTRICT DIRECTORS

Jaelyn Burks – Activities Director
Carmela Graves – District Business Manager
Travis Terrill – Technology Director
Danessa Terrill – Food Services Director
Brandon Wathen – District Building and Grounds
Waylon Lewis – District Transportation
Melissa Reich – District Nurse
Samantha Walter – ELL Coordinator/ Elementary Special Education
Heidi Chesley – Assessment Coordinator
Lauren Wilson – Behavioral Support Specialist

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
Arlen Mekelburg - Science
Gene Mohr – Industrial Arts
Jamie Murdoch – Librarian/ Media Specialist
Taryn Reader - Science
Katherine Kriel – Math
Mary Schutz – Family Consumer Science
Matthew Shoup – Social Science
Virginia Splichal – English Language Arts
Monica Jensen – Vocational Agriculture
Kathleen Shoemaker – English Language Arts
Jaelyn Burks – Physical Education/ Health

Brittany Cook – Administrative Assistant
Karissa Markum – Library Para
Amanda Carnicom – Para
XXXXXXXXXX - 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 Risseeuw – 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
Samantha Walter – 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
Carlee Murdoch – Para
Steven Bogar - Para
Nikki Hottell – Para
Julia McGinnis – Para
Marci Muneio – Para
Ashlynn White – Para
Jodell Schulte – Para
Trista Wurdeman – Para
Shawna Allen-Bojorquez - Cafeteria
Barbara Koehn - Cafeteria

Lorri Norberg – Bus Route Driver

XXXXXXXX – 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.

Staff members are expected to communicate situations of suspected child abuse with direct supervisors & fill out applicable district form(s).

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, **military or** 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 **Mrs. Jaclyn Burks, Title IX**, or Mrs. Amanda Culek, Section 504 Coordinator at Kimball Public Schools.

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, **military or** 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.

Jaclyn Burks, Title IX Coordinator

901 South Nadine St
Kimball, NE 69145
jburks@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 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 2025-26 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 _____

DRAFT



MARY LYNCH ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

2025-2026

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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	kgriebel@kpslonghorns.org
Tom O’Brien, Secretary	tobrien@kpslonghorns.org
Britni Toth, Treasurer	btoth@kpslonghorns.org
Taylor Brown	tbrown@kpslonghorns.org
Landon Smith	lsmith@kpslonghorns.org

Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
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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	dboulier@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
Lauren Wilson	Behavior Support Specialist	lwilson@kpslonghorns.org
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Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
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Mark Head	Second Grade	mhead@kpslonghorns.org
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Jolie Dorrell	4th-6th Reading	jdorrell@kpslonghorns.org
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Kevin Kilgore	4th-6th Science	kkilgore@kpslonghorns.org
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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
Trista Wurdeman	PreK Paraprofessional
Ashlynn White	Paraprofessional
Jodell Schulte	Paraprofessional
Carlee Murdoch	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 another exciting year at Mary Lynch Elementary! As the proud principal of our school, I am thrilled to begin a new chapter of learning, growth, and achievement alongside our incredible students, families, and staff.

This year, we are making some exciting enhancements to both our physical space and our schoolwide expectations. We've upgraded our PBIS system to reflect a new focus on **Longhorn PRIDE**, which stands for **Perseverance, Respect, Integrity, Discipline, and Empathy**. While we have seen great success with our previous values of respect, responsibility, safety, and effort, we believe our students are ready to take the next step. This new framework will allow us to dig deeper and continue building strong character in all of our learners.

In addition, we've made some important changes to our building layout to improve daily operations and support a more efficient learning environment. All classrooms are now located in the main building! The media room and library have moved to the modular, music will now be taught in the stage area, and our special education classroom has been relocated to the former music room. We are confident these updates will create a smoother and more cohesive day for both students and staff.

We are also excited to welcome two new staff members to our team this year: **Lauren Wilson**, our new Behavior Support Specialist, and **Samantha Walter**, who will be joining us as our Special Education Teacher. We're thrilled to have them on board and know they will make a positive impact on our school community.

At Mary Lynch Elementary, we continue to hold high expectations for our students and are deeply committed to fostering a safe, supportive, and engaging learning environment. We know that strong partnerships with families are key to student success, and we value open communication between home and school.

As always, my door is open. Please feel free to reach out with any questions, concerns, or ideas. Thank you for entrusting us with your child's education. Let's make it a year full of **growth, achievement, and Longhorn PRIDE!**

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: 7:45 a.m. to 11:00 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

School Closure Decisions

In accordance with Board Policy 1001.13, the Superintendent is authorized to close schools due to severe weather or other emergencies. Notifications will be disseminated via Thrill Share (school app), local media outlets, and broadcast stations in Sidney and Scottsbluff.

Timing of Closures

Decisions regarding school closures for the following day will be made by 9:00 p.m. when possible. If conditions remain uncertain, updates will be provided early the next morning, ideally by 6:00 a.m. In some instances, schools may remain open while certain services—such as bus routes, or extracurricular activities—are canceled.

Midday Closures

Should it become necessary to close schools after the day has commenced, families will be notified promptly through established communication channels. Parents are encouraged to have contingency plans in place for early dismissals prompted by weather conditions.

Parental Discretion

Parents may choose to keep their children home during inclement weather. Such absences will be excused provided the school is properly notified. Students may be picked up early if necessary; however, telephone requests for dismissal will not be honored.

Tornado Warnings and Safety

In the event of a tornado warning, students will not be released from school premises. Regularly practiced safety procedures are in place to ensure student and staff well-being. Parents are advised against coming to the school or calling during severe weather events, as timely updates will be provided through official channels.

Emergency Procedures

Kimball Public Schools adheres to established protocols for evacuations, severe weather responses, and critical incidents, as outlined in Board Policy 1001.14. Regular safety drills are conducted throughout the school year. If an active weather warning is in effect at dismissal time, buses will not operate, and students will remain sheltered until the warning is lifted.

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 front office immediately upon entering Mary Lynch Elementary. For safety purposes, visitors will be asked to present a valid driver's license or government-issued ID. This will be scanned into our RAPTOR security system, and a visitor badge will be issued. The badge must be worn visibly at all times while on school grounds.

Parents are welcome at any time; however, prior arrangements must be made with the principal if planning to visit a classroom or staff member. To minimize disruptions to the learning environment, visits should be brief—ideally no more than 30 minutes. These visits are not intended for parent-teacher conferences. Conferences should be scheduled outside of instructional time, either before or after school or during the teacher's designated conference period.

All visitors are required to sign in and out at the office each time they enter or exit the building through the front entrance. For security and continuity of instruction, visitations during the first and last weeks of school require administrative approval or extraordinary circumstances such as family emergencies or transitions for new students.

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.

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 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.

Attendance

Consistent, on-time attendance is one of the most important factors in a student's academic success. Nebraska law and district policy require that all students between the ages of 6 and 16 attend school regularly unless excused for a valid reason. Attendance matters—not just for grades, but for building responsibility, forming relationships, and staying engaged in learning. We appreciate families working with us to build strong attendance habits from the start. Parents are encouraged to monitor attendance trends in the parent portal on Infinite Campus.



Types of Absences

To ensure clarity and fairness, all absences are classified into one of two categories:

Excused Absences

These are absences that meet specific criteria and have been properly communicated to the school. The following are common examples:

- **Medical (ME):** Absence verified by a doctor's note.
- **Court Ordered (CO):** Documentation provided for a court appearance.
- **Death in Immediate Family (DF):** For the loss of an immediate family member.
- **School Business (SB):** Absences for approved school-sponsored activities.
- **Virtual/Quarantine (VIR):** Required isolation due to illness or exposure.
- **Advance Parental Notice (AP):** Parent/guardian provides one-week advance notice and the student maintains an A or B average in all classes.

If a doctor's note is not available for an illness, parents may request a **“Request for Excused Absence” form** from the office to explain the situation. This form must be completed within a week of the absence for administrative review.

Please note: Not all absences that are excused by parents will be excused by the school unless appropriate documentation or pre-approval is provided.

Unexcused Absences

These are absences that do not meet the criteria for excused absences or where no documentation is provided. Examples include:

- **No Call (NC):** No parent/guardian contact was made with the school.
- **Parent Call Only (UA):** The school was notified, but no documentation was provided.
- **Truancy:** Student leaves without permission or skips class.

Unexcused absences are tracked closely and may result in disciplinary action, loss of credit, or legal consequences if they become excessive.



Absence Procedures

Clear communication helps us support students and protect instructional time. Here's what to do if your child is absent:

- Call the school office by **9:00 a.m.** to report the absence.
- If absent for illness and no doctor's note is available, request a **Request for Excused Absence** form.
- Students must check in at the office when returning from any absence.
- **Make-up work:** Students have up to five school days to complete assignments after an excused absence. Teachers may adjust this timeline if multiple days are missed.
- For **unexcused absences**, the teacher and principal will determine if and how missed work may be completed.

Excessive Absences & Truancy

We want to work with families early to prevent chronic attendance issues. The following steps will be taken when absences begin to accumulate:

- **5 Unexcused Absences:** First letter sent home from the principal.
- **10 Unexcused Absences:** Second letter sent and a meeting is scheduled to create a collaborative attendance plan.
- **15 Total Absences (excused or unexcused):** Plan is revisited with school staff, Truancy Diversion Coordinator, and family.
- **20 Unexcused Absences:** County Attorney may be notified, and legal action may follow.
- **21+ Absences:** Meeting held to discuss the student's academic path moving forward.

Attendance plans may include counseling referrals, behavior or academic support, and connections to community resources. We believe in problem-solving together to support every student's needs.

Tardiness

Students must be in their classrooms, ready to learn, by **8:00 a.m.**

- **5 unexcused tardies in a quarter = ½ day of absence**
Please make every effort to get students to school on time to help them start the day successfully.

Leaving School During the Day

If a student needs to leave school during the day:

- A parent or guardian must call or send a note in advance.
- The student must check out in the office before leaving.
- Upon return, students must check back in at the office.

Leaving without permission is considered **truancy** and will be handled as a disciplinary issue.

Participation in Activities

To participate in after-school sports, events, or field trips, a student must be in attendance for **at least half of the school day**.

- If your child has an emergency or a special circumstance, contact the principal in advance. Exceptions may be granted on a case-by-case basis.

For More Information

Kimball Public Schools' complete attendance policies (Board Policies 503.01–503.06) are available for review at the school office or may be viewed on the district website at www.kpslonghorns.org. Printed copies are available upon request.

Health Services

Kimball Public Schools is committed to protecting the health and safety of all students. Our district follows Nebraska state law and Board Policies to ensure that students receive appropriate medical attention, preventative care, and support for wellness and chronic conditions.

You can access full board policies online at:

 www.kpslonghorns.org > **Board of Education > Policies > Section 500 – Student Health**

Student Illness and Injury

If a student becomes ill or injured at school:

- Basic first aid will be provided by trained staff
- Parents/guardians will be contacted as soon as possible
- The student will remain supervised until released to a parent or emergency contact
- Emergency services will be contacted when necessary

Each year, parents are required to complete a **Medical Emergency Authorization Form** with updated contact information and instructions for emergencies.

Policy Reference: 505.01

When Students Must Stay Home

Students must stay home (and may be sent home from school) for the following:

- Fever over 100.4°F
- Vomiting or diarrhea
- Unexplained rashes
- Live head lice
- Other health conditions that prevent learning or pose a risk to others

Students with a fever must remain home for **at least 24 hours fever-free without medication**.

Policy References: 505.01, 505.04

Medication at School

To administer any medication at school, the following are required:

- A **signed parent/guardian consent form**
- A **licensed healthcare provider's written order** for all prescription and regularly administered non-prescription medications
- The medication must be provided in its **original, properly labeled container**

School personnel may refuse to administer medication that is outside standard medical guidelines or given off-label. Students are not permitted to give medication to others.

Policy Reference: 505.02

Health Screenings

State-mandated health screenings are provided to students in:

- Grades Pre-K through 4, 7, and 10
- Other students referred by teachers, parents, or the Student Assistance Team

Screenings include vision, hearing, dental checks, height/weight, and BMI. Parents who opt out must provide equivalent documentation from a healthcare provider by **December 1**.

Policy Reference: 505.03

Physical Examinations

A physical exam by a licensed provider is required for:

- Entry into Kindergarten or Early Childhood
- Entry into 7th grade
- Students transferring from out-of-state

A signed **waiver of refusal** is required if parents choose not to complete the exam.

Policy Reference: 505.03

Immunization Requirements

Proof of required immunizations must be submitted at enrollment. Requirements include:

- DTaP, Polio, MMR, Varicella, Hepatitis B, and others per age/grade

Students may not attend school without proper immunizations unless they have a valid:

- **Medical waiver**
- **Religious waiver**

Students with waivers may be excluded during disease outbreaks.

Policy Reference: 505.03

Certified Birth Certificate

State law requires a **certified copy of a birth certificate** when enrolling a student for the first time. Hospital keepsakes are not accepted. If unavailable, alternate documents (passport, immigration papers, or translated certificates) may be used with a signed affidavit.

Head Lice Management

- Students with **live lice** will be sent home.
- After **two cases in one semester**, students must be lice- and nit-free before returning.
- Students must be checked by the school health office before returning to class.
- Classroom or school-wide checks may be conducted if multiple cases are found.

Treatment information is provided by the nurse, and families are encouraged to report known cases.

Policy Reference: 505.04

Seizure Action Plans

If a student has a seizure disorder:

- A **seizure action plan** will be created with input from the family and physician
- The plan will include specific medication and emergency response steps
- Designated staff will be trained to administer seizure rescue medications

Students may carry their own seizure medications if allowed by the plan.

Policy Reference: 505.16

Concussion Protocol

Students suspected of a concussion during a school activity must be:

- **Removed from play immediately**
- Evaluated by a licensed healthcare provider
- Cleared in writing before returning to physical activity

A **Return-to-Learn** plan will be implemented to support academic recovery as needed.

Policy Reference: 505.08

Allergy and Anaphylaxis Plans

Parents must notify the school nurse of allergies. Health care teams will:

- Create an Individualized Health Plan
- Establish restrictions (e.g., no allergens in classroom, lunchroom)
- Train staff to recognize symptoms and use emergency medications like epinephrine

Students and peers are expected to follow all allergy protocols.

Policy Reference: 505.09

Suicide Awareness and Mental Health

Staff receive **at least one hour** of suicide awareness and prevention training annually. Students and families are supported through:

- Access to school counseling and mental health referrals
- Monitoring for signs of emotional distress
- A safe and responsive school environment

Policy Reference: 505.10

Child Abuse Reporting

All school staff, including coaches and volunteers, are required by law to report suspected child abuse or neglect to law enforcement or child protective services within **24 hours**.

Policy Reference: 505.13

Student Wellness

Kimball Public Schools supports student wellness through:

- **Healthy meals and Smart Snack standards**
- **Nutrition education and promotion**
- **Physical activity during and beyond the school day**
- **Support for emotional and social well-being**

The **District Wellness Committee** includes parents, staff, students, and community members. Wellness plans and assessments are posted online and updated every three years.

Policy References: 505.06, 505.07

Breakfast and Lunch Programs

Kimball Public Schools participates in the **National School Lunch and School Breakfast Programs**. Nutritious, well-balanced meals are served daily at both Mary Lynch Elementary and the Junior/Senior High School.

Meal Prices and Program Oversight

Meal prices are reviewed and set by the Board of Education each year. The program aims to be self-sustaining and is managed by a Food Service Director, who works closely with the Superintendent and school principals to ensure meals meet federal and state guidelines.

Free and Reduced-Price Meals

Families may apply for **free or reduced-price meals** at any time during the school year. Applications are available from the Superintendent's office and are valid for the entire year once submitted after **July 1**.

If your family's financial situation changes, you may apply or reapply at any time.

Meal Accounts and Payments

- Families are encouraged to **pre-pay** for meals; funds carry over monthly and year to year.
- Multiple ways to check balances are available (not just online).
- At least one payment option is available **without a fee**.
- Refunds are available upon request if your student leaves the district or has an unused balance.

Negative Balances and Collection

If a student's account becomes overdrawn:

- The school will notify families by email, phone call, letter, or through account access.
- Students may still receive meals temporarily, but **no extras** (like seconds or à la carte items) will be allowed once the balance falls below a certain level.
- If charges remain unpaid, the district may pursue collections or small claims court, in accordance with state and federal laws.

Student Privacy

- Meal eligibility information is kept confidential.
- Students approved for free or reduced meals will **not be identified** in any way.
- The district does **not** use color-coded meal cards or tokens.

Annual Notification

This policy is shared with families at the start of each school year and with any new families who enroll mid-year. Staff involved in enforcing meal procedures also receive annual training and communication.

More Information

If you have questions about meal accounts or the food service program, please contact:

Danessa Terrill

Food Service Director

☎ (308) 235-4786

✉ dterrill@kpslonghorns.org

Policy Access

These policies are based on Kimball Public Schools **Board Policies 801.01, 801.02, and 801.04**.

You can view the full text of these policies by visiting the district website at:

👉 www.kpslonghorns.org > **Board of Education** > **Board Policies**

Scholastic Achievement

Curriculum Transparency and Assessment Practices (Policy 603.07)

At Mary Lynch Elementary, we believe that strong communication between school and home is essential to student success. We are committed to providing transparency around what your child is learning and how instruction aligns with Nebraska State Standards.

To support this, we are currently developing an online platform that will give families direct access to our comprehensive K–6 curriculum across all subject areas. While the site is still under construction, we want families to know that this project is a priority.

Aligned with this commitment, Kimball Public Schools follows Board Policy 603.07, which outlines clear expectations for assessment and instructional alignment. Teachers are required to articulate learning targets based on Nebraska State Standards, provide instruction prior to assessment, and uphold assessment integrity. Assessment data is used to monitor student learning, guide instruction, and support school improvement planning.

Educators are expected to:

- Maintain secure, valid assessment practices.
- Avoid “teaching to the test” and instead deliver rich, standard-aligned instruction.
- Create a positive, distraction-free testing environment.
- Communicate clearly with students and families about testing purposes and schedules.

To review the full Board Policy 603.07: Visit www.kpslonghorns.org

A printed copy is also available upon request at the school office. We appreciate your partnership in supporting your child’s education and keeping curriculum and assessment practices transparent and aligned to student success.

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.

Assessment Reporting

Student assessments are used to monitor academic progress and guide instruction. Families can access and review their child's assessment results through:

- Parent-teacher conferences
- Printed or electronic progress reports
- Individual reports sent home after state or district assessments

Parents or guardians who have questions about assessment results or how to support their child's learning are encouraged to contact the classroom teacher or building principal. Staff are available to help interpret results and explain how they inform instruction and support services.

Promotion and 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.

Schoolwide Awards

- **Life Skills Honor Roll:** Students earning only 3's and 4's on the Life Skills rubric for the grading period will be recognized on the Life Skills Honor Roll.
- **Perfect Attendance:** Students who attend every class during a grading period will receive a Perfect Attendance certificate.

Special Awards

- **PE Powerhouse Award** – Excellence in Physical Education
- **Music Marvel Award** – Outstanding performance and participation in Music
- **Technology Whiz Award** – Exceptional skills and engagement in Technology
- **Literary Enthusiast Award** – Passion and achievement in Language Arts
- **Artistry All-Star Award** – Creativity and talent in Art
- **Student of the Month (Grades K–3):** Nominated by classroom teachers and selected through a random name generator from among the nominees.
- **Student of the Month (Grades 4–6):** Nominated by classroom teachers and selected through a random name generator from among the nominees.

Pre-Kindergarten Awards

- **Awesome Alphabet Award**
- **Marvelous Math Award**
- **Terrific Writer Award**
- **Perseverance Award**
- **Responsible Helper Award**
- **Sunshine Award** – For positivity and kindness

Kindergarten – 6th Grade Academic Awards

Each classroom teacher will present Academic Excellence Awards in the following areas:

- **Reading**
- **Math**
- **Most Improved**

Teachers will consider classroom performance, grades, assessment data, and participation when selecting recipients. Award decisions are at the discretion of the teacher.

Grades 4–6 Honor Roll

- **“A” Honor Roll:** Students who receive all A's in every subject.
- **“A–B” Honor Roll:** Students who receive a combination of A's and B's in every subject.

Student Support Services

At Mary Lynch Elementary, we believe that all students can succeed when given the right support at the right time. We work together—educators, families, and specialists—to meet every child’s academic, behavioral, and social-emotional needs.

Multi-Tiered System of Supports (MTSS)

Our MTSS framework ensures every student receives the instruction and interventions they need to thrive.

- **Tier 1:** High-quality classroom instruction and behavior expectations for all students.
- **Tier 2:** Small group interventions for students who need more support.
- **Tier 3:** Intensive, individualized interventions for students with significant needs.

We use tools such as DIBELS, NWEA/NSCAS, CORE Reading Measures, Spring Math, and eSpark to assess student progress in reading, math, and social-emotional development throughout the year. Data from assessments, attendance, behavior, and teacher observations help us determine what level of support each student needs.

Our **Intervention Referral Team** meets regularly to design and monitor interventions. Families are included in this process and are kept informed of plans and progress.

High Ability Learners (HAL) Program

We’re committed to meeting the needs of students who demonstrate exceptional abilities.

- Students in grades K–12 can be nominated for HAL based on MAP scores, teacher observations, or parent referrals.
- Those identified receive differentiated learning opportunities designed to challenge and extend their thinking.
- Talent in areas such as music, art, and performance may also qualify students for HAL services.

The HAL program helps ensure all learners are engaged and supported in reaching their full potential.

Guidance Services

Our school counselor is available to support students in several ways:

- Conflict resolution and peer relationships
- Social-emotional support and self-regulation strategies
- Assisting with the school’s assessment program

Students may request to visit the counselor or may be referred by staff or parents. The counselor also works proactively in classrooms to support student wellbeing and growth.

Restorative Practices

Our school uses restorative practices to build a strong community and address conflict in constructive, respectful ways.

- Restorative practices focus on repairing harm, restoring relationships, and helping students reflect on their actions.
- Strategies may include circles, peer mediation, conferences, and open dialogue between those involved.
- Participation is always voluntary, and all parties agree to speak honestly and listen respectfully.

These approaches are used alongside traditional discipline when appropriate and are typically arranged and facilitated by the school counselor or behavior support specialist.

Behavior Support and Intervention

Our goal is to support behavior in a way that helps students grow, reflect, and repair.

- We use **Responsibility-Centered Discipline**, including the "Give 'Em Five" strategy, to coach students through misbehavior in a respectful, relationship-based way.
- For students who need more structured support, we provide:
 - **Check-In/Check-Out (CICO)**
 - Individual **Behavior Plans**
 - Social skills or regulation groups
 - Classroom accommodations and Tier 2 interventions

Staff, families, and students work together to build personalized supports that help students meet expectations and demonstrate Longhorn PRIDE consistently.

Title I Parental and Family Engagement

As a Title I school, we deeply value our partnership with families.

We strive to:

- Welcome and include all parents—regardless of language, literacy level, or background
- Share timely information about curriculum, assessment, and school programs
- Provide opportunities for parents to be involved in planning, reviewing, and improving our Title I program
- Offer materials, training, and support to help parents support learning at home
- Hold an annual meeting to review the Title I program and School-Parent Compact

We believe that when schools and families work together, students achieve more.

Alternative Education Plans for Expelled Students

If a student is expelled, the school may offer an **alternative education program** or work with the family to develop a written **Educational Plan**. This plan may include:

- Guidelines for behavior
- Academic goals and credit recovery options
- Support from school staff or community agencies
- Monthly progress reviews

These supports ensure students remain connected to learning and have a pathway toward graduation, even during times of disciplinary action.

Want to Learn More?

For more information about any of these services, or to access the full Board Policies (602.02, 602.03), please contact the school office or visit the Kimball Public Schools website. Printed copies are available upon request.

Special Education Services

Mary Lynch Elementary is committed to providing a high-quality education for **all** students, including those with disabilities. We offer a full range of services to ensure students with identified needs receive the support required to succeed academically, socially, and emotionally.

What Is Special Education?

Special education includes individualized instruction, services, and supports designed to meet the unique needs of students with disabilities. These services are provided at **no cost to families** and may include:

- Modifications to curriculum or instruction
- Accommodations and assistive technology
- Related services such as speech, occupational therapy, or counseling
- Transportation (if included in the IEP)

Our goal is to help students reach their fullest potential in the **least restrictive environment**, meaning they are educated with their peers whenever possible.

How Are Students Identified?

Students may be referred for special education through:

- The **Intervention Referral Team** process (after targeted interventions have been tried)
- A parent request
- Preschool transition services or medical diagnoses

Following referral, a **comprehensive evaluation** is completed with parent consent. A **Multidisciplinary Team (MDT)** reviews the results to determine if the student qualifies for special education under Nebraska and federal guidelines.

Developing the IEP

If a student qualifies, an **Individualized Education Program (IEP)** is created by a team that includes:

- Parents or guardians
- A special education teacher
- A general education teacher
- A school representative
- Other specialists (e.g., speech pathologists, OT, counselors)
- The student (when appropriate)

The IEP outlines goals, services, accommodations, and how progress will be monitored. It is reviewed at least once a year, but parents may request a meeting at any time.

Placement & Services

Educational placement is based on each student's IEP and may include:

- Support in the general education classroom

- Small group instruction in a resource setting
- Related services such as speech or occupational therapy
- Specialized programs when needed

Students are placed in environments that allow for meaningful participation with their peers while still receiving the supports they need to succeed.

Parental Rights and Involvement

Parents are essential partners in the special education process. You have the right to:

- Be involved in all decisions regarding your child's services
- Review educational records
- Request independent educational evaluations
- Receive prior written notice before changes to your child's program
- Disagree and pursue dispute resolution or due process hearings

We encourage open communication and collaboration between families and staff to ensure the best outcomes for each student.

Preschool and Nonpublic School Students

We provide services to eligible preschool students and to students attending nonpublic schools within the district boundaries, following Nebraska Rule 51 guidelines.

Want to Learn More?

If you suspect your child may need additional supports or are interested in learning more about special education, please contact the school principal or special education director.

A copy of the **full district Special Education Policy (Board Policy 602.05)** and the Nebraska Department of Education **Rule 51** (procedures for special education) and **Rule 55** (dispute resolution) are available at the school office or on the district website. Printed copies can be provided upon request.

Student Conduct

Mary Lynch Elementary is proud to be a PBIS school focused on teaching and reinforcing positive behaviors that support student success. As we continue to grow, we are upgrading our expectations from our previous core values of **Respect, Responsibility, Effort, and Safety** to a new, expanded framework known as **Longhorn PRIDE**.

PRIDE stands for:

- **P – Perseverance:** Try, try, try... Never give up. Always do my best.
- **R – Respect:** Be kind to myself and others in all I think, do, and say.
- **I – Integrity:** Do the right thing even when no one is watching. Wrong is wrong even if others are doing it.
- **D – Discipline:** Think it through before I do. I am in control of myself and my behavior.
- **E – Empathy:** Understand and respect the feelings of others.

These expectations are taught across all school environments—including classrooms, hallways, the lunchroom, playground, and more—and reinforced through consistent language, modeling, and recognition by staff.

Longhorn PRIDE Expectations

Perseverance

- Always try your best, even when things are hard
- Keep going when faced with challenges
- Show a positive attitude and never give up

Respect

- Treat others the way you want to be treated
- Use kind words and actions
- Care for school property and shared spaces

Integrity

- Be honest and trustworthy
- Do what's right, even if no one is watching
- Own your actions and choices

Discipline

- Make safe, responsible decisions
- Stay focused and follow directions
- Control impulses and think before acting

Empathy

- Listen to others with understanding
- Show care and concern for classmates
- Include others and help when you can

Students are recognized throughout the school year for showing Longhorn PRIDE in both big and small ways. Our staff is committed to helping students grow not only academically, but also in character and citizenship.

We believe that by consistently practicing these values, we can create a safe, respectful, and supportive environment where every student can thrive.

Mary Lynch Discipline Plan

Purpose:

- Ensure student safety and create a structured, respectful learning environment.
- Promote positive behavior through clear expectations and proactive support

Philosophy:

- We follow a flexible, leveled hierarchy of consequences that allows staff to meet the diverse needs of learners while maintaining consistency.
- Interventions emphasize calm, effective communication, with a focus on tone, volume, and body language.
- Staff are expected to model a calm, firm demeanor using non-threatening communication strategies.
- Discipline is viewed as an opportunity to teach behavioral expectations and help students grow. Discipline at Mary Lynch aligns with the **Kimball Public Schools Student Discipline Policies (Board Policies 504.01 through 504.21)** and the **Nebraska Student Discipline Act**.

Multi-Tiered System of Supports:

- Behavioral expectations are taught, modeled, and reinforced regularly.
- Positive, proactive classroom management is prioritized.
- Misbehavior is seen as an opportunity to reteach expectations and support student growth.
- Consequences are applied fairly and flexibly to meet student needs while maintaining consistency.

Levels of Discipline

Classroom-Managed Behaviors

- Handled directly by teachers, including communication with parents.
- Examples: off-task behavior, refusal to work, inappropriate language, classroom disruptions.
- Teachers are the primary point of contact with parents for these incidents.

Office-Managed Behaviors

- Referred to administration for intervention.
- Examples: physical aggression, harassment or bullying, abusive language, cheating, incidents involving bodily fluids.
- These incidents result in further evaluation and possibly restorative or disciplinary action.

Office Referral Process

- Tiered approach focusing on redirection and de-escalation.
- Students spend a minimum of 10 minutes in the office to calm down and reflect.
- Principal and counselor review each referral to determine next steps (e.g., restorative session).
- Referrals and outcomes are recorded in our behavior data system to monitor trends.
- Parents are notified via phone or email depending on the nature and severity of the behavior.

Parent Notification Guidelines

- Not all incidents require direct parent contact; classroom-managed behaviors are typically handled by the teacher.
- Office referrals always result in parent contact.

- We strive to notify parents within **24 hours** of an incident, understanding some cases require investigation.
- Parents are also notified if their child participates in a **restorative session**, either via email or Longhorn Mail.

Harassment and Bullying

Mary Lynch Elementary is committed to providing a physically safe and emotionally secure environment for all students and staff. In accordance with **Policy 504.17 – Anti-Bullying**, the school actively promotes positive behaviors such as cooperation, respect, and acceptance of others while taking steps to prevent and address bullying, intimidation, and harassment.

This policy is **reviewed annually** and is available for review at the **school office** or on the **Kimball Public Schools website**.

Kimball Public Schools prohibits bullying and harassment. Progressive steps include:

1. Warning and education on consequences.
2. Parent contact and potential conference.
3. Enrollment in the Harassment & Bullying Program (Levels I-III).
4. Continued issues may result in suspension or expulsion.

Harassment & Bullying Program Levels

- Level I: Check-in at 7:45, assigned lunch seating, end-of-day check-out (minimum 2 weeks).
- Level II: Same as Level I plus limited hallway transitions (minimum 2 weeks).
- Level III: Same as Level II and may extend into the next year (minimum 6 weeks).

Types of Disciplinary Actions

Disciplinary Actions

As outlined in Board Policy 504.01, consequences may include:

- Warnings, student conferences
- Parent contact/conferences
- Loss of privileges
- Detention, work detention
- In-school suspension (ISS)
- Short-term suspension (1–5 days)
- Long-term suspension (6–19 days)
- Expulsion (rest of semester or year)
 - In accordance with federal and state law, any student who knowingly brings a firearm to school will be subject to expulsion for a minimum of one calendar year, unless modified in writing by the Superintendent on a case-by-case basis.
- Emergency Exclusion
 - A student may be excluded from school if they present an imminent health or safety threat, or if their conduct is so disruptive that temporary removal is necessary. If an emergency exclusion exceeds five days, the district will conduct a hearing as required by law.
- Reassignment, emergency exclusion, probation
- Referral to law enforcement when appropriate

Prohibited Behaviors

May result in discipline when they:

- Disrupt the learning environment
- Threaten safety or well-being

- Violate school rules or the law

Examples include:

- Bullying, harassment, or threats
- Physical aggression or fighting
- Drug/alcohol/tobacco use or possession
- Vandalism, theft, cheating
- Possession of weapons or dangerous items
- Defiance or repeated rule violations

Drugs, Alcohol, and Tobacco

- Students are prohibited from possessing, using, or distributing tobacco (including vapes), alcohol, and drugs on school property or at school-sponsored events.
- Violations result in disciplinary action and may include suspension, expulsion, or referral to law enforcement.
- Information about local counseling, rehabilitation, and re-entry programs is available through the school counselor.
- Staff may request Breathalyzer testing at school events if alcohol use is suspected (Policy 504.06).

Use of Reasonable Physical Force

As stated in Board Policy 504.02, corporal punishment is prohibited. However, staff may use reasonable physical contact to:

- Protect others or self from harm
- Remove a disruptive student
- Protect property or prevent harm

Due Process Summary

Students facing long-term suspension, expulsion, or reassignment will receive:

- Written notice of alleged misconduct
- The opportunity to request a hearing
- Access to records and evidence
- A fair and impartial hearing, if requested
- An opportunity to appeal decisions as outlined in Board Policy 504.15

Additional Notes

- PreK–2 students may not be suspended unless a deadly weapon is involved; alternative strategies will be prioritized.
- Expelled students may receive alternative education and must follow reentry procedures.
- Law enforcement is contacted when legally required or appropriate.

Full Policy Access

For more details, visit <https://www.kimballschoools.org> or request copies of Board Policies 504.01–504.21 from the school office.

Behavior Intervention and Classroom Management

Mary Lynch Elementary follows a **tiered approach** to student behavior that prioritizes prevention, support, and collaboration. Our behavior framework is built on the belief that all students can learn and grow in a safe, respectful, and inclusive environment.

We are committed to:

- Teaching and reinforcing positive behaviors schoolwide through **PBIS and Longhorn PRIDE**.
- Using restorative practices to address misbehavior and repair relationships
- Offering multiple levels of support to meet individual needs (aligned with our MTSS framework).
- Ensuring consistent classroom and school-wide expectations.
- Responding to behavioral challenges in a fair, supportive, and data-informed manner.

Tiered Levels of Behavioral Support

Tier 1 – Universal Supports:

- Schoolwide expectations taught, modeled, and reinforced.
- Clear classroom routines and positive behavior strategies.
- Use of student behavior data to guide instruction and support.
- Strong communication and collaboration with families.

Tier 2 – Targeted Supports:

- Small-group interventions like Check-In Check-Out (CICO), social skills groups, or behavior contracts.
- Close progress monitoring and feedback.
- Collaboration with families to support consistent home-school behavior strategies.

Tier 3 – Intensive Supports:

- Functional Behavior Assessments (FBAs) and Behavior Intervention Plans (BIPs).
- Wraparound supports involving specialists, counselors, and outside agencies as needed.
- Highly individualized strategies with frequent review and data monitoring.

Responding to Dysregulated Behavior

When a student's behavior presents a safety concern or significantly disrupts learning, we follow a **structured removal and reintegration process**:

- **Removal criteria:** Imminent safety threat or ongoing disruption after interventions have been attempted.
- **Safe transition:** Student is escorted to a designated calm area or office.
- **Parent notification:** Parents/guardians are contacted promptly.
- **Restorative meeting:** A meeting may be held to understand the behavior, repair relationships, and make a plan.
- **Behavior plan updates:** Adjustments are made as needed to help the student be successful.
- **Reintegration supports:** The student returns to class with check-ins, clear expectations, and continued monitoring.

Collaboration and Training

- All staff receive annual training on positive behavioral interventions and supports.
- We work closely with families, behavior specialists, counselors, and special education teams to ensure alignment of support.
- Feedback from families, students, and staff is welcome to help improve our practices and promote student success.

This section reflects Kimball Public Schools' **Board Policy 603.18** and supports our district-wide vision for a safe, supportive, and inclusive learning environment.

Student Appearance and Dress Code

Student Dress Code

At Mary Lynch Elementary, we believe that what we wear can reflect who we are and how we approach learning. Our dress expectations align with our schoolwide values of **Longhorn PRIDE**:

- **P – Perseverance:** Dress ready to learn, participate, and do your best—every day.
- **R – Respect:** Wear clothing that shows respect for yourself, your classmates, and your school.
- **I – Integrity:** Make responsible choices, even when no one is watching.
- **D – Discipline:** Choose outfits that support a focused and distraction-free environment.
- **E – Empathy:** Be mindful that what we wear affects how others feel and interact with us.

Appropriate Attire Includes:

- Clothing that allows safe movement for learning and play (recess, PE, classroom activities).
- Tops that cover the stomach, chest, and undergarments.
- Shorts, skirts, and dresses of a reasonable length (generally fingertip length or longer).
- Clothing and accessories free from offensive, violent, or inappropriate language, graphics, or logos.
- Shoes that are safe for playground and gym use.

Not Allowed:

- Clothing with profanity, violence, alcohol, tobacco, or drug references.
- Hats, hoods, or sunglasses worn inside the building (unless for medical/religious reasons).
- Revealing clothing such as see-through garments or excessively short/tight attire.

If a Dress Code Concern Arises:

- A respectful conversation will take place to address the concern.
- Students may be asked to change, adjust, or cover up the item of concern.
- Families may be contacted if a change of clothes is necessary.

We want every student to feel confident, comfortable, and ready to learn. Thank you for helping us uphold a positive and respectful school culture that reflects Longhorn PRIDE!

Privacy and Safety

Student Searches and Surveillance

Board Policy Reference: 504.09 – Search and Seizure

To maintain a safe and orderly learning environment, Kimball Public Schools retains exclusive control over all school property, including desks, lockers, computer equipment, and other items provided for student use. Students should not expect privacy for items placed in or on school property. This includes vehicles parked on school grounds.

Searches

School officials may search student belongings, personal property, or school property used by students under the following conditions:

- There is reasonable cause to believe a rule or law has been violated.
- The search is conducted in a reasonable manner based on the circumstances.
- Random or periodic searches may be conducted at the discretion of administration.

Items that may be seized include:

- Illegal or prohibited materials.
- Items posing a risk to the safety of students or staff.
- Nuisance items that disrupt the educational process.

Weapons or illegal substances will be confiscated and turned over to law enforcement immediately. Students may face disciplinary action based on the outcome of the search.

Access Control and Video Surveillance


Board Policy Reference: 902.02 – District Facility Access

Kimball Public Schools uses an access control system and video surveillance to promote safety and protect school property. All exterior school doors remain locked during school hours. Visitors must request access using the intercom system and check in at the main office with a valid ID.

Video cameras are installed throughout district facilities and may be used in areas deemed appropriate by the Superintendent. Footage from surveillance may be reviewed in the event of:

- Suspected violations of school policy or law.
- Investigations into incidents on school property.

Surveillance recordings may be used in disciplinary proceedings and shared with law enforcement if necessary.

 *A full copy of Board Policies referenced above can be accessed at www.kpslongborns.org under the Board of Education section. Printed copies are also available upon request at the school office.*

Care of School Property

Students are expected to respect and care for all school property, including:

- Textbooks
- Library books
- Furniture and classroom materials
- Technology devices

Students who damage, deface, or lose school property may be held financially responsible.

Fines for Books

- Lost Book: *Full replacement cost*
- Missing Covers: *Treated as lost book*
- Torn/Missing Pages: *\$.50 per page (up to full cost)*
- Marks/Damage: *\$.20 per mark (up to full cost)*



Technology Use & Internet Safety

Mary Lynch Elementary follows Kimball Public Schools Board Policy **603.08 – Internet Safety and Acceptable Use** and complies with the **Children’s Internet Protection Act (CIPA)** to ensure the safe and appropriate use of technology by students and staff. The full board policy can be found on the district website under *Board of Education > Policies*, or a printed copy may be requested from the school office.

Purpose

Our goal is to provide a safe, secure, and educationally appropriate digital learning environment for all students. Technology is a tool for learning, not for personal use or entertainment.

Student Expectations

Students must use school technology responsibly and follow these rules:

- Use devices and internet for schoolwork only.
- Never access or share inappropriate content.
- Keep passwords private and never log in as someone else.
- Communicate respectfully online.
- Protect personal information.
- Report unsafe or inappropriate activity to a teacher or adult.

Unacceptable Use Includes:

- Accessing blocked or inappropriate websites.
- Sending or posting offensive, harassing, or bullying content.
- Playing games or streaming videos not assigned by a teacher.
- Hacking, damaging, or altering school devices or files.
- Violating copyright laws or installing unapproved software.
- Using school devices for personal business or gain.

Privacy and Monitoring

All technology use on school devices and networks may be monitored. Students should have no expectation of privacy when using school technology.

Instruction and Safety

Students receive instruction on:

- Safe and respectful online behavior.
- Protecting privacy on social media and other platforms.

- Recognizing and responding to cyberbullying.

Misuse of technology may result in:

- Loss of device or network privileges.
- Parent contact and/or school discipline.
- Suspension or expulsion (for serious violations).
- Legal action if applicable.

Agreement Requirement

Students and parents/guardians must sign the **Acceptable Use Agreement** form annually. Signing the form confirms they have read and understood these expectations and agree to follow them.

Personal Electronic Device Policy

To maintain a focused and respectful learning environment, **students are not permitted to use personal electronic devices**, including cell phones, smartwatches, earbuds, or tablets, during the school day unless explicitly allowed by a teacher for instructional purposes.

Expectations:

- Devices must remain **off and stored in backpacks or lockers** during the school day, including recess and lunch.
- Students may not use personal devices to text, call, take photos/videos, access the internet, or use social media while at school.
- **Smartwatches** must be set to airplane or school mode and may not be used for communication during the day.
- If a student needs to contact a parent, they should request to use the **school office phone**.

Violations:

- **First Offense:** Verbal warning and device held by teacher until the end of the day.
- **Second Offense:** Device sent to the office; parent/guardian must pick it up.
- **Repeated Offenses:** Conference with parent/guardian and possible disciplinary action per the student code of conduct.

Mary Lynch Elementary is not responsible for lost, stolen, or damaged personal electronic devices. Students bring them at their own risk.

Chromebook Use

Student Chromebooks are an essential educational tool at Mary Lynch Elementary. To support responsible use and protect district resources, the following guidelines will apply:

- **Daily Use and Storage:** Chromebooks are for use at school and should remain on campus unless prior approval has been granted by administration. Students who need to use a Chromebook at home must have administrative permission and complete the **Mobile Device Agreement Form**, which includes a student pledge and parent acknowledgment.
- **Care and Responsibility:** Students are expected to treat Chromebooks with care. This includes:
 - Keeping devices free from damage
 - Keeping food and drinks away,
 - Charging the device daily, and
 - Never leaving the device unattended or loaning it to others.
- **Damage and Replacement:**

- Any damage caused by neglect, misuse, or intentional acts may result in the student being responsible for repair or replacement costs not covered by the device warranty.
- Damaged or malfunctioning devices must be reported to the school promptly.
- All fines must be paid before final grades and report cards are released.
- **Policy Access:** Full details of the Kimball Public Schools Electronic Mobile Device Policy and Procedures are available on the district website. To review the complete guidelines and procedures, visit:
 - www.kpslonghorns.org → **Parents** → **Mobile Device Agreement Form**
This includes the Acceptable Use Policy, responsibilities, and consequences for violations.

Chromebook Misuse: Consequences for Inappropriate Use

Violation	First Offense	Second Offense	Repeated Offenses
Chromebook left unattended	Verbal reminder and reteach expectations	Loss of Chromebook privileges for 1 day	Parent contact and possible loss of privileges for a week
Use of Chromebook for games or personal browsing during instruction	Warning and reteach expectations	Chromebook restricted to in-class use only	Loss of privileges and behavior referral
Food or drink near Chromebook	Verbal warning and reteach expectations	Lunch detention and parent contact	Possible repair charges and loss of device use
Physical damage due to negligence (e.g., dropping, sitting on, throwing)	Parent contact; assessed for repair costs	Payment plan initiated if needed	Behavior plan or loss of take-home privileges if applicable
Intentional damage, misuse, or tampering with school property	Immediate loss of device use; repair/replacement billed	Parent meeting required	Discipline referral per student code of conduct

Note: All consequences will follow district discipline guidelines and may involve loss of privileges, restitution for damages, or further disciplinary action depending on severity and frequency of the behavior.



Copyright and Fair Use Policy

Kimball Public Schools follows federal copyright laws. Students are expected to do the same when using school technology and completing coursework.

The federal copyright law applies to all types of works — including printed, digital, audio, video, and online content — whether or not they display a copyright symbol.

Fair Use in Education

The “fair use” doctrine allows limited use of copyrighted materials for educational purposes such as:

- Criticism and commentary
- News reporting
- Teaching and classroom instruction
- Research and scholarship

Factors for Fair Use Evaluation

To determine if your use qualifies as “fair,” consider:

1. The purpose and character of the use (educational vs. commercial)

2. The nature of the copyrighted work
3. The amount and significance of the portion used
4. The effect on the market value of the original work (*this is the most important factor*)

Students should **ask a teacher or school staff member** before copying or using any material they're unsure about.

This policy aligns with Kimball Public Schools **Board Policy 606.06: Acceptable Use of Computers, Technology and the Internet**, which can be accessed via the district website at www.kpslonghorns.org → [Board Policies](#).

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

Student Fees and Extra-Curricular Activities

Kimball Public Schools follows Board Policy **501.06 – Student Fees**, which outlines what students may be required to pay for and what supports are available. The full policy can be found on the district website under *Board of Education > Policies*, or you may request a copy from the school office.

General Information

Most learning activities are provided at no cost to students. However, certain extra opportunities—such as participating in extracurricular activities or advanced coursework—may involve additional fees or personal items.

What Fees Might Be Charged

The district may charge student fees or require items in the following situations:

- Participation in extracurricular activities (e.g., sports, band, drama).
- Admission fees and transportation for spectators attending extracurricular events.
- College-credit classes (tuition/fees for dual-credit or early college classes).
- Transportation for option or nonresident students (when not eligible for free lunch).
- Copies of student records.
- Lost or damaged school property.
- Before/after-school programs or pre-K services.
- Summer or night school classes.
- School meals (breakfast/lunch programs).

Students may also need to provide **musical instruments or specialized attire** for optional or extracurricular music programs. However, instruments will be provided by the school for students who qualify for **free or reduced-price meals**.

Waivers and Help with Fees

Students who qualify for **free or reduced-price lunch** are eligible for **waivers** on required fees, equipment, or attire for extracurricular activities. Parents/guardians may also request a waiver in special situations by contacting the school office. Forms and procedures for requesting waivers are available at the school.

Student Fee Fund

The district maintains a Student Fee Fund. Fees collected for extracurriculars, college-credit courses, or summer/night school are recorded and used only for those purposes.

Annual Review

This policy is reviewed and re-adopted by the school board each year. A summary is published in this student handbook annually at no cost to families.

Questions or Concerns

If you have concerns about required fees, attire, or equipment, please refer to **Board Policy 1001.02 – Public Involvement**, or contact the building principal.

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.

Nondiscrimination 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, audiotope, 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.

Grievance Procedure

Students, parents, or guardians who believe they have experienced discrimination or harassment on the basis of a protected status—including sex (Title IX), disability (Section 504), race, national origin, or other protected categories—have the right to file a grievance.

Grievance concerns may be brought to the attention of the building principal, Title IX Coordinator, or 504 Coordinator. A formal or informal complaint may be made, and the district will follow its established grievance procedures to investigate and address the concern promptly and equitably.

For more information or to begin the grievance process, contact:

- **Title IX Coordinator:** Activities Director
- **Section 504 Coordinator:** Special Education Director

A full copy of the district's grievance procedures is available upon request at the school office or on the district website.

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 2025/2026 PARENT-STUDENT HANDBOOK
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2025/2026 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

Final Changes to Parent-Student Handbook

2025-2026

Key Changes & Additions

- **Streamlined Format:** Handbook is shorter and easier to navigate, with board policies summarized and referenced rather than copied verbatim.
- **Parent-Friendly Design:** Improved layout using clear headings, bulleted lists, and icons for ease of use.
- **Updated Table of Contents:** Reflects newly added sections and revised page numbers for clarity.

Staff & Leadership Updates

- New hires include a **Behavior Support Specialist** and a **Special Education Teacher**.
- Principal's message updated to reflect **Longhorn PRIDE** values and **building layout changes** (e.g., all classrooms now in the main building).

Policy & Program Revisions

- **Discipline & Conduct:** Now clearly organized under categories like *PBIS Expectations* and *Behavior Support & Intervention* for transparency and consistency.
- **Visitor Protocol:** RAPTOR system implemented—visitors must present ID for scanning and wear a badge.
- **Preschool Program:** Start time changed to **7:45 AM**, and home visit process has been simplified.
- **ELITE & Food Services:** Same programs as previous year, but descriptions are more concise.

New Sections Added

- **Grievance Procedure:** Explains the process for concerns related to discrimination under **Title IX** and **Section 504**, including contact information and where to access full procedures.
- **Assessment Reporting:** Describes how families can access and interpret assessment data through conferences, reports, or staff communication.
- **Anti-Bullying Policy:** Now includes reference to **Policy 504.17**, states it is reviewed annually, and notes that it is available in the school office and on the district website.

Health & Safety

- **Expanded Health Section:** Now includes information on **seizures**, **concussion protocol**, and **mental health support**.

Technology & Device Use

- **Technology Guidelines:** Chromebook and personal device usage policies have been clarified to reflect current expectations.

Academic Information

- **Recognition Section:** Condensed to highlight key awards and honors.
- **Standards-Based Grading:** Greater emphasis on curriculum transparency and alignment with Nebraska State Standards.

Special Education & MTSS

- A new, dedicated section outlines **special education services, MTSS supports, and behavior intervention frameworks** with clear, parent-friendly explanations.



**2025-2026
Parent/Student Handbook**

Kimball Jr/Sr High School

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**Kimball Jr/Sr High School
Parent-Student Handbook
2025-2026 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 the 2025-2026 school year at Kimball Jr/Sr High School! Our mission remains the same: **To educate every student for a lifetime of success.** Success may look different for each individual, but at its core, it means preparing students to align their passions and strengths with meaningful careers and lives filled with purpose.

With the strong partnership of our staff, parents, and community, we're committed to creating an environment where every student can thrive. Working together, we can make this school year our most successful yet.

This year, our building-wide theme is "Level Up." Following last year's focus on courage, we now shift our attention to growth, consistency, and raising the bar. Leveling up means refusing to settle. It means striving for excellence—in academics, activities, leadership, and character. We are challenging our students not just to show up, but to step up.

Academic learning remains central, but the heart of school is much bigger: it's where students learn how to push through challenges, take responsibility for their choices, and elevate themselves—and others. Whether it's overcoming self-doubt, staying focused when it's hard, or modeling positive behavior for younger students, Leveling Up means doing what's right, even when it's not easy.

To our students: Our staff is here to support and guide you, both inside and outside the classroom. But the effort and attitude you bring each day will ultimately determine your growth. This year, we invite you to Level Up—no excuses, no shortcuts, no quitting. Show up ready to grow. Be an example. Protect the standard. Push it higher.

We believe positive relationships are the foundation of strong behavior and academic achievement. Just as we teach math, writing, and science, we also teach behavior—and when mistakes happen, we see them as opportunities for growth. That's why we continue to use Restorative Practices as a proactive approach to discipline, helping students repair harm, restore trust, and learn better ways forward. You'll find more about this in the Student Conduct and Discipline Policies section.

To our parents and guardians: Your support is essential. Whether you're calling with a concern, attending an event, or encouraging your child at home, you are a vital part of our team. We invite you to partner with us as we work to hold all students to a high standard—one that makes a Kimball diploma a symbol of effort, excellence, and pride.

Thank you for trusting us with your children. We look forward to an incredible year of learning, growth, and leadership. Let's Level Up—together.

Sincerely,

Danielle Reader
Principal, Kimball Jr/Sr High School

25-26 BOARD OF EDUCATION, STAFF AND CALENDAR

Members of the Board of Education

Name	Contact Information
Taylor Brown, Member	tbrown@kpslonghorns.org
Travis Cook, President	tcook@kpslonghorns.org
Jennifer Griebel, Vice President	kgriebel@kpslonghorns.org
Tom O'Brien, Secretary	tobrien@kpslonghorns.org
Landon Smith, Member	lsmith@kpslonghorns.org
Britni Toth, Treasurer	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
Brittany Cook	Attendance Secretary	bcook@kpslonghorns.org
Stephanie Kitchens	Counselor	skitchens@kpslonghorns.org
Travis Terrill	Technology Director	tterrill@kpslonghorns.org
Jaclyn Burks	Activities Director	jburks@kpslonghorns.org
Danessa Terrill	Food Service Director	dterrill@kpslonghorns.org
Brandon Wathen	Building & Grounds Director	bwathen@kpslonghorns.org
Waylon Lewis	Transportation Director	wlewis@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Lauren Wilson	Behavior Support Specialist	lwilson@kpslonghorns.org

Teaching Staff

Name	Department	E-Mail
Jaclyn Burks	Physical Education/Health	jburks@kpslonghorns.org
Katie Culek	Special Education	kculek@kpslonghorns.org
Jenna Enevoldsen	Mathematics	jenevoldsen@kpslonghorns.org
Jeri Ferguson	Social Science	jferguson@kpslonghorns.org
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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 Jensen	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
Tyse Rogers	JAG Career Specialist	trogers@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

Support Staff

Name	Position	E-Mail
Amanda Carnicom	Paraprofessional	acarnicom@kpslonghorns.org
Brittany Cook	Route/Activity Bus Driver	bcook@kpslonghorns.org
Brian Henderson	Activity Bus Driver	bhenderson@kpslonghorns.org
Alvin Koski	Food Service	akoski@kpslonghorns.org
Donna Kudebeh	Alternative School Driver	dkudebeh@kpslonghorns.org
Karissa Markum	Digital Media/Paraprofessional	kmarkum@kpslonghorns.org
Lorri Norberg	Route Bus Driver	lnorberg@kpslonghorns.org
Ursula Risilia	Food Service	urisilia@kpslonghorns.org
Tammy Shields	Paraprofessional	tshields@kpslonghorns.org

2025-2026 School Calendar - See Next Page

KIMBALL PUBLIC SCHOOLS 2025-2026 CALENDAR Board Approved 3-10-2025

AUGUST 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						

13 - New Employee Orientation
 14,15 - Inservice (All day)
 18 - First Day of School (1:00 PM Dismissal)
 8 Student Days/10 Staff Days

SEPTEMBER 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				

1 - Labor Day
 19 - Inservice (All day)
 18 Student Days/19 Staff Days

October 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			

16 - End of First Quarter (36)
 20 - Start of 2nd Quarter
 16 P-T Conference (3:30-8:30)
 24 - Inservice- (All day)
 18 Student Days/19.5 Staff Days

November 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						

26-28 - Thanksgiving Break
 14 Student Days/15 Staff Days
 4 - Inservice (JH Wrestling) (All Day)

DECEMBER 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			

18 - End of Second Quarter/1st Semester (34/70)
 22-31 - Christmas Break
 12 Student Days/13 Staff Days
 5 - Inservice (All day)
 18 - 1:00 PM Dismissal

JANUARY 2026

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)
 6 - Start of Third Quarter
 16 Student Days/16.5 Staff Days

FEBRUARY 2026

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

16 - Inservice (All day)
 16 Student Days/17 Staff Days

MARCH 2026

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				

4 - Inservice (FFA CDE) (All day)
 12 - End of Third Quarter (40)
 16 - Start of Fourth Quarter
 19 - P-T Conference (3:30-8:30)
 18 Student Days/19.5 Staff Days

APRIL 2026

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	

17 - Inservice (All day)
 6 - No School (Easter Break)
 18 Student Days/19 Staff Days

MAY 2026

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						

8 - Inservice (All day)
 16 - Graduation
 21 - Last day of School (1:00 PM Dismissal) (44/76)
 25 - Memorial Day
 12 Student Days/12.5 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 = 1,102.7
 Days Over Minimum = 3.1
 Staff Inservice/P-T Days = 12.0

Approved by School Board on: 3-10-2025

Note: All make-up days extending the school year after May 21 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 2025 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 2025 may leave campus for lunch on the last day of the the week (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)
- Gym time during lunch (7th and 8th 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 25-26 school year will be dependent on eligibility during fourth quarter of the 24-25 school year for returning students. 7th graders and new students will automatically 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 2025-2026

Regular Daily Schedule

7:50 - 3:55

1st	7:50 - 8:43
2nd	8:46 - 9:39
3rd	9:42 - 10:35
Break	10:35 - 10:45
4th	10:45-11:38
5th	11:41 - 12:34
Lunch	12:34 - 1:11
6th	1:14 - 2:07
7th	2:10 - 3:03
8th	3:06 - 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 school 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 within five days if the approval is denied.

- 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

Credit Recovery Policy

Students who fail a course or lose credit through excessive absences may recover credit through one of the following options:

- **Online Course:** Students may complete an approved online course outside of the regular school day at their own expense.
- **Course Retake:** Students may retake the course during the regular school year, prior to graduation.

Note: For math courses, credit recovery must be completed by retaking the course in person. Online courses are not accepted for math credit recovery.

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 unexcused absence in that class. Any subsequent 3 tardies is the equivalent of 1 absence. This will be counted toward the maximum of seven unexcused absences from any given class. If seven unexcused 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, they must have an approved pass. 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 'O'.

- **Study Hall**

Freshmen, Sophomore, 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:

- If a student completes their work before Longhorn Time, they can complete a Longhorn Time sheet and bring it to the library after school.
- Students should request for teachers to sign Longhorn Time Sheets before or after school, 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 '0' for any subsequent missing assignment.
- Students who are referred to Longhorn Time more than 10 times in a quarter will not be referred for the remainder of the quarter. All future missing assignments will earn an automatic '0'.
- 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 '0' 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 assign that student to Longhorn Time. Upon referral, an email will be automatically generated and sent to: the student, the parent, the 8th period teacher, Special Education teacher (if applicable), office staff, and head coach/sponsor (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, 7th 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, 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.

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.

Note: For math courses, credit recovery must be completed by retaking the course in person. Online courses are not accepted for math credit recovery.

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 at the end of the 1st and start of the 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 school 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 during the school year and participation in the chapter service projects.

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 Kimball P.R.I.D.E. (perseverance, respect, integrity, discipline and empathy. 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.

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

Speed Goat Ranch

Ranch Brand: 
Ranch Colors: Turquoise/Silver

Blazing Pitchfork Ranch

Ranch Brand: 
Ranch Colors: Orange/Yellow/Silver

Almosta Ranch

Ranch Brand: 
Ranch Colors: Maroon/Light Blue

Growling Grizzlies Ranch

Ranch Brand: 
Ranch Colors: Black/Gold

Buffalo Ridge Ranch

Ranch Brand: 
Ranch Colors: Navy Blue/Gold

Hidden Valley Ranch

Ranch Brand: 

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 either an activity offsite or a special privilege onsite (e.g., a catered lunch).

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 Aptegey App, specifically the Aptegey 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

Student Conduct and Discipline

Kimball Jr/Sr High School is committed to maintaining a safe and respectful learning environment. To support this, all students are expected to behave in a way that supports the educational mission of the school and respects the rights of others.

Discipline Overview

Students who violate school rules may be subject to a range of disciplinary actions, including:

- Restorative practices (reflection, projects, behavior contracts)
- Detention or after-school work
- In-school or out-of-school suspension
- Long-term suspension (6-19 school days)

- Expulsion (removal for up to one year, depending on the offense)

When appropriate, restorative practices may be used in place of traditional discipline to help students reflect, repair harm, and improve behavior.

Grounds for Discipline

Students may be disciplined for conduct that disrupts the educational process, endangers safety, or violates the rights of others. This includes but is not limited to:

- Disrespect or refusal to comply with staff directions
- Violence, threats, or bullying
- Theft or damage to property
- Possession or use of drugs, alcohol, tobacco, or weapons
- Sexual misconduct or harassment
- Repeated violations of school rules (including dress code and phone use)
- Truancy or excessive tardiness
- Academic dishonesty (cheating or plagiarism)

Consequences may be applied whether the behavior occurs on school grounds, at school events, or off-campus if it impacts the school environment.

Dress Code Summary

Students should dress appropriately for a school setting. Clothing should not:

- Expose undergarments or excessive skin
- Include offensive or inappropriate graphics or language
- Promote drugs, alcohol, or violence

- Include hats, hoods, or gang-related attire

Students may wear religious or cultural attire unless it interferes with the learning environment. Repeated dress code violations may lead to further discipline.

Due Process

Before serious consequences like suspension or expulsion are issued, students and parents will be informed of the behavior, given an opportunity to respond, and provided with the right to a conference or hearing under the Student Discipline Act.

For a complete explanation of disciplinary procedures, parent/student rights, legal references, and due process please refer to **Board Policy 504.03**, available through the district office or school website.

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 (reference School Board Policy 504.03)

Policy Overview

Academic integrity means completing your own work honestly and responsibly. Cheating, plagiarism, and helping others to do so violate our expectations and will result in consequences. These standards ensure fair grading, meaningful learning, and a level playing field for all students.

Definitions

Cheating involves intentionally misrepresenting academic work to earn undeserved credit. This includes, but is not limited to:

- **Tests**
 - Sharing or obtaining test questions in advance
 - Using unauthorized notes or devices during an exam
 - Copying from or sharing answers with others
 - Having someone else take a test on your behalf

- Falsely claiming illness or emergencies to delay a test
- **Papers & Projects**
 - Submitting someone else's work as your own
 - Reusing a previous assignment without permission
 - Receiving excessive help from others
 - Failing to contribute fairly in a group project
 - Faking a reason to delay submitting work
- **Grade Tampering**
 - Altering grades in a teacher's gradebook or school records

Plagiarism means presenting someone else's words, ideas, or work (including AI-generated content) as your own without proper citation. This includes:

- Copying text or visuals without credit
- Using purchased, borrowed, or AI-generated content without acknowledgment

Contributing to a violation means helping others cheat or plagiarize, such as:

- Allowing another student to copy your work
- Failing to report known violations

Consequences

1. Academic Sanctions

- **First offense:** Grade of "F" or zero on the assignment; opportunity to redo with a reduced grade, if permitted by the instructor.

- **Second offense:** Automatic zero with no opportunity to redo.

2. Parental and Administrative Notification

- The teacher will report violations to the Principal, who will notify parents or guardians.

3. Additional Discipline

- Further consequences may include restorative practices, suspension, or expulsion, especially in cases of repeated offenses or serious violations (e.g., grade tampering).

Electronic Devices

To minimize disruptions and maintain a respectful learning environment, personal electronic devices—such as phones, earbuds, headphones, smartwatches, and non-school laptops—are prohibited during the school day, except as provided below.

General Rules

- Electronic devices must be turned off and stored in lockers from **7:50 AM to 3:55 PM**.
- Use is allowed **before and after school** unless restricted by administration.
- Devices may be used **during class only with staff approval** for educational purposes or as part of a documented plan (IEP, 504, etc.).
- Exceptions may be made for urgent family communication with administrative approval.

Prohibited Use Includes:

- Disrupting learning, cheating, harassment, sexting, or violating privacy.
- Engaging in illegal, immoral, or unethical activities.

Consequences

- Misuse may lead to confiscation, suspension, or expulsion.
- Sexting carries mandatory penalties (minimum 1-5 day suspension depending on involvement).
- Law enforcement may be notified for violations involving criminal conduct.

Other Notes:

- The school is **not liable** for lost, stolen, or damaged devices.
- Unclaimed confiscated items will be disposed of after each semester.

Refer to the full district policy 603.17 for detailed language and procedures.

Dating Violence (Board Policy 504.18)

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 lunch before the bell so that others may pass in and out of the entry doors.
- l. Snow handling is prohibited.

Law Violations

If a student engages in behavior that may be illegal or seriously endangers others, school officials may contact law enforcement. This includes suspected felonies, threats to student or staff safety, and other serious misconduct better handled by legal authorities. Routine school misbehavior is generally addressed by school staff.

In such cases, parents or guardians will be notified when appropriate. If a student is removed from school by law enforcement, school officials will make every effort to inform the parent or guardian—unless the student is taken into custody as a victim of suspected child abuse.

For more information, refer to the district's **Student Discipline Policy 504.03**, available on the district website or at the school office.

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 49-50 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.

Categories

Category 0 - 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

STUDENT SUPPORT SERVICES

Special Education

(See Board Policy 602.05 for Full Details)

Kimball Public Schools is committed to providing all eligible students with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE). Services are designed to meet each student's individual needs and support meaningful educational progress.

Key elements include:

- **Identification & Evaluation:** The district uses a structured process ("Child Find") to locate and evaluate students who may need special education services.
- **Individualized Education Program (IEP):** Eligible students receive an IEP tailored to their unique needs, developed collaboratively with families and educational staff.
- **Inclusive Education:** Whenever possible, students with disabilities learn alongside peers without disabilities, with appropriate supports.
- **Parent Involvement:** Parents and guardians are valued partners and are informed of their rights and included in all major decisions.

- **Discipline & Safeguards:** Disciplinary actions involving students with disabilities follow special procedures to protect students' rights.
- **Transition Planning:** For students in early intervention or approaching graduation, the district supports smooth transitions into school and adult life.

To learn more or request services, contact your school's special education director or visit the district website to view **Board Policy 602.05**.

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

(Refer to Board Policy 502.01 for full details on enrollment-related health requirements.)

Student Illness

Students may be sent home for:

- Fever over 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or if the school nurse determines the student poses a health risk or cannot participate meaningfully in class.
- Students with a fever must stay home for at least 24 hours after the fever resolves without medication.

Please keep emergency contact information updated and share relevant health information with the school nurse.

Medication at School

- Medication should be given at home when possible.
- If medication must be taken at school:

- Parents must submit written consent and physician authorization.
- Medication must be in original packaging; repackaged medications will not be accepted.
- Non-prescription medications require parent authorization (Form Med-B).

The school is not liable for medication reactions, choking, or lost/stolen medication. Medications not picked up by an adult on the last day of school will be discarded.

Health Screenings

- Students in grades 7 and 10 receive screenings for vision, hearing, dental health, height, weight, and BMI.
- Additional screenings may occur for students in the Student Assistance Process or if concerns arise.
- Parents may opt out in writing and must submit screening results from a licensed provider by December 1.

Physical & Vision Exams

A physical and vision exam by a licensed provider is required:

- For entry into Kindergarten, 7th grade, or when transferring from out-of-state.
- Parents may opt out with a signed waiver.

Immunizations

All students must show proof of immunization before attending school. Required immunizations include:

- DTP/DTaP, Polio, Hepatitis B, MMR (Measles/Mumps/Rubella), Varicella (chickenpox).
- 7th graders must also receive a Tdap booster.

- Early childhood students have additional requirements (e.g., HiB, pneumococcal).

Exemptions for medical or religious reasons require a signed waiver. Students with waivers may be excluded during outbreaks.

Birth Certificate Requirement

A certified birth certificate must be submitted within 30 days of first enrollment. If unavailable:

- Other documents (passport, hospital records) and a notarized affidavit are accepted.
- Noncompliance may lead to law enforcement referral.

Head Lice Guidelines

- Students with live lice will be sent home. If lice reoccur twice in a semester, the student must be nit-free before returning.
- Students will be rechecked in 7-10 days.
- Families are encouraged to report head lice and will receive treatment instructions.
- Classroom/school-wide checks may be conducted as needed.

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.

TECHNOLOGY AND INTERNET USE

(Refer to Board Policy 603.08)

Kimball Public Schools provides students access to district technology, email, and the Internet to support education and research. Use of these systems is a **privilege, not a right**, and is governed by Board Policy 603.08, which complies with the **Children's Internet Protection Act (CIPA)** and **Nebraska SOPPA**.

Acceptable Use:

- District technology may only be used for educational purposes aligned with the school's mission.
- All users are expected to act responsibly and follow general school conduct rules.
- Technology is not a public forum; access may be restricted and monitored.

Safety & Privacy:

- Filters and other safeguards block access to obscene, harmful, or inappropriate content.
- Staff monitor student use to protect against cyberbullying, unauthorized access, and disclosure of personal information.
- Students must have **parental permission** before independent Internet use.

Prohibited Activities Include:

- Accessing or sharing obscene or inappropriate material.
- Damaging computers or networks, hacking, or using another person's credentials.

- Violating copyright laws or software licenses.
- Using school devices for personal gain, illegal activity, or commercial purposes.
- Sending offensive messages or engaging in harassment.

Monitoring & Consequences:

- All activity is monitored. Users have **no expectation of privacy**.
- Violations may result in suspension of privileges, disciplinary action, or legal consequences.

Forms & Agreements:

Students, parents, and staff are required to sign an **Acceptable Use Agreement** annually.

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, and Retaliation

(Refer to Board Policy 404.03 for full details.)

Kimball Public Schools is committed to providing a safe and respectful environment for all students and staff—free from discrimination, harassment, and retaliation.

Equal Opportunity & Protected Categories

The district does not tolerate discrimination or harassment based on:

- Race, color, religion, national origin, sex, disability, age, or other legally protected characteristics.
- Harassment includes racial or ethnic slurs, age-based jokes, disability-related remarks, or conduct that creates a hostile or intimidating school or work environment.

Sexual Harassment

Sexual harassment includes:

- Unwelcome advances, inappropriate touching, comments, or jokes of a sexual nature.
- When submission to such conduct is tied to grades, participation, or employment conditions.
- Behavior that disrupts learning or creates an offensive environment.

Reporting a Complaint


- Students or staff should report concerns to a teacher, supervisor, or principal.
- If the concern involves a supervisor/teacher or is not resolved promptly, report to the **Superintendent**.
- If still unresolved, the complaint may be brought to the **Board of Education**.

All reports will be taken seriously and investigated confidentially. Disciplinary action—including suspension, expulsion, or termination—may result based on findings.

No retaliation will be tolerated against anyone reporting in good faith.

Title IX Coordinator:

 Jaclyn Burks - 901 South Nadine St., Kimball, NE 69145

 (308) 235-4861

 jburks@kpslonghorns.org

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

(See Board Policy 506.07 for full details.)

The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (age 18+) the following rights:

Your Rights

1. **Inspect Records:** You may review your child's education records by submitting a written request to the school principal. Access will be provided within 45 days.
2. **Request Record Changes:** If you believe records are inaccurate or misleading, you may submit a written request for amendment. If denied, you'll be informed of your right to a hearing.
3. **Control Disclosure:** Personally identifiable information cannot be shared without your consent, except where allowed by law (e.g., school officials with a legitimate educational interest or schools in which a student intends to enroll).
4. **File a Complaint:** You may file a FERPA complaint with:
Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Directory Information

The district may disclose "directory information" (e.g., name, photo, grade, awards, participation in activities, height/weight for athletes, etc.) unless you opt out in writing.

Parents/guardians may refuse disclosure of directory information by notifying the Superintendent in writing **at any time during the school year.**

The district will not release information that may pose a risk to student safety or well-being (e.g., if a potential recipient is a registered sex offender).

Notice Concerning Disclosure of Student Recruiting Information (See Board Policy 506.08 for further details)

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 and Protection (Refer to Board Policy 506.06)

Kimball Public Schools is committed to protecting student privacy in accordance with federal and state laws.

Surveys

Parents may inspect any survey created by the U.S. Department of Education or a third

party before it is administered to their child. For surveys covering sensitive topics (e.g., political beliefs, mental health, sexual behavior, illegal activity, religious affiliation, or income), the district ensures student privacy and provides parents the right to opt their child out of participation.

Instructional Materials

Parents may inspect instructional materials used in the curriculum upon reasonable request. Requests should be made to the building principal and will be accommodated within five school days when possible.

Physical Exams and Screenings

Parents will be notified and may opt their child out of non-emergency, invasive physical exams or screenings, unless exempt (e.g., vision, hearing, scoliosis screenings, or those required by law).

Collection of Personal Information

The district does not collect, use, or sell students' personal information for marketing. Personal information includes name, address, phone number, and social security number. Exceptions apply to educational services like college recruitment, standardized testing, or school fundraising.

Inspection of Instruments

Parents have the right to inspect instruments used to collect personal information for marketing purposes. Requests should be submitted to the building principal and will be reviewed within five school days.

Annual Notification and Opt-Out Rights

Parents will be notified annually of this policy and informed of the right to opt their child out of applicable surveys, data collection, and physical screenings.

Mental Health Services

Written parental consent is required before a student under age 18 may participate in any mental health assessment or service funded under the Every Student Succeeds Act (ESSA).

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 (Board Policy 801.02)

Kimball Public Schools participates in the National School Lunch and School Breakfast Programs and complies with all related federal and state requirements.

Families who may qualify for free or reduced-price meals are encouraged to apply at any time during the school year. Applications are available through the Superintendent's office. Eligibility may change based on financial circumstances.

Families may check their meal balances by means other than online and can pre-pay for meals at no cost. Funds in student meal accounts carry over month-to-month and may be refunded upon request or when a student leaves the district. Unpaid balances may be subject to collection per applicable laws, but the district does not use debt collection agencies or assess fees for school meal debts.

Meal account balances should remain positive. If a balance drops below a set threshold, no extra items may be purchased. Families will be notified of low or negative balances via email, letters, or phone calls. In unresolved cases, the district may pursue small claims or collections.

To protect student confidentiality, no methods of payment will be used that visibly identify a student's eligibility status. This policy is distributed annually to all households and staff involved in its enforcement.

For the full policy, see **Board Policy 801.02**.

Food Service Nondiscrimination 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.

FAMILY AND COMMUNITY ENGAGEMENT

Parental Involvement Policy (refer to Board Policy 1001.02)

Kimball Public Schools encourages strong parent and guardian engagement in their child's education. Parents are welcome and invited to participate in activities such as:

- Parent-teacher conferences
- Classroom visits and school events
- Strategic and topical committees
- Educational seminars and parent recognition nights
- Class trips and volunteer opportunities

Parents and guardians have the right to:

- Access their child's records (under age 18, or with consent after age 18)
- Review curriculum materials and textbooks upon request
- Request their child be excused from specific surveys, instructional activities, or standardized tests they find objectionable
- Monitor classes, assemblies, and other instructional activities with reasonable notice
- Be informed of testing programs and receive individual and school-wide results

- Be notified in advance of any student survey involving sensitive topics such as political beliefs, religion, sexual behavior, mental health, or family relationships

Surveys addressing such topics will include detailed notices to parents at least 15 days in advance and give the opportunity to review and opt their child out. No surveys collecting sexual information may be administered to students in grades K-6.

For complete details or to make a request, contact the building principal.

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 Education Policy (refer to Board Policy 602.01)

Kimball Public Schools is committed to providing educational experiences that foster knowledge of and respect for cultural diversity. In accordance with Board Policy 602.01, the district integrates multicultural education throughout the K-12 core curriculum to reflect the histories, cultures, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups.

Key components include:

- Infusing multicultural content into all appropriate subject areas such as language arts, social sciences, sciences, math, and the arts.
- Annual review and reporting to the Board of Education and the Nebraska Department of Education to demonstrate compliance and implementation of multicultural education.
- Ongoing staff development to ensure faculty are equipped to deliver effective multicultural instruction.
- Engagement of local staff and community members in the selection of instructional materials and in the assessment of the district's multicultural efforts.

This approach supports inclusive learning environments and emphasizes human relations and sensitivity toward all people.

Complaint Procedures (refer to Board Policy 401.18)

Kimball Public Schools encourages resolution of complaints in a respectful, timely, and constructive manner. A "complaint" refers to a concern or claim about an event, action, or condition that causes distress or dissatisfaction involving school personnel or the district.

Step-by-Step Process:

Level I - Informal Resolution

The individual with a complaint should first request an informal meeting with the involved staff member. This meeting is arranged by the employee's immediate supervisor, who may or may not be present.

Level II - Formal Complaint Filing

If the issue is not resolved informally, the complainant may complete a formal **Complaint Form - Level II** and submit it to the staff member's supervisor or designated official (e.g., Title IX, ADA coordinator).

- A complaint must be filed within **60 calendar days** of the incident (unless waived by administration).

- The supervisor will meet with the employee within five school days, share the complaint, and request a written **Response Form** from the employee within five more days.
- Both documents are kept in a confidential complaint file.

Level III - Administrative Review

After reviewing the employee's response, the supervisor may conduct further investigation or issue a written decision on an **Action Form**, shared with both parties.

Level IV - Superintendent Appeal

If dissatisfied, the complainant may request an **Appeal Form** to elevate the matter to the Superintendent, who will respond within ten days using **Action Form II** after reviewing the full complaint file.

Level V - Board Review

As a final step, the complainant or respondent may request to be placed on the Board of Education agenda.

- If the issue involves school personnel, the Board will meet in closed session.
- Any board action will follow applicable policy and due process.

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.

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 person has been designated to handle inquiries regarding the non-discrimination policies:

Students, 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.

Policy 1001.02

COMMUNITY RELATIONS

1001.02

Parental Involvement in Education

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents, guardians, or educational decisionmakers of a student in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and their own child.

To the extent practical, Kimball Public Schools provides accessibility and opportunities for the participation of parents, guardians, or educational decisionmakers of a student with disabilities, limited English proficiency, and migratory children, including providing information and reports in a manner, format, and language that such parents can use and understand.

The Kimball Schools shall seek to involve and inform parents, guardians, or educational decisionmakers of a student 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.
- Including parent contact as part of teacher evaluation.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians, or educational decisionmakers of a student shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and the parent/guardian's or educational decisionmakers of a student individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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 or damaged beyond use, the cost for repairs or new replacement shall be assessed.

3. Parents, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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 or educational decisionmakers of a student, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian or educational decisionmakers of a student finds as objectionable. The request shall include the reason or reasons the parent or guardian or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student and patrons. In addition, a parent, guardian, or educational decisionmaker of a student report is provided to the student's parent/guardian, or educational decisionmakers of a student 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, or educational decisionmakers of a student the district will provide a time and date upon which a parent, guardians, or educational decisionmakers of a student may review a sample of the test. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
7. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
 - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;

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

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

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

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

7. 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.

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

Adopted: August 11, 2003
Reviewed: June 12, 2017
June 11, 2018
June 10, 2019
June 8, 2020
June 14, 2021
June 13, 2022
June 12, 2023
June 10, 2024
Revised: June 9, 2025

Students

Foster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

Students to be Transported

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

School of Origin

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

Costs

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

Oversight, Implementation, and Administration

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

InstructionElectronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

Legal Reference: LB 140 (2025)

Date of Adoption: [Insert Date]

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District’s commitment to all students, the Board hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

Tier 1: Universal Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared Leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision-Making	Implement a district-wide behavior data system for tracking	Use behavioral data to assess school culture,	Collect and reflect on classroom behavior data to identify patterns or

	student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	climate and adjust universal supports.	unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
Tier 2: Targeted Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and structured break.
Data-Based Decision-Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.
Tier 3: Intensive, Individualized Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.

		Intervention Plans (BIPs).	
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision-Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

A. Criteria for Removal

- i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
- ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
- iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

B. Procedure for Removal

- i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.

- ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
- iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions

- i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
- ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom

- i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
- ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
- iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Adoption: [Insert Date]

Students

Identification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

The Superintendent or designee shall develop and implement such criteria to identify high ability learners and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.

DRAFT

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03
NDE Rule 3

Date of Adoption: [Insert Date]

Kimball Public Schools Board of Education

Date Last Reviewed: January 13, 2025

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 (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
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 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
October: Weed Control & Lawn Fertilizing Contracts
- 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: Financial Literacy Report
December: Review of Superintendent Evaluation & Negotiation of Proposed Contract
December: Review Board Self-Assessment