



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, June 8, 2026, 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 May 4, 2026
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator's Reports
12. Superintendent's Report
13. Recognition of Visitors - Public Comment (Policy 202.04)
14. Action Items:
 - 14.A. Discuss, consider and take all necessary action with regard to approval of bid(s) for the Jr/Sr High School science rooms renovation
 - 14.B. Discuss, consider, and take all necessary action in regard to declaration of surplus property
 - 14.C. Discuss, consider and take all necessary action with regard to adoption of a Staff Training Resolution for the 2026-27 school year
 - 14.D. Discuss, consider and take all necessary action with regard to approval of 2026-27 fees
 - 14.E. Discuss, consider and take all necessary action with regard to review of board policies: 501.07, 504.17, 602.01, and 603.11.
 - 14.F. Discuss, consider and take all necessary action with regard to review, amend, repeal, consideration and/or adoption of board policies:
 - 14.F.1. KPS Board Policy 501.06: Student Fees
Hold Public Hearing to discuss, consider and receive input on the Student Fees Policy. The public will be given the opportunity to present information and options on the Student Fees Policy.
 - 14.F.1.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the Student Fees Policy 501.06
 - 14.F.2. 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.F.2.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the Parental Involvement Policy 1001.02
- 14.G. Discuss, consider and take all necessary action with regard to revision of board policies: 202.15, 402.01, 502.05, 502.10, 502.14, 503.04, 504.03, 603.06, 701.21, 701.35
- 14.H. Discuss, consider and take all necessary action with regard to adoption of board policies: 603.19
- 15. Discussion Items:
 - 15.A. Discussion Item #1: District Handbooks
 - 15.B. Discussion Item #2: Food Services Program at KPS
 - 15.C. Discussion Item #3: Naming School Buildings or Facilities
- 16. Next Meeting(s)/Opportunities:
 - 16.A. Regular Board Meeting: Monday, July 13, 2026 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, May 4, 2026 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 Smith read the mission statement of Kimball Public Schools.

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

Present: Taylor Brown, Travis Cook, Jay Fennell, Jennifer Griebel, Landon Smith, Britni Toth.

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

Taylor Brown:	Aye
Travis Cook:	Aye
Jay Fennell:	Aye
Jennifer Griebel:	Aye
Landon Smith:	Aye
Britni Toth:	Aye

Motion was made by Landon Smith, seconded by Britni Toth to approve the minutes from the Regular Board Meeting April 13, 2026. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown:	Aye
Travis Cook:	Aye
Jay Fennell:	Aye
Jennifer Griebel:	Aye
Landon Smith:	Aye
Britni Toth:	Aye

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

Taylor	
Brown:	Aye

Travis
Cook: Aye
Jay Fennell: Aye
Jennifer
Griebel: Aye
Landon
Smith: Aye
Britni Toth: Aye

Kimball Public Schools
BOARD REPORT OF EXPENDITURES
5/4/2026

109511	CARD SERVICES	5349.41
	PREPAID	\$ 5,349.41

REGULAR MONTHLY EXPENSES

109512	GRANITE TELECOMMUNICATIONS	723.20
109513	CREATIVE PLANNING PAYROLL SERVICES	217.73
63847	ACT	332.50
63848	AG PARTS WORLDWIDE	101.62
63849	ANDERSON CRUDE TRANSPORTATION INC.	378.46
63850	BLACK HILLS ENERGY	4,722.14
63851	BLICK ART MATERIALS	154.78
63852	BRANCHING MINDS LLC	7,700.00
63853	BULK BOOK STORE	130.25
63854	CAPITAL BUSINESS SYSTEMS, INC.	164.33
63855	CAPITAL BUSINESS SYSTEMS, INC.	2,897.12
63856	CENTURY LINK BUSINESS SERVICES	297.73
63857	CITY OF KIMBALL	10,458.12
63858	CROSSROADS MUSIC	57.08
63859	CULLIGAN	99.85
63860	DAS STATE ACCOUNTING - CENTRAL	317.87
63861	DISCOUNT SCHOOL SUPPLY	357.80
63862	E3 DIAGNOSTICS	181.05

63863	ECOLAB PEST ELIMINATION DIVISION	137.91
63864	FLOYD'S TRUCK CENTER,INC	434.84
63865	FRANK PARTS COMPANY	24.32
63866	FRENCHMAN VALLEY COOP	4,040.18
63867	HUBERT COMPANY	171.98
63868	IDEAL/BLUFFS FACILITY SOLUTIONS	1,454.78
63869	ITSAVVY LLC	243.15
63870	KIMBALL ACE HARDWARE	605.12
63871	KIMBALL AUTO PARTS CO	74.03
63872	KIMBALL HELPS	112.50
63873	KATHERINE KRIEL	133.90
63874	LEGACY COOP	2,268.34
63875	WILLIAM LONG	330.61
63876	MADISON NATIONAL LIFE INSURANCE	434.95
63877	MATHESON TRI-GAS, INC	83.75
63878	MCMANIGAL LAWN AND LANDSCAPE	3,419.25
63879	MENARDS - SCOTTSBLUFF	284.94
63880	MOHR RANCH AND CONSTRUCTION	568.17
63881	MONUMENT CLEANING COMPANY	11,560.00
63882	NE COUNCIL OF SCHOOL ADMINISTRATORS	1,380.00
63883	NEBRASKA SCHOOLMASTERS CLUB	175.00
63884	NWEA	950.00
63885	ONE SOURCE	122.00
63886	THE PAPER CORPORATION	5,393.60
63887	PERRY, GUTHERY, HAASE & GESSFO	1,263.00
63888	PYE-BARKER	3,290.00
63889	QUILL CORPORATION	354.16
63890	SANDBERG IMPLEMENT	107.67
63891	SCHOOL SPECIALTY INC.	371.34
63892	STAPLES BUSINESS ADVANTAGE	964.85

63893	JUSTIN SWEIGARD	702.54
63894	TRAFERA HOLDINGS, LLC	2,820.00
63895	VERIZON WIRELESS	53.00
63896	VOYAGER FLEET SYSTEMS, INC.	1,903.05
63897	WINKLER ELECTRIC, INC	3,471.85
63898	WORTHINGTON DIRECT, INC.	1,072.22

GENERAL FUND TOTAL	\$	80,068.63
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1605	CHP PAINT CO.	1,800.00
1606	DELL MARKETING L.P.	67,116.40
1607	SANDBERG IMPLEMENT	27,415.17

DEPRECIATION FUND TOTAL	\$	96,331.57
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7245	CASH-WA DISTRIBUTING	10,557.19
7246	HILAND DAIRY FOODS COMPANY, LLC	2,370.28
7247	STACY LONSDALE	106.90
7248	PEPSI-COLA OF WESTERN NEBRASKA	1,069.10
7249	SYSCO CORPORATION	4,067.38
7250	US FOODS - GRAND ISLAND	1,428.88

LUNCH FUND TOTAL	\$19,599.73
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1910	JEO-CONSULTING GROUP	2,725.00
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BUILDING FUND TOTAL	\$	2,725.00
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TOTAL MONTHLY BILLS	\$198,724.93
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Motion was made by Taylor Brown, seconded by Jennifer Griebel to approve the Treasurer's Report. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown:	Aye
Travis Cook:	Aye
Jay Fennell:	Aye
Jennifer Griebel:	Aye

Landon
Smith: Aye
Britni Toth: Aye

May 4, 2026

Treasurer's report is as follows:

		Apr-26	Apr-25
		199,816.1	
Amount received from County Treasurer		9	148,094.32
Bank Balance	April 30, 2026	299,834.2	
		2	224,314.43
Savings Account General Funds	April 30, 2026	1,451,140.00	1,998,863.85
Depreciation Fund	April 30, 2026	317,033.6	
		7	217,632.29
Building Fund	April 30, 2026	263,963.6	
		6	285,262.55
Nutrition Fund	April 30, 2026	49,701.14	38,004.70
Activity Fund	April 30, 2026	96,545.46	33,017.26
		2,478,218.	
Total Available Funds		15	2,797,095.08
		397,087.9	
Payroll Gross		8	375,303.18
		198,724.9	
Amount of Bills		3	358,152.06
Blue Cross Blue Shield/HSA Pmt/UNUM Life		95,823.64	91,132.91
Nebraska School Retirement		29,502.85	34,857.23
FirsTier Bank (FICA)		29,453.00	27,984.06
		750,592.4	
Total Amount of Expenses		0	887,429.44
		1,727,625.	
Balance Remaining after Expenses		75	1,909,665.64

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.

Mrs. Jaclyn Burks, KPS Activities Director, updated the Board on KPS activities.

Motion was made by Landon Smith, seconded by Taylor Brown to approve the contract of Faith Aragon for the 2026-27 school year. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye
Travis Cook: Aye
Jay Fennell: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Taylor Brown, seconded by Jennifer Griebel to adopt the Softball Cooperative Resolution with Gering Public Schools. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye
Travis Cook: Aye
Jay Fennell: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Landon Smith to approve overnight/ out-of-state trips as presented. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye
Travis Cook: Aye
Jay Fennell: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Taylor Brown, seconded by Jay Fennell to declare the KPS items presented as surplus property. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye
Travis Cook: Aye
Jay Fennell: Aye
Jennifer Griebel: Aye
Landon Smith: Aye
Britni Toth: Aye

Motion was made by Jennifer Griebel, seconded by Jay Fennell to approve the student lounge furniture quote in the amount of \$16,114.52. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye
Travis Cook: Aye

Jay Fennell: Aye

Jennifer Griebel: Aye

Landon Smith: Aye

Britni Toth: Aye

Motion was made by Britni Toth, seconded by Landon Smith to approve the acoustical tile installation quote for the Jr/Sr High School as presented. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye

Travis Cook: Aye

Jay Fennell: Aye

Jennifer Griebel: Aye

Landon Smith: Aye

Britni Toth: Aye

Motion was made by Landon Smith, seconded by Britni Toth to approve board policies: 304, 305, 401.01, 401.02, and 401.03 as reviewed. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye

Travis Cook: Aye

Jay Fennell: Aye

Jennifer Griebel: Aye

Landon Smith: Aye

Britni Toth: Aye

Motion was made by Britni Toth, seconded by Taylor Brown to 7:47. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye

Travis Cook: Aye

Jay Fennell: Aye

Jennifer Griebel: Aye

Landon Smith: Aye

Britni Toth: Aye

ATTEST:

TRAVIS COOK
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

LANDON SMITH
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

Kimball Public Schools
BOARD REPORT OF EXPENDITURES
6/8/2026

109521 CARD SERVICES	14546.97
PREPAID	\$ 14,546.97

REGULAR MONTHLY EXPENSES

109519	GRANITE TELECOMMUNICATIONS	780.09
109520	CREATIVE PLANNING PAYROLL SERVICES	217.73
63910	AG PARTS WORLDWIDE	195.40
63911	ALBOUM TRANSLATION SERVICES	9.00
63912	BLACK HILLS ENERGY	2,386.75
63913	CAPITAL BUSINESS SYSTEMS, INC.	261.22
63914	CAPITAL BUSINESS SYSTEMS, INC.	2,918.26
63915	CEC, INC	2,100.00
63916	CENTURY LINK BUSINESS SERVICES	297.73
63917	CITY OF KIMBALL	12,527.03
63918	CLOSEGAP	1,935.00
63919	CPS DISTRIBUTORS	131.20
63920	CROSSROADS MUSIC	10.00
63921	CULLIGAN	84.90
63922	DAS STATE ACCOUNTING - CENTRAL	317.87
63923	DISCOVERY EDUCATION, INC.	5,000.00
63924	ECOLAB PEST ELIMINATION DIVISION	133.48
63925	ESU #13	69,398.42
63926	FOLLETT CONTENT SOLUTIONS, LLC	324.54
63927	FRANK PARTS COMPANY	15.99
63928	FRENCHMAN VALLEY COOP	4,088.03
63929	HERITAGE LANDSCAPE SUPPLY	4,566.70
63930	HOLIDAY INN - KEARNEY	1,224.00
63931	IDEAL LAUNDRY AND CLEANERS, INC.	459.54
63932	IDEAL/BLUFFS FACILITY SOLUTIONS	1,323.00
63933	INFINITE CAMPUS, INC	7,703.20
63934	JOHNSON CONTROLS	1,179.68
63935	JOSTENS	155.00
63936	KIMBALL ACE HARDWARE	1,059.67
63937	KIMBALL AUTO PARTS CO	634.09
63938	KIMBALL HELPS	112.50
63939	KIMBALL PUBLIC SCHOOLS	401.91
63940	LEGACY COOP	1,056.10
63941	MATHESON TRI-GAS, INC	2,292.95
63942	MCMANIGAL LAWN AND LANDSCAPE	4,485.00
63943	MENARDS - SCOTTSBLUFF	1,827.39
63944	MONUMENT CLEANING COMPANY	10,255.00

63945	PERRY, GUTHERY, HAASE & GESSFO	539.00
63946	PITSCO	161.00
63947	ROCHESTER 100 INC	357.84
63948	SANDBERG IMPLEMENT	79.74
63949	SCHOOL OUTFITTERS	3,687.86
63950	SCHOOL SPECIALTY INC.	357.43
63951	STAPLES BUSINESS ADVANTAGE	58.19
63952	TRAFERA HOLDINGS, LLC	30,150.00
63953	TURNITIN, LLC	2,959.62
63954	VERIZON WIRELESS	53.00
63955	VETERANS OF FOREIGN WARS	60.00
63956	VINCE'S CORNER	50.00
63957	VOYAGER FLEET SYSTEMS, INC.	928.76
63958	WESTERN NEBRASKA OBSERVER	181.57
63959	WINKLER ELECTRIC, INC	9,599.00
63960	WORTHINGTON DIRECT, INC.	8,965.89
63961	XEROX IT SOLUTIONS	3,436.35

GENERAL FUND TOTAL

\$ 203,493.62

1608	JJPRATT ENTERPRISES	8,191.00
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DEPRECIATION FUND TOTAL

\$ 8,191.00

7256	CASH-WA DISTRIBUTING	7,133.62
7257	HILAND DAIRY FOODS COMPANY, LLC	1,503.51
7258	PEPSI-COLA OF WESTERN NEBRASKA	236.30
7259	SYSCO CORPORATION	6,489.29
7260	US FOODS - GRAND ISLAND	840.74

LUNCH FUND TOTAL

\$16,203.46

1911	JEO-CONSULTING GROUP	17,775.00
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BUILDING FUND TOTAL

\$ 17,775.00

TOTAL MONTHLY BILLS

\$245,663.08

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 109519	Check Type: Automatic Payment	Check Date: 06/11/2026	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total:	780.09
<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>	
2026.03-0003	06/01/2026		TELEPHONE SERVICE	01 2510 530 000 000	780.09	
Check Number: 109520	Check Type: Automatic Payment	Check Date: 06/03/2026	Vendor: BERGANKDVL	CREATIVE PLANNING PAYROLL SERVICES	Check Total:	217.73
<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>	
108412-0002	06/03/2026		CREATIVE PLANNING TIME CLOCK	01 2510 610 000 000	217.73	
Check Number: 63910	Check Type: Check	Check Date: 06/08/2026	Vendor: AGPARTSED	AG PARTS WORLDWIDE	Check Total:	195.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
AR036876	05/27/2026	16931	HP 11 G8-EE (TOUCH & NON) / HP 11A G8-EE	01 2230 650 000 000	12.89	
AR036876	05/27/2026	16931	HP 11 G8-EE (TOUCH & NON) / HP 11A G8-EE	01 2230 650 000 000	9.89	
AR036876	05/27/2026	16931	HP 11A G8-EE (TOUCH & NON) MOTHERBOARD 4	01 2230 650 000 000	139.78	
AR038963	05/27/2026	17061	HP 11A G8-EE 11.6" LCD	01 2230 650 000 000	22.89	
AR038963	05/27/2026	17061	Shipping	01 2230 650 000 000	9.95	
Check Number: 63911	Check Type: Check	Check Date: 06/08/2026	Vendor: ALBOUMTRAN	ALBOUM TRANSLATION SERVICES	Check Total:	9.00
<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>	
INV-08498-A	06/04/2026		INTEREPT	01 1200 610 003 902	9.00	
Check Number: 63912	Check Type: Check	Check Date: 06/08/2026	Vendor: BLACKHILLS	BLACK HILLS ENERGY	Check Total:	2,386.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2026-05-0001	06/09/2026		BUS BARN	01 2610 621 000 000	914.44	
2026-05-0001	06/09/2026		MAIN BUILDING	01 2610 621 001 000	881.27	
2026-05-0001	06/09/2026		ML	01 2610 621 003 000	591.04	
Check Number: 63913	Check Type: Check	Check Date: 06/08/2026	Vendor: CAPITALBU2	CAPITAL BUSINESS SYSTEMS, INC.	Check Total:	261.22
<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>	
2026-05-0001	06/28/2026		CONTRACT INVOICE-1630033	01 1100 610 000 000	129.49	
2026-05-0001	06/28/2026		CONTRACT INVOICE-1630843	01 1100 610 000 000	69.01	
2026-05-0001	06/28/2026		CONTRACT INVOICE-1631688	01 1100 610 000 000	62.72	
Check Number: 63914	Check Type: Check	Check Date: 06/08/2026	Vendor: CAPITALBUS	CAPITAL BUSINESS SYSTEMS, INC.	Check Total:	2,918.26
<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>	
42054287-0001	06/21/2026		COPIER LEASE	01 1100 610 000 000	2,918.26	
Check Number: 63915	Check Type: Check	Check Date: 06/08/2026	Vendor: MYCAERT	CEC, INC	Check Total:	2,100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2026-27 CURRICULUM	05/21/2026	17129	Cutting Edge Curriculum	01 1100 640 001 000	2,100.00	
Check Number: 63916	Check Type: Check	Check Date: 06/08/2026	Vendor: CENTURYLI2	CENTURY LINK BUSINESS SERVICES	Check Total:	297.73
<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>	
784731124-0001	06/19/2026		OUTBOUND VOIP SERVICE	01 2510 530 000 000	297.73	

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 63917	Check Type: Check	Check Date: 06/08/2026	Vendor: CITYOFKIMB	CITY OF KIMBALL	Check Total:	12,527.03
<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>	
2026-05-0001	06/20/2026		STADIUM WATER-1420	01 2610 410 001 000	970.16	
2026-05-0001	06/20/2026		STADIUM SEWER-1420	01 2610 410 001 000	44.92	
2026-05-0001	06/20/2026		AG SHOP-SEWER-1422	01 2610 410 001 000	44.92	
2026-05-0001	06/20/2026		AG SHOP GL COLLECTION-1422	01 2610 410 001 000	65.85	
2026-05-0001	06/20/2026		MAIN BLD WATER 1418	01 2610 410 001 000	447.28	
2026-05-0001	06/20/2026		MAIN BLD SEWER 1418	01 2610 410 001 000	86.21	
2026-05-0001	06/20/2026		MAIN BLD COLLECTION/LANDFILL 1418	01 2610 410 001 000	592.65	
2026-05-0001	06/20/2026		MECHANIC SHOP WATER-1421	01 2610 410 001 000	879.95	
2026-05-0001	06/20/2026		MECHANIC SHOP SEWER-1421	01 2610 410 001 000	41.01	
2026-05-0001	06/20/2026		ML MODULAR WATER-5702	01 2610 410 003 000	158.92	
2026-05-0001	06/20/2026		ML MODULAR SEWER-5702	01 2610 410 003 000	43.25	
2026-05-0001	06/20/2026		ML E WARD 3-W WATER-399	01 2610 410 003 000	45.45	
2026-05-0001	06/20/2026		#3 EAST SEWER-398	01 2610 410 003 000	52.85	
2026-05-0001	06/20/2026		ML E WARD 3-W COLLECTION AND LAND-399	01 2610 410 003 000	395.10	
2026-05-0001	06/20/2026		ML E WARD 3-W SEWER-399	01 2610 410 003 000	76.85	
2026-05-0001	06/20/2026		AG SHOP-ELECTRIC 1422	01 2610 621 000 000	601.32	
2026-05-0001	06/20/2026		SOUTH GYM ELECTRIC-6313	01 2610 621 001 000	832.29	
2026-05-0001	06/20/2026		MAIN BLD ELECTRIC 1418	01 2610 621 001 000	4,668.42	
2026-05-0001	06/20/2026		STADIUM ELECTRIC-1420	01 2610 621 001 000	159.57	
2026-05-0001	06/20/2026		ML E WARD 3-W ELECTRIC-399	01 2610 621 003 000	1,454.91	
2026-05-0001	06/20/2026		#3 EAST WATER-398	01 2610 621 003 000	345.26	
2026-05-0001	06/20/2026		ML MODULAR ELECTRIC-5702	01 2610 621 003 000	469.89	
2226	06/04/2026	17205	Tires	01 2620 610 001 000	50.00	
Check Number: 63918	Check Type: Check	Check Date: 06/08/2026	Vendor: CLOSEGAP	CLOSEGAP	Check Total:	1,935.00
<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>	
17039	06/03/2026	17039	Premium School Fee	01 1100 640 003 000	500.00	
17039	06/03/2026	17039	Premium Student Fee	01 1100 640 003 000	1,435.00	
Check Number: 63919	Check Type: Check	Check Date: 06/08/2026	Vendor: CPSDISTRIB	CPS DISTRIBUTORS	Check Total:	131.20
<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>	
0026177589-001	06/02/2026	16954	RB DV Solenoid RPK 24vac dv,dvf,asvf	01 2620 610 000 000	131.20	
Check Number: 63920	Check Type: Check	Check Date: 06/08/2026	Vendor: CROSSROADS	CROSSROADS MUSIC	Check Total:	10.00
<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>	
92088	05/21/2026	17094	Tuba valve guide	01 1100 733 001 030	10.00	
Check Number: 63921	Check Type: Check	Check Date: 06/08/2026	Vendor: CULLIGAN	CULLIGAN	Check Total:	84.90
<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>	
2026-03-0003	06/01/2026		SOFTENER RENTAL	01 2610 610 001 000	69.95	
2026-03-0003	06/01/2026		SALT DELIVERY-64943	01 2610 610 003 000	14.95	

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Check Number: 63922	Check Type: Check	Check Date: 06/08/2026	Vendor: DASSTATEAC	DAS STATE ACCOUNTING - CENTRAL FINANCE	Check Total: 317.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1481912-0011	06/08/2026		FEB	01 2510 382 000 000	317.87
Check Number: 63923	Check Type: Check	Check Date: 06/08/2026	Vendor: DISCOVERYE	DISCOVERY EDUCATION, INC.	Check Total: 5,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2026-READING PLUS SU	05/21/2026	17153	Reading Plus Renewal	01 1100 610 001 000	5,000.00
Check Number: 63924	Check Type: Check	Check Date: 06/08/2026	Vendor: ECOLABPEST	ECOLAB PEST ELIMINATION DIVISION	Check Total: 133.48
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4042853	06/04/2026		Plasma Table Supplies	01 2620 340 003 000	133.48
Check Number: 63925	Check Type: Check	Check Date: 06/08/2026	Vendor: ESU13	ESU #13	Check Total: 69,398.42
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2026-04 ST-0001	06/28/2026		EMPLOYEE TRAINING/PROF DEVELOPMENT	01 1200 330 000 000	82.80
2026-04 ST-0001	06/28/2026		MERIDIAN TUITION - ESU	01 1200 561 001 003	4,600.00
2026-04 ST-0001	06/28/2026		MERIDIAN TUITION - ESU	01 1200 561 003 003	5,300.00
2026-04 ST-0001	06/28/2026		MERIDIAN TUITION - ESU	01 1200 561 003 003	2,300.00
2026-04 ST-0001	06/28/2026		SUPERVISION OF PROGRAMS - ESU	01 1200 591 000 005	677.84
2026-04 ST-0001	06/28/2026		ESU - MIPS CLERICAL	01 1200 591 003 902	40.00
2026-04 ST-0001	06/28/2026		SPED INSTRUCTION AGES 3-5	01 1291 591 003 000	1,841.84
2026-04 ST-0001	06/28/2026		SPED SUPERVISION AGES 3-5	01 1291 591 003 005	147.35
2026-04 ST-0001	06/28/2026		SPED INSTRUCTION AGES 0-2	01 1292 591 003 000	660.66
2026-04 ST-0001	06/28/2026		SPED SUPERVISION AGES 0-2	01 1292 591 003 005	52.85
2026-04 ST-0001	06/28/2026		SPED SUPERVISION 0-2 O&M SERVICES	01 1292 591 003 005	22.10
2026-04 ST-0001	06/28/2026		COUNSELING FOR NON-SPED STUDENTS	01 2120 591 003 000	54.48
2026-04 ST-0001	06/28/2026		PSYCH COUNSELING HS - ESU	01 2141 591 001 002	2,478.93
2026-04 ST-0001	06/28/2026		PSYCH COUNSELING ML - ESU	01 2141 591 003 002	5,911.29
2026-04 ST-0001	06/28/2026		SPEECH HS - ESU	01 2151 591 001 003	482.38
2026-04 ST-0001	06/28/2026		SPEECH ML - ESU	01 2151 591 003 003	600.75
2026-04 ST-0001	06/28/2026		SPEECH ASSISTANT SERVICES	01 2151 591 003 003	18.81
2026-04 ST-0001	06/28/2026		SPEECH ASSISTANT SUPERVISION ELEM	01 2151 591 003 005	1.50
2026-04 ST-0001	06/28/2026		SUPERVISION - SPEECH ML - ESU	01 2151 591 003 005	48.06
2026-04 ST-0001	06/28/2026		SUPERVISION - SPEECH HS - ESU	01 2152 591 003 005	38.59
2026-04 ST-0001	06/28/2026		OT ML - ESU	01 2161 591 003 000	782.00
2026-04 ST-0001	06/28/2026		SUPERVISION - OT ML - ESU	01 2161 591 003 005	62.56
2026-04 ST-0001	06/28/2026		P/T SCHOOL AGE HS	01 2171 591 001 000	105.30
2026-04 ST-0001	06/28/2026		P/T SCHOOL AGE HS SUPERVISION	01 2171 591 001 005	8.42
2026-04 ST-0001	06/28/2026		P/T SCHOOL AGE HS SUPERVISION	01 2171 591 001 005	22.82
2026-04 ST-0001	06/28/2026		P/T SCHOOL AGE ML	01 2171 591 003 000	285.30
2026-04 ST-0001	06/28/2026		VISUALLY IMPAIRED/SERVICES AGES 0-2	01 2183 591 003 000	616.25

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2026-04 ST-0001	06/28/2026	O&M SERVICES	01 2183 591 003 000	276.25		
2026-04 ST-0001	06/28/2026	PANHANDLE BEGINNINGS	01 2190 591 003 000	4,403.00		
2026-04 ST-0001	06/28/2026	VISUALLY IMPAIRED/SERVICES AGES 0-2 SUPE	01 2190 591 003 008	49.30		
2026-04 ST-0001	06/28/2026	DISTANCE LEARNING CONSORTIUM	01 2224 382 000 000	754.00		
2026-04 ST-0001	06/28/2026	INTERNET E-RATE CONSORTIUM	01 2224 382 000 000	400.00		
2026-04 ST-0001	06/28/2026	NEVA	01 2224 382 000 000	708.33		
2026-05 ST-0001	06/28/2026	EMPLOYEE TRAINING/PROF DEVELOPMENT	01 1200 330 000 000	82.80		
2026-05 ST-0001	06/28/2026	MERIDIAN TUITION - ESU	01 1200 561 001 003	4,600.00		
2026-05 ST-0001	06/28/2026	MERIDIAN TUITION - ESU	01 1200 561 003 003	5,300.00		
2026-05 ST-0001	06/28/2026	MERIDIAN TUITION - ESU	01 1200 561 003 003	2,300.00		
2026-05 ST-0001	06/28/2026	SUPERVISION OF PROGRAMS - ESU	01 1200 591 000 005	535.34		
2026-05 ST-0001	06/28/2026	ESU - MIPS CLERICAL	01 1200 591 003 902	40.00		
2026-05 ST-0001	06/28/2026	SPED INSTRUCTION AGES 3-5	01 1291 591 003 000	2,939.09		
2026-05 ST-0001	06/28/2026	SPED SUPERVISION AGES 3-5	01 1291 591 003 005	235.13		
2026-05 ST-0001	06/28/2026	SPED INSTRUCTION AGES 0-2	01 1292 591 003 000	904.75		
2026-05 ST-0001	06/28/2026	SPED SUPERVISION AGES 0-2	01 1292 591 003 005	72.38		
2026-05 ST-0001	06/28/2026	SPED SUPERVISION 0-2 O&M SERVICES	01 1292 591 003 005	20.40		
2026-05 ST-0001	06/28/2026	COUNSELING FOR NON-SPED STUDENTS	01 2120 591 003 000	1,835.80		
2026-05 ST-0001	06/28/2026	PSYCH COUNSELING HS - ESU	01 2141 591 001 002	4,699.66		
2026-05 ST-0001	06/28/2026	PSYCH COUNSELING ML - ESU	01 2141 591 003 002	1,909.24		
2026-05 ST-0001	06/28/2026	SPEECH HS - ESU	01 2151 591 001 003	489.50		
2026-05 ST-0001	06/28/2026	SPEECH ML - ESU	01 2151 591 003 003	541.12		
2026-05 ST-0001	06/28/2026	SUPERVISION - SPEECH ML - ESU	01 2151 591 003 005	43.29		
2026-05 ST-0001	06/28/2026	SUPERVISION - SPEECH HS - ESU	01 2152 591 003 005	39.16		
2026-05 ST-0001	06/28/2026	OT ML - ESU	01 2161 591 003 000	460.00		
2026-05 ST-0001	06/28/2026	SUPERVISION - OT ML - ESU	01 2161 591 003 005	36.80		
2026-05 ST-0001	06/28/2026	P/T SCHOOL AGE HS	01 2171 591 001 000	74.70		
2026-05 ST-0001	06/28/2026	P/T SCHOOL AGE HS SUPERVISION	01 2171 591 001 005	21.60		
2026-05 ST-0001	06/28/2026	P/T SCHOOL AGE HS SUPERVISION	01 2171 591 001 005	5.98		
2026-05 ST-0001	06/28/2026	P/T SCHOOL AGE ML	01 2171 591 003 000	270.00		
2026-05 ST-0001	06/28/2026	VISUALLY IMPAIRED/SERVICES ML - ESU	01 2181 591 003 000	261.80		
2026-05 ST-0001	06/28/2026	VISUALLY IMPAIRED/SERVICES ML - ESU SUPE	01 2181 591 003 005	20.94		
2026-05 ST-0001	06/28/2026	O&M SERVICES	01 2183 591 003 000	255.00		
2026-05 ST-0001	06/28/2026	VISUALLY IMPAIRED/SERVICES AGES 0-2	01 2183 591 003 000	488.75		
2026-05 ST-0001	06/28/2026	PANHANDLE BEGINNINGS	01 2190 591 003 000	5,180.00		
2026-05 ST-0001	06/28/2026	VISUALLY IMPAIRED/SERVICES AGES 0-2 SUPE	01 2190 591 003 008	39.10		
2026-05 ST-0001	06/28/2026	DISTANCE LEARNING CONSORTIUM	01 2224 382 000 000	754.00		
2026-05 ST-0001	06/28/2026	INTERNET E-RATE CONSORTIUM	01 2224 382 000 000	400.00		
2026-05 ST-0001	06/28/2026	NEVA	01 2224 382 000 000	708.33		
Check Number: 63926		Check Type: Check	Check Date: 06/08/2026	Vendor: FOLLETTCON	FOLLETT CONTENT SOLUTIONS, LLC	Check Total: 324.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

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Checking Account: 01		GENERAL FUND 01-101				
761328F	06/02/2026	17160	A Bad Case of Tattle Tongue	01 2220 640 003 000	23.00	
761328F	06/02/2026	17160	Big Nate: Code Red	01 2220 640 003 000	43.28	
761328F	06/02/2026	17160	Big Nate No Harm Done	01 2220 640 003 000	21.64	
761328F	06/02/2026	17160	Bird & Squirrel on Ice	01 2220 640 003 000	41.12	
761328F	06/02/2026	17160	Carter Avery's Tricky Fourth-Grade Year	01 2220 640 003 000	20.99	
761328F	06/02/2026	17160	Decibella and her 6 inch voice	01 2220 640 003 000	21.89	
761328F	06/02/2026	17160	What's in it for me?	01 2220 640 003 000	22.94	
761328F	06/02/2026	17160	Hurricane Heist	01 2220 640 003 000	18.99	
761328F	06/02/2026	17160	Million Dollar Throw	01 2220 640 003 000	19.09	
761328F	06/02/2026	17160	Baditude! What to do when your life stin	01 2220 640 003 000	21.89	
761328F	06/02/2026	17160	But it's not my fault	01 2220 640 003 000	21.89	
761328F	06/02/2026	17160	Cheaters Never Prosper	01 2220 640 003 000	23.93	
761328F	06/02/2026	17160	The PROcrastinator	01 2220 640 003 000	23.89	
Check Number: 63927	Check Type: Check		Check Date: 06/08/2026	Vendor: FRANKPARTS	FRANK PARTS COMPANY	Check Total: 15.99
<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>	
561913	05/26/2026	17175	pliers	01 2710 610 000 000	15.99	
Check Number: 63928	Check Type: Check		Check Date: 06/08/2026	Vendor: FRENCHMANV	FRENCHMAN VALLEY COOP	Check Total: 4,088.03
<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>	
2026-05-0001	06/21/2026		CARDTROL FUEL PURCHASES	01 2710 626 000 000	4,088.03	
Check Number: 63929	Check Type: Check		Check Date: 06/08/2026	Vendor: HERITAGELA	HERITAGE LANDSCAPE SUPPLY	Check Total: 4,566.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0026489520	06/04/2026	17215	6" rb 5006 pc/fc plus prs rotor	01 2620 610 001 000	3,183.20	
0026489520	06/04/2026	17215	3/4" sch 40 pvc coupler fxf	01 2620 610 001 000	40.00	
0026489520	06/04/2026	17215	3/4"x6" marlex cutoff nipple	01 2620 610 001 000	71.20	
0026489520	06/04/2026	17215	3/4" sch 40 pvc riser extfxm	01 2620 610 001 000	78.60	
0026489520	06/04/2026	17215	6" rb 5006 pc/fc plus prs rotor	01 2620 610 001 000	1,193.70	
Check Number: 63930	Check Type: Check		Check Date: 06/08/2026	Vendor: HOLIDAYIN2	HOLIDAY INN - KEARNEY	Check Total: 1,224.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2026-AUTISM CONFERNC	05/21/2026	17006	Autism Conference Motels	01 1200 580 003 902	894.00	
467276	05/27/2026		DATA CONFERENCE	01 2410 580 001 905	165.00	
467276	05/27/2026		DATA CONFERENCE	01 2410 580 003 905	165.00	
Check Number: 63931	Check Type: Check		Check Date: 06/08/2026	Vendor: IDEALLINEN	IDEAL LAUNDRY AND CLEANERS, INC.	Check Total: 459.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
50021410	06/04/2026		BAND UNIFORM CLEANING	01 1100 340 001 030	459.54	
Check Number: 63932	Check Type: Check		Check Date: 06/08/2026	Vendor: BLUFFSFACI	IDEAL/BLUFFS FACILITY SOLUTIONS	Check Total: 1,323.00
<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>	
510150-1	04/17/2026	16862	kutol soap ez foam hand	01 2610 610 003 000	227.10	

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512157	06/02/2026	17179	towel roll tork 600' -6/cs	01 2610 610 001 000	285.76	
512157	06/02/2026	17179	liner pl 24x32 wht .45	01 2610 610 001 000	117.15	
512157	06/02/2026	17179	liner 46x50 black 60 gal	01 2610 610 001 000	203.00	
512157	06/02/2026	17179	calci-buster thrif-descaler-qt	01 2610 610 001 000	21.04	
512157	06/02/2026	17179	freight charge	01 2610 610 001 000	3.00	
512158	06/02/2026	17180	liner 46x50 black 60gal	01 2610 610 003 000	50.75	
512158	06/02/2026	17180	liner pl 24x32 wht .45ml	01 2610 610 003 000	39.05	
512158	06/02/2026	17180	towel roll prem 800' 6/cs	01 2610 610 003 000	155.46	
512158	06/02/2026	17180	t.t. 865 sheets tork 36/cs	01 2610 610 003 000	137.22	
512158	06/02/2026	17180	foul out - cuc melon qt 12/cs	01 2610 610 003 000	80.47	
512158	06/02/2026	17180	freight charge	01 2610 610 003 000	3.00	
Check Number: 63933		Check Type: Check		Check Date: 06/08/2026	Vendor: INFINITECA	INFINITE CAMPUS, INC
						Check Total: 7,703.20
<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>	
CI-00005945	05/21/2026	17113	01 - License 06/01/2026-05/31/2027	01 1100 650 000 000	3,500.00	
CI-00005945	05/21/2026	17113	02- Support: SIS 06/01/2026 - 05/31/2027	01 1100 650 000 000	1,500.00	
CI-00005945	05/21/2026	17113	03 - SIS Hosting: Campus Cloud 06/01/202	01 1100 650 000 000	408.00	
CI-00005945	05/21/2026	17113	16- License: Food Service 06/01/2026 - 0	01 1100 650 000 000	816.00	
CI-00005945	05/21/2026	17113	17- Support: Food Service 06/01/2026 - 0	01 1100 650 000 000	163.20	
CI-00005945	05/21/2026	17113	21- Campus Learning 06/01/2026 - 05/31/2	01 1100 650 000 000	816.00	
CI-00005945	05/21/2026	17113	23- Online Registration Standard 06/01/2	01 1100 650 000 000	500.00	
Check Number: 63934		Check Type: Check		Check Date: 06/08/2026	Vendor: JOHNSONCON	JOHNSON CONTROLS
						Check Total: 1,179.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1-137126380338	06/04/2026	17222	labor	01 2620 340 001 000	825.00	
1-137126380338	06/04/2026	17222	Disposal, environmental usage charge	01 2620 340 001 000	45.00	
1-137126380338	06/04/2026	17222	fuel surcharge adjustment	01 2620 340 001 000	35.00	
1-137126380338	06/04/2026	17222	mileage	01 2620 340 001 000	274.68	
Check Number: 63935		Check Type: Check		Check Date: 06/08/2026	Vendor: JOSTENS4	JOSTENS
						Check Total: 155.00
<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>	
147768	05/21/2026	17142	Yearly Planners	01 1200 610 001 902	140.00	
147768	05/21/2026	17142	S&H	01 1200 610 001 902	15.00	
Check Number: 63936		Check Type: Check		Check Date: 06/08/2026	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE
						Check Total: 1,059.67

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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>
13670	04/17/2026	16930	Potting Soil - 50 QT	01 1100 610 001 040	80.71
13670	04/17/2026	16930	Potting Soil -2 CF	01 1100 610 001 040	114.71
13906	05/21/2026	17096	gorilla tape	01 2710 610 000 000	13.49
13909	05/26/2026	17111	Diaphram replc kit	01 2620 610 003 000	10.19
13926	06/03/2026	15532	SCOREBOARD	01 2620 610 001 000	17.99
13927	05/21/2026	17117	CLAMP PLSTC WHT 3/4" CD6	01 2230 650 000 000	2.23
13927	05/21/2026	17117	MISC. FASTNERS	01 2230 650 000 000	3.44
13927	05/21/2026	17117	MISC. FASTNERS	01 2230 650 000 000	3.68
13927	05/21/2026	17117	MISC. FASTNERS	01 2230 650 000 000	5.52
13927	05/21/2026	17117	MISC. FASTNERS	01 2230 650 000 000	4.76
13934	06/03/2026	16040	General year long supplies	01 1100 610 001 044	30.58
13994	06/03/2026		GYM SUPPLIES	01 2620 610 001 000	9.86
13997	05/26/2026	17133	clr enhnce mlch rd 1.5	01 2620 610 000 000	58.89
14035	05/21/2026	17141	Black Hammered	01 1100 610 001 040	25.18
14035	05/21/2026	17141	Black Hammered 12 oz	01 1100 610 001 040	39.56
14048	05/26/2026	17150	ext tube sj 1-1/4 white	01 2620 610 000 000	5.39
14048	05/26/2026	17150	p trap 1-1/4 plstc	01 2620 610 000 000	6.29
14048	05/26/2026	17150	clr enhncd mlch rd 1.5	01 2620 610 000 000	14.26
14048	05/26/2026	17150	Sealant thru the roof gal	01 2620 610 001 000	71.99
14053	05/26/2026	17148	ext tube sj 1-1/2x6 white	01 2620 610 003 000	5.39
14053	05/26/2026	17148	p trap 1-1/2 plstc	01 2620 610 003 000	6.83
14053	05/26/2026	17148	clr enhncd mlch rd 1.5	01 2620 610 003 000	4.75
14093	06/03/2026		LIBRARY	01 2620 610 001 000	54.09
14106	05/26/2026	17164	screws	01 2710 610 000 000	6.36
14129	06/04/2026	17170	Ace Primer	01 1100 610 001 040	13.66
14129	06/04/2026	17170	Red Paint	01 1100 610 001 040	9.89
14129	06/04/2026	17170	Black Paint	01 1100 610 001 040	19.78
14129	06/04/2026	17170	White Paint	01 1100 610 001 040	9.89
14131	06/04/2026	16040	General year long supplies	01 1100 610 001 044	91.95
14134	05/26/2026	17178	coupling 3/4x3/4 brs	01 2620 610 001 000	12.59
14134	05/26/2026	17178	elbow 3/4x3/4 brs	01 2620 610 001 000	13.49
14134	05/26/2026	17178	metal cutoff whl 3"x3/8"	01 2620 610 001 000	16.19
14134	05/26/2026	17178	sharkbite demnt clip 1/2	01 2620 610 001 000	3.59
14134	05/26/2026	17178	sb red couple 3/4x1/2 lf	01 2620 610 001 000	12.59
14134	05/26/2026	17178	sharkbite demnt clip 3/4	01 2620 610 001 000	3.59
14136	05/26/2026	17177	union dielec 1/2x1/2" fp	01 2620 610 001 000	14.39
14150	06/04/2026	17204	Trimmer line 0.95"x250'	01 2620 610 000 000	57.98
14150	06/04/2026	17204	Garden Sprayer 2gal ace	01 2620 610 000 000	23.79
14211	06/04/2026	17201	Rain Cap for Schutz Vent Pipe	01 2620 610 000 000	13.59
14218	06/04/2026	17217	carpentr pncl sharpenr ylw	01 2620 610 003 000	4.13

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
14218	06/04/2026	17217	ptr tape bl 1.88"x60 yd	01 2620 610 003 000	7.73	
14218	06/04/2026	17217	trim brush 2" angle ace	01 2620 610 003 000	16.18	
14218	06/04/2026	17217	ace best w4 trayset 3 pc	01 2620 610 003 000	15.46	
14218	06/04/2026	17217	rstp i/e ob sat wht 1g	01 2620 610 003 000	37.79	
14218	06/04/2026	17217	plastic pail 2gal ace wht	01 2620 610 003 000	5.93	
14218	06/04/2026	17217	impct pwr bt trx 3-1/2"	01 2620 610 003 000	4.49	
14218	06/04/2026	17217	wood screw #9x3"	01 2620 610 003 000	24.74	
14266	06/04/2026	17216	screw settr drywl ph 4pc	01 2620 610 003 000	8.09	
14266	06/04/2026	17216	screw dw ph cs 6x2 1#	01 2620 610 003 000	6.74	
14276	06/04/2026	17219	angle stp valv qutr 1/2"	01 2620 610 003 000	11.69	
14277	06/04/2026	17220	angle stp valv qutr 1/2"	01 2620 610 003 000	(11.69)	
14277	06/04/2026	17220	qtvalv 3/8 fixp 3/8 od angle	01 2620 610 003 000	15.29	
Check Number: 63937		Check Type: Check	Check Date: 06/08/2026	Vendor: KIMBALLAUT	KIMBALL AUTO PARTS CO	Check Total: 634.09
<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>	
284350	05/21/2026	17139	CFI 87374 Air Filter	01 1100 610 001 040	23.46	
284350	05/21/2026	17139	AWD PCKQT Oil	01 1100 610 001 040	79.05	
284362	05/21/2026	17118	Belts for Ag Shop Garage Door	01 2610 610 000 000	26.58	
284362	05/21/2026	17118	Belts for Air Handler in new addition	01 2610 610 000 000	76.30	
284362	05/21/2026	17118	Blend Actuator 2012 Impala	01 2710 610 000 000	23.90	
284591	05/26/2026	17143	oil filter	01 2710 610 000 000	12.46	
284591	05/26/2026	17143	5W20 quart	01 2710 626 000 000	16.52	
284591	05/26/2026	17143	5W20 5 qt jug	01 2710 626 000 000	55.26	
284745	05/26/2026	17176	Xde 524fmf battery	01 2620 610 000 000	138.40	
284745	05/26/2026	17176	Xde 524fmf battery core deposit	01 2620 610 000 000	(18.00)	
284745	05/26/2026	17176	antifreeze / coolant	01 2710 610 000 000	141.96	
284819	05/26/2026	17186	Filters	01 2710 610 000 000	58.20	
Check Number: 63938		Check Type: Check	Check Date: 06/08/2026	Vendor: KIMBALLHEL	KIMBALL HELPS	Check Total: 112.50
<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>	
2026-VALEN-0003	06/08/2026	16608	Candy	01 2410 610 001 000	112.50	
Check Number: 63939		Check Type: Check	Check Date: 06/08/2026	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total: 401.91
<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>	
2026-05-KITCHEN INV	06/02/2026		DISTRICT COFFE	01 2570 291 001 000	73.43	
2026-05-KITCHEN INV	06/02/2026		HS SUPERVISION MEALS	01 2570 291 003 000	183.20	
2026-05-KITCHEN INV	06/02/2026		DISTRICT COFFEE	01 2570 291 003 000	14.53	
2026-05-KITCHEN INV	06/02/2026		HS SUPERVISION MEALS	01 2570 293 001 000	5.10	
2026-05-KITCHEN INV	06/02/2026		HS SUPERVISION MEALS	01 2570 293 001 000	61.20	
2026-05-KITCHEN INV	06/02/2026		ML SUBSTITUTE MEALS	01 2570 293 003 000	64.45	
Check Number: 63940		Check Type: Check	Check Date: 06/08/2026	Vendor: PANHANDLEC	LEGACY COOP	Check Total: 1,056.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101					
50776	05/26/2026		FOOD LAB GROCERIES	01 1100 610 001 042	60.49		
51147	05/26/2026		FOOD LAB GROCERIES	01 1100 610 001 042	25.84		
732089	05/21/2026	17167	Water and Flavoring	01 2410 890 003 000	65.72		
732090	05/21/2026	17036	Supplies for Community Clean Up Day.	01 1100 610 001 038	689.93		
732091	05/21/2026	17036	Supplies for Community Clean Up Day.	01 1100 610 001 038	41.80		
732097	05/21/2026	17036	Supplies for Community Clean Up Day.	01 1100 610 001 038	(143.00)		
732099	05/21/2026	17174	Water for Elementary Field Day	01 1100 610 003 034	33.52		
732101	05/26/2026		FOOD LAB GROCERIES	01 1100 610 001 042	31.05		
732121	05/21/2026	17161	1 choc frosting, 1 vanilla frosting, 1 c	01 6968 610 003 000	8.06		
732136	05/21/2026		FOOD LAB GROCERIES	01 1100 610 001 042	60.49		
732147	05/21/2026		FOOD LAB GROCERIES	01 1100 610 001 042	29.46		
732149	05/21/2026	17171	Chips, Cookies, Sliders, and Drinks for	01 2410 890 003 000	152.74		
Check Number: 63941		Check Type: Check	Check Date: 06/08/2026	Vendor: MATHESON	MATHESON TRI-GAS, INC	Check Total:	2,292.95
<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>		
0033331983	05/27/2026		AR CD25150	01 1100 610 001 040	27.00		
0033331983	05/27/2026		AR SM	01 1100 610 001 040	13.50		
0033331983	05/27/2026		AR 150	01 1100 610 001 040	13.50		
0033331983	05/27/2026		OX 200	01 1100 610 001 040	13.50		
0033331983	05/27/2026		HARZARDOUS MATER	01 1100 610 001 040	14.00		
0033357634	06/04/2026	17210	SHIELD CAP (40A) (LC100M) 2/PACKEA	01 1100 610 001 040	472.90		
0033357634	06/04/2026	17210	LINCOLN NOZZLE 40A 5PK BK12849-4EA	01 1100 610 001 040	423.19		
0033357634	06/04/2026	17210	LINCOLN ELECTRODE (LC100M)	01 1100 610 001 040	630.87		
0033357634	06/04/2026	17210	LINCOLN NOZZLE 60A 5PK BK12849-5EA	01 1100 610 001 040	211.59		
0033357634	06/04/2026	17210	SHIELD CAP, 60A-80A (LC100M)	01 1100 610 001 040	472.90		
Check Number: 63942		Check Type: Check	Check Date: 06/08/2026	Vendor: MCMANIGALL	MCMANIGAL LAWN AND LANDSCAPE	Check Total:	4,485.00
<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>		
3739	06/04/2026	17221	sublime wee control, non irrigated area	01 2620 340 001 000	3,375.00		
3739	06/04/2026	17221	ground kill, high school	01 2620 340 001 000	750.00		
3739	06/04/2026	17221	ground kill, Mary lynch	01 2620 340 001 000	360.00		
Check Number: 63943		Check Type: Check	Check Date: 06/08/2026	Vendor: MENARDS	MENARDS - SCOTTSBLUFF	Check Total:	1,827.39
<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>		
45326	05/26/2026	17132	80v mf 16" attch trim kit	01 2620 610 000 000	249.99		
45326	05/26/2026	17132	zep purple degreaser 5gal	01 2710 610 000 000	46.98		
45326	05/26/2026	17132	bleach resist sprayer	01 2710 610 000 000	12.88		
45328	05/26/2026	17112	red mulch	01 2620 610 000 000	44.20		
45725	05/26/2026	17136	Totes	01 2610 610 001 000	167.88		
45978	05/26/2026	17149	architects scale	01 2620 610 000 000	6.99		
45978	05/26/2026	17149	23"w x 23.5"d utilitub	01 2620 610 000 000	139.99		
45978	05/26/2026	17149	lowprofile organizer	01 2620 610 000 000	64.99		
45978	05/26/2026	17149	rebate used	01 2620 610 000 000	(5.88)		

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Checking Account: 01		GENERAL FUND 01-101					
45978	05/26/2026	17149	rebate used	01 2620 610 000 000	(48.19)		
45978	05/26/2026	17149	Galcier sportcap water	01 2710 610 000 000	31.92		
46168	05/26/2026	17168	retractable straps	01 2710 610 000 000	31.99		
46493	06/04/2026	17203	Hardwood Flush Bifold	01 2620 610 003 000	672.00		
46718	06/04/2026	17202	2x4x8 premium select	01 2620 610 003 000	59.70		
46850	06/04/2026	17208	24" Mag I-beam level	01 2620 610 000 000	21.99		
46850	06/04/2026	17208	1lb deadblow hammer	01 2620 610 000 000	6.99		
46850	06/04/2026	17208	kincopro light duty glove	01 2620 610 000 000	19.96		
46850	06/04/2026	17208	16' gripper tape measure	01 2620 610 001 000	8.99		
46850	06/04/2026	17208	1x8-8' primed pine	01 2620 610 003 000	59.16		
46850	06/04/2026	17208	2x4-8' #2	01 2620 610 003 000	23.88		
46850	06/04/2026	17208	1/2x4x8 drywall	01 2620 610 003 000	47.16		
46850	06/04/2026	17208	2x4-8' #2	01 2620 610 003 000	7.96		
46852	06/04/2026	17207	2x8 -8' #2	01 2620 610 003 000	22.24		
47079	06/04/2026	17218	1x12-8" primed mdf board	01 2620 610 003 000	71.94		
47079	06/04/2026	17218	1/2x4x8 drywall	01 2620 610 003 000	47.16		
47079	06/04/2026	17218	2x10-8 #2 btr fir	01 2620 610 003 000	14.52		
Check Number: 63944		Check Type: Check		Check Date: 06/08/2026	Vendor: MONUMENTCL	MONUMENT CLEANING COMPANY	Check Total: 10,255.00
<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>		
849-0001	06/05/2026		DAILY CLEANING HS	01 2610 420 001 000	4,770.00		
849-0001	06/05/2026		COMMUTING	01 2610 420 001 000	450.00		
849-0001	06/05/2026		TWICE WEEKLY (GLASS, INACTIVE, ADMIN)	01 2610 420 001 000	300.00		
849-0001	06/05/2026		MAIN GYM ADD ON	01 2610 420 001 000	300.00		
849-0001	06/05/2026		AUDITORIUM ADD ON	01 2610 420 001 000	125.00		
849-0001	06/05/2026		STADIUM ADD ON	01 2610 420 001 000	350.00		
849-0001	06/05/2026		DAILY CLEANING ML	01 2610 420 003 000	3,510.00		
849-0001	06/05/2026		COMMUTING	01 2610 420 003 000	450.00		
Check Number: 63945		Check Type: Check		Check Date: 06/08/2026	Vendor: PERRYGUTHE	PERRY, GUTHERY, HAASE & GESSFO	Check Total: 539.00
<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>		
280-0001	06/25/2026		LEGAL SERVICES	01 2330 317 000 000	539.00		
Check Number: 63946		Check Type: Check		Check Date: 06/08/2026	Vendor: PITSCO	PITSCO	Check Total: 161.00
<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>		
26-000003092	05/21/2026	16566	20 pack CO2 cartridges	01 1100 610 001 044	161.00		
Check Number: 63947		Check Type: Check		Check Date: 06/08/2026	Vendor: ROCHESTER1	ROCHESTER 100 INC	Check Total: 357.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV116720	05/05/2026	16980	Nicky's Communicator Folder	01 1100 610 003 000	357.84		
Check Number: 63948		Check Type: Check		Check Date: 06/08/2026	Vendor: SANDBERGIM	SANDBERG IMPLEMENT	Check Total: 79.74
<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>		

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Checking Account: 01		GENERAL FUND 01-101				
IV56532	05/26/2026	17134	starter ass hon269	01 2620 610 000 000	19.34	
IV56532	05/26/2026	17134	battery ass aa54	01 2620 610 000 000	49.44	
IV56684	05/26/2026	17135	battery kit hon730	01 2620 610 000 000	60.40	
IV56684	05/26/2026	17135	battery ass aa54	01 2620 610 000 000	(49.44)	
Check Number: 63949		Check Type: Check	Check Date: 06/08/2026	Vendor: SCHOOLOUTF	SCHOOL OUTFITTERS	Check Total: 3,687.86
<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>	
INV14400728	05/21/2026	16988	Flower STEAM tables	01 1100 733 003 000	3,687.86	
Check Number: 63950		Check Type: Check	Check Date: 06/08/2026	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total: 357.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
-----30810472044	06/04/2026	16779	Blue Construction Paper	01 1100 610 001 020	1.96	
-----30810472044	06/04/2026	16779	Handheld Sharpeners	01 1100 610 001 020	10.52	
-----30810472044	06/04/2026	16746	CLEAR PACKAGE TAPE DISPENSER	01 1100 610 001 000	5.60	
---30810472044	06/04/2026	16849	Lesson Plan Books	01 2410 610 003 000	25.14	
---30810472044	06/04/2026	16849	Class Record Books	01 2410 610 003 000	34.15	
--30810472044	06/04/2026	16815	Mini Glue Sticks	01 1100 610 001 042	10.02	
--30810472044	06/04/2026	16815	Glue Sticks	01 1100 610 001 042	13.95	
--30810472044	06/04/2026	16815	Poster Board	01 1100 610 001 042	29.45	
-30810472044	06/04/2026	16771	Graph Paper - 1/2" Squares - white - pri	01 1200 610 001 902	5.04	
30810472044	06/04/2026	16746	MANILLA FILE FOLDERS LEGAL	01 1100 610 001 000	29.16	
30810472044	06/04/2026	16746	CLEAR PACKAGE TAPE DISPENSER	01 1100 610 001 000	5.60	
308104864646	05/21/2026	16841	Schooltime sticker pad	01 6968 610 003 000	4.65	
308104864646	05/21/2026	16841	Praise reward sticker pad	01 6968 610 003 000	3.49	
308104864646	05/21/2026	16841	Scratch and sniff stickers	01 6968 610 003 000	10.59	
308104864646	05/21/2026	16841	Dinosaur floor puzzle	01 6968 610 003 000	16.24	
308104864646	05/21/2026	16841	Foil star stickers	01 6968 610 003 000	15.00	
308104864646	05/21/2026	16841	Prang washable watercolor sets	01 6968 610 003 000	105.75	
308104864646	05/21/2026	16841	Pink cotton balls-100 pk	01 6968 610 003 000	7.78	
308104864646	05/21/2026	16841	Yellow cotton balls-100 pk	01 6968 610 003 000	7.78	
308104864646	05/21/2026	16841	Blue cotton balls-100 pk	01 6968 610 003 000	7.78	
308104864646	05/21/2026	16841	White cotton balls-100 pk	01 6968 610 003 000	7.78	
Check Number: 63951		Check Type: Check	Check Date: 06/08/2026	Vendor: STAPLES	STAPLES BUSINESS ADVANTAGE	Check Total: 58.19
<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>	
6061914259	05/05/2026	16764	Poster Board	01 1100 610 001 024	58.19	
Check Number: 63952		Check Type: Check	Check Date: 06/08/2026	Vendor: TRAFERAHOL	TRAFERA HOLDINGS, LLC	Check Total: 30,150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
I001592072	06/02/2026	16952	FORTIS G1MMT8186 8G 64G 11"	01 6992 733 000 000	27,270.00	
I001592072	06/02/2026	16952	Google ChromeManagementPerpetual EDU	01 6992 733 000 000	2,880.00	
Check Number: 63953		Check Type: Check	Check Date: 06/08/2026	Vendor: TURNITIN	TURNITIN, LLC	Check Total: 2,959.62

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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>	
Q-935095-3	05/21/2026	17154	Turnitin Renewal	01 1100 610 001 000	2,959.62	
Check Number: 63954	Check Type: Check	Check Date: 06/08/2026	Vendor: VERIZON	VERIZON WIRELESS	Check Total:	53.00
<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>	
6144091453-0001	06/20/2026		cell phones	01 2510 530 000 000	53.00	
Check Number: 63955	Check Type: Check	Check Date: 06/08/2026	Vendor: VETERANSOF	VETERANS OF FOREIGN WARS	Check Total:	60.00
<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>	
2026-FLAG	05/21/2026	17169	Flag for Stage	01 1100 610 001 024	60.00	
Check Number: 63956	Check Type: Check	Check Date: 06/08/2026	Vendor: VINCESCORN	VINCE'S CORNER	Check Total:	50.00
<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>	
2026-FAMILY REWARDS	06/04/2026	15985	Gift Card	01 6200 890 003 904	50.00	
Check Number: 63957	Check Type: Check	Check Date: 06/08/2026	Vendor: VOYAGER	VOYAGER FLEET SYSTEMS, INC.	Check Total:	928.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8691497732-0047	06/01/2026		CARDTROL PURCHASES	01 2710 626 000 000	1,460.28	
8691497732-0047	06/01/2026		TAX ADJUSTMENT	01 2710 626 000 000	(531.52)	
Check Number: 63958	Check Type: Check	Check Date: 06/08/2026	Vendor: WESTERNNEO	WESTERN NEBRASKA OBSERVER	Check Total:	181.57
<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>	
2118	05/27/2026		BOARD MINUTES	01 2310 540 000 000	181.57	
Check Number: 63959	Check Type: Check	Check Date: 06/08/2026	Vendor: WINKLERELE	WINKLER ELECTRIC, INC	Check Total:	9,599.00
<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>	
7654	05/21/2026	17128	Cat 6 Lines for Scoreboard	01 2620 340 001 000	7,814.00	
7654	05/21/2026	17128	Electrical Panel in Furnace/Electrical R	01 2620 340 001 000	695.00	
7654	05/21/2026	17128	Lines to Floor Plug in	01 2620 340 001 000	475.00	
7654	05/21/2026	17128	Misc Part	01 2620 340 001 000	200.00	
7654	05/21/2026	17128	Extra floor box trip	01 2620 340 001 000	415.00	
Check Number: 63960	Check Type: Check	Check Date: 06/08/2026	Vendor: WORTHINGTO	WORTHINGTON DIRECT, INC.	Check Total:	8,965.89
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV429817-KIM004	05/27/2026	17005	Whiteboard Teacher Table	01 1100 610 003 011	7,535.90	
INV429817-KIM004	05/27/2026	17005	SHIPPING	01 1100 610 003 011	1,429.99	
Check Number: 63961	Check Type: Check	Check Date: 06/08/2026	Vendor: ITSAVVY	XEROX IT SOLUTIONS	Check Total:	3,436.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01626909	05/19/2026	16555	ViewSonic VB-WIFI-005 Network adapter -	01 2230 734 000 000	589.80	
01648974	06/02/2026	17199	Sophos Central Intercept X Advanced Subs	01 2230 735 000 000	2,304.00	
01648974	06/02/2026	17199	Sophos Central Intercept X Advanced for	01 2230 735 000 000	542.55	

Checking Account: 01 GENERAL FUND 01-101

*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 203,493.62

Detail Check Register

Checking Account: 02FIRSTIER		DEPRECIATION FIRSTIER				
Check Number: 1608		Check Type: Check	Check Date: 06/08/2026	Vendor: JJFLOORS	JJPRATT ENTERPRISES LLC	Check Total: 8,191.00
<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>	
1903	05/21/2026	17028	Screen and refinish practice gym floor -	02 2900 442 000 000	3,000.00	
1903	05/21/2026	17028	Screen and refinish HS gym floor - 2 coa	02 2900 442 000 000	5,191.00	
*Denotes Expensed Invoice Item				Checking Account ID: 02FIRSTIER	Total without Voids:	8,191.00

Detail Check Register

Checking Account: 05FIRSTIER		ACTIVITY FUND FIRSTIER				
Check Number: 20369	Check Type: Check	Check Date: 06/08/2026	Vendor: CROSSROADS	CROSSROADS MUSIC	Check Total:	25.00
<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>	
92392	05/21/2026	17065	Repair on Yamaha Bari Saxophone.	05 2900 610 001 602	25.00	
Check Number: 20370	Check Type: Check	Check Date: 06/08/2026	Vendor: HOLIDAYIN2	HOLIDAY INN - KEARNEY	Check Total:	333.00
<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>	
2026-STATE OFFICER	05/21/2026	16816	State FFA Officer Interviews	05 2900 580 001 199	333.00	
Check Number: 20371	Check Type: Check	Check Date: 06/08/2026	Vendor: JOSTENS	JOSTENS	Check Total:	812.90
<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>	
38585086	05/21/2026	16562	Caps and Gowns	05 2900 610 001 326	812.90	
Check Number: 20372	Check Type: Check	Check Date: 06/08/2026	Vendor: KIMBALLAUT	KIMBALL AUTO PARTS CO	Check Total:	18.00
<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>	
284239	05/21/2026	17122	Batteries for stopwatches	05 2900 610 001 100	18.00	
Check Number: 20373	Check Type: Check	Check Date: 06/08/2026	Vendor: KIMBALLHEA	KIMBALL HEALTH SERVICES	Check Total:	185.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2026-04-2026-04-30	05/21/2026		RANDOM DRUG SCREENS0-4	05 2900 810 001 198	185.24	
Check Number: 20374	Check Type: Check	Check Date: 06/08/2026	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total:	126.39
<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>	
RED AND WHITE METAL	05/27/2026		RED AND WHITE METALS	05 2900 610 001 103	126.39	
Check Number: 20375	Check Type: Check	Check Date: 06/08/2026	Vendor: MOHRGENE	GENE MOHR	Check Total:	1,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2026-POLE VAULT POLE	04/30/2026	17057	Pole vault poles	05 2900 610 001 103	1,000.00	
Check Number: 20376	Check Type: Check	Check Date: 06/08/2026	Vendor: VALLEYSTEE	VALLEY STEEL AND WIRE CO	Check Total:	604.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0000086030-001	05/21/2026	17115	16 Gauge 4x8 sheets	05 2900 610 001 205	604.32	
Check Number: 20377	Check Type: Check	Check Date: 06/08/2026	Vendor: VINCESCORN	VINCE'S CORNER	Check Total:	48.00
<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>	
17410	06/04/2026	16176	Vince's Corner Pizza for MT Dinner	05 2900 610 000 134	48.00	

*Denotes Expensed Invoice Item

Checking Account ID: 05FIRSTIER

Total without Voids: 3,152.85

Detail Check Register

Checking Account: 06FIRSTIER 06 FIRSTIER BANK

Check Number: 7256 Check Type: Check Check Date: 06/08/2026 Vendor: CASHWADIST CASH-WA DISTRIBUTING Check Total: 7,133.62

<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>
15064705	06/03/2026		ML FOOD	06 3100 630 003 000	345.55
15093007	06/04/2026		ML FOOD	06 3100 630 003 000	1,994.54
15093029	06/04/2026		HS FOOD	06 3100 630 001 000	927.25
15101057	06/04/2026		ML SUPPLIES	06 3100 610 003 000	89.90
15101057	06/04/2026		ML FOOD	06 3100 630 003 000	1,584.77
15101067	06/04/2026		HS FOOD	06 3100 630 001 000	1,152.24
15109092	06/04/2026		ML FOOD	06 3100 630 003 000	743.35
15109101	06/04/2026		HS FOOD	06 3100 630 001 000	296.02

Check Number: 7257 Check Type: Check Check Date: 06/08/2026 Vendor: HILANDDAIR HILAND DAIRY FOODS COMPANY, LLC Check Total: 1,503.51

<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>
2026-05 HS MILK	06/02/2026		1716196	06 3100 630 001 000	153.01
2026-05 HS MILK	06/02/2026		1716343	06 3100 630 001 000	104.59
2026-05 HS MILK	06/02/2026		1716487	06 3100 630 001 000	104.22
2026-05 ML MILK	06/02/2026		1716125	06 3100 630 003 000	233.88
2026-05 ML MILK	06/02/2026		1716195	06 3100 630 003 000	182.18
2026-05 ML MILK	06/02/2026		1716342	06 3100 630 003 000	336.46
2026-05 ML MILK	06/02/2026		1716486	06 3100 630 003 000	183.00
2026-05 ML MILK	06/02/2026		1715846	06 3100 630 003 000	101.13
2026-05 ML MILK	06/02/2026		1716269	06 3100 630 003 000	105.04

Check Number: 7258 Check Type: Check Check Date: 06/08/2026 Vendor: PEPSICOLA PEPSI-COLA OF WESTERN NEBRASKA Check Total: 236.30

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5100187625	06/04/2026		PEPSI DELIVERY	06 3100 630 001 000	236.30

Check Number: 7259 Check Type: Check Check Date: 06/08/2026 Vendor: SYSCODENVE SYSCO CORPORATION Check Total: 6,489.29

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
759694751	06/04/2026		ML SUPPLIES	06 3100 610 003 000	80.41
759694751	06/04/2026		DISTRICT	06 3100 630 000 000	14.53
759694751	06/04/2026		ML FOOD	06 3100 630 003 000	1,033.32
759710606-0002	06/01/2026		ML SUPPLIES	06 3100 610 003 000	72.69
759710606-0002	06/01/2026		ML FOOD	06 3100 630 003 000	902.17
759726027-0002	06/01/2026		DISTRICT	06 3100 630 000 000	149.85
759726027-0002	06/01/2026		HS FOOD AND DISTRICT	06 3100 630 001 000	605.69
759745206	06/04/2026		HS SUPPLIES	06 3100 610 001 000	179.62
759745206	06/04/2026		DISTRICT	06 3100 630 000 000	73.43
759745206	06/04/2026		HS FOOD	06 3100 630 001 000	391.58
759745207	06/04/2026		ML FOOD	06 3100 630 003 000	594.97
759761235	06/04/2026		HS SUPPLIES	06 3100 610 001 000	28.47
759761235	06/04/2026		HS FOOD	06 3100 630 001 000	875.49
759761236	06/04/2026		ML FOOD	06 3100 630 003 000	824.22

Detail Check Register

Checking Account: 06FIRSTIER 06 FIRSTIER BANK

759776531 06/04/2026 ML FOOD 06 3100 630 003 000 662.85

Check Number: 7260 Check Type: Check Check Date: 06/08/2026 Vendor: USFOODSGRA US FOODS - GRAND ISLAND Check Total: 840.74

<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>
4381105	06/04/2026		DISTRICT FOOD	06 3100 630 000 000	878.24
4381105	06/04/2026		5919433	06 3100 630 000 000	(19.60)
4381105	06/04/2026		5919379	06 3100 630 000 000	(17.90)

*Denotes Expensed Invoice Item

Checking Account ID: 06FIRSTIER Total without Voids: 16,203.46

Checking Account: 08FIRSTIER		BUILDING FUND FIRSTIER BANK					
Check Number: 1911		Check Type: Check		Check Date: 06/08/2026		Vendor: JEOCONSULT	JEO CONSULTING GROUP INC
Check Total:						17,775.00	
<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>		
173895	06/04/2026	17189	Science classroom	08 4700 450 000 000	17,775.00		
*Denotes Expensed Invoice Item				Checking Account ID: 08FIRSTIER	Total without Voids:	17,775.00	

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 109521	Check Type: Automatic Payment	Check Date: 05/11/2026	Vendor: CARDSERVI	CARD SERVICES	Check Total:	14,546.97
<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>	
112-4809615-8845003	05/12/2026	16932	stainless steel fittings	01 2710 610 000 000	27.99	
112-4809615-8845003	05/12/2026	16932	High Temp O-Rings	01 2710 610 000 000	16.99	
112-6468704-5825053	05/12/2026	16848	Office Supplies - Sharpie Pens	01 2410 610 003 000	11.79	
112-6468704-5825053	05/12/2026	16848	Office Supplies - Avery 8 Tab Dividers E	01 2410 610 003 000	19.01	
112-6468704-5825053	05/12/2026	16848	Office Supplies - Sleek Socket Flat Exte	01 2410 610 003 000	27.48	
112-6468704-5825053	05/12/2026	16848	Office Supplies - Felt Bulletin Board St	01 2410 610 003 000	6.99	
112-6468704-5825053	05/12/2026	16848	Office Supplies - Monitor Memo Boards fo	01 2410 610 003 000	7.79	
112-6468704-5825053	05/12/2026	16848	Supplies for Students: Plastic Envelope	01 2410 610 003 000	110.19	
112-6468704-5825053	05/12/2026	16848	PBIS rewards - Smarties Candy Bulk Rolls	01 2410 890 003 000	31.98	
112-6468704-5825053	05/12/2026	16848	PBIS Supplies - Heavyweight Blank Postca	01 2410 890 003 000	39.55	
112-6468704-5825053	05/12/2026	16848	Testing Decorations - White Paper Lanter	01 2410 890 003 000	59.94	
112-6468704-5825053	05/12/2026	16848	Testing Decorations - Silver Star Hangin	01 2410 890 003 000	44.16	
112-6468704-5825053	05/12/2026	16848	Testing Decorations - Silver Hanging Pap	01 2410 890 003 000	35.97	
112-6468704-5825053	05/12/2026	16848	Testing Decorations - Red Hanging Paper	01 2410 890 003 000	29.97	
112-6468704-5825053	05/12/2026	16848	Testing Decorations - Black/White Hangin	01 2410 890 003 000	29.97	
112-6468704-5825053	05/12/2026	16848	PBIS Rewards - Rice Krispies Treats	01 2410 890 003 000	9.97	
112-6468704-5825053	05/12/2026	16848	PBIS Rewards - Mini Chalk Set for Kids	01 2410 890 003 000	49.38	
112-6468704-5825053	05/12/2026	16848	PBIS Rewards - Bottles of Bubbles	01 2410 890 003 000	45.98	
112-7022973-6885866	05/12/2026	16848	Mary Lynch Furniture - Viz-Pro Large Mag	01 1100 733 003 000	488.00	
112-7022973-6885866	05/12/2026	16848	Mary Lynch Furniture - 60x48 Magnetic Dr	01 1100 733 003 000	184.34	
113-0731125-6011453	05/11/2026	16926	synarry Unicorn Floor puzzel	01 6968 610 003 000	28.83	
113-1179631-5304208	05/11/2026	17045	Texas Instruments TI-Nspire CX II Color	01 1100 610 001 028	437.61	
113-3112952-7905825	05/11/2026		YEARS OF SERVICE FRAMES	01 2320 610 000 000	33.97	
113-4036856-0791432	05/11/2026	17007	Prang (Formerly SunWorks) Construction P	01 1100 610 003 010	5.11	
113-4036856-0791432	05/11/2026	17007	PPhony Mini Wood Craft Sticks Small Woo	01 1100 610 003 010	5.99	
113-4036856-0791432	05/11/2026	17007	Darice 500 Pcs Popsicle Sticks for Craft	01 1100 610 003 010	17.79	
113-4036856-0791432	05/11/2026	17007	KTOJOY 200 Pcs Craft Sticks Ice Cream St	01 1100 610 003 010	4.99	
113-4036856-0791432	05/11/2026	17007	Play-Doh Bulk Pack of 48 Cans, 6 Sets of	01 1100 610 003 010	29.42	
113-4036856-0791432	05/11/2026	17007	Mototo 36 Pairs Kid's Winter Warm Magic	01 1100 610 003 010	39.59	
113-4036856-0791432	05/11/2026	17007	Paper Mate Arrowhead Pink Pearl Cap Eras	01 1100 610 003 010	17.99	
113-4036856-0791432	05/11/2026	17007	Very Large Assorted Pom Poms for DIY Cre	01 1100 610 003 010	15.99	
113-4036856-0791432	05/11/2026	17007	Blue Summit Supplies Pencil Pouches, Bul	01 1100 610 003 010	38.50	
113-4036856-0791432	05/11/2026	17007	10 Pack Mesh Zipper Pouch Bags 10x14 inc	01 1100 610 003 010	32.98	
113-4036856-0791432	05/11/2026	17007	SHOPDAY Paper Lunch Bags 4lb 100 Pack Wh	01 1100 610 003 010	11.43	
113-4036856-0791432	05/11/2026	17007	Elmer's Disappearing Purple School Glue	01 1100 610 003 010	15.96	
113-4036856-0791432	05/11/2026	17007	Harrycle 32 Pcs 100th Day of School Part	01 1100 610 003 010	8.99	
113-4036856-0791432	05/11/2026	17007	Sumind 204 Pcs 100 Days of School Teache	01 1100 610 003 010	6.99	
113-4036856-0791432	05/11/2026	17007	JULMELON Kindergarten Graduation Medal f	01 1100 610 003 010	9.69	
113-4036856-0791432	05/11/2026	17007	56 Pcs Name Tags for Desk Pencils Classr	01 1100 610 003 010	7.99	

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

113-4036856-0791432	05/11/2026	17007	Mombake Premium Orange Greaseproof Cupca	01 1100 610 003 010	6.96
113-4036856-0791432	05/11/2026	17007	Scotch Heavy Duty Packaging Tape, 1.88"	01 1100 610 003 010	19.98
113-4036856-0791432	05/11/2026	17007	Crayola Crayon Classpack - 400ct (8 Colo	01 1100 610 003 010	49.09
113-4036856-0791432	05/11/2026	17007	SATINIOR 24 Pcs Privacy Folders for Stud	01 1100 610 003 010	29.99
113-4036856-0791432	05/11/2026	17007	m&h invites Welcome To Kindergarten Post	01 1100 610 003 010	9.79
113-4036856-0791432	05/11/2026	17007	Purple Ladybug 1260 Variety Scratch and	01 1100 610 003 010	11.98
113-4036856-0791432	05/11/2026	17007	Cinrobiye 60 Pieces Fall Thanksgiving Da	01 1100 610 003 010	12.99
113-4036856-0791432	05/11/2026	17007	Hdagbnn 72PCS Valentine's Day Pencils,Wo	01 1100 610 003 010	7.99
113-4036856-0791432	05/11/2026	17007	FYXMI St. Patrick's Day Pencils 48 Pack	01 1100 610 003 010	12.73
113-4036856-0791432	05/11/2026	17007	DomeStar 1LB Flat Glass Marbles, Black G	01 1100 610 003 010	6.85
113-4036856-0791432	05/11/2026	17007	Pacon Heavyweight Tagboard, 9 x 12 Inche	01 1100 610 003 010	72.48
113-4036856-0791432	05/11/2026	17007	EXPO Dry Erase Markers, Low Odor Ink, Bl	01 1100 610 003 010	31.99
113-4036856-0791432	05/11/2026	17007	Sharpie Color Burst Permanent Markers, F	01 1100 610 003 010	16.89
113-4036856-0791432	05/11/2026	17007	Paper Mate Felt Tip Pens, Flair Marker P	01 1100 610 003 010	8.74
113-4036856-0791432	05/11/2026	17007	Party Favors for Kids 8-12 4-8, 150-Pack	01 1100 610 003 010	12.99
113-4036856-0791432	05/11/2026	17007	HNSYYF 60-Pack Multicolor Pen in One - C	01 1100 610 003 010	20.99
113-4036856-0791432	05/11/2026	17007	Puffy Stickers for Kids 45 Sheets - 3D P	01 1100 610 003 010	6.79
113-4036856-0791432	05/11/2026	17007	Voxelure 13" Globe for Children & Adults	01 1100 610 003 010	40.99
113-4036856-0791432	05/11/2026	17007	AIRUIFU Wall Clock for Kids Learning to	01 1100 610 003 010	33.98
113-4036856-0791432	05/11/2026	17007	Yocada Carpet Sweeper Cleaner for Home O	01 1100 610 003 010	23.99
113-4036856-0791432	05/11/2026	17007	Yocada Carpet Sweeper Cleaner for Home O	01 1100 610 003 010	23.99
113-4036856-0791432	05/11/2026	17007	Office Chair Ergonomic Desk Chair Comfy:	01 1100 610 003 010	233.98
113-4036856-0791432	05/11/2026	17007	Teacher Created Resources Cool for Schoo	01 1100 610 003 010	6.99
113-4036856-0791432	05/11/2026	17007	Back to School Decorations,72 PCS Colorf	01 1100 610 003 010	7.99
113-4036856-0791432	05/11/2026	17007	Automatic Pencil Sharpener	01 1100 610 003 010	29.79
113-4036856-0791432	05/11/2026	17007	TICONN Noise canceling ear muffs	01 1100 610 003 010	45.12
113-4036856-0791432	05/11/2026	17007	Sharpie S-gel pens	01 1100 610 003 010	13.99
113-4036856-0791432	05/11/2026	17007	BIGMETA 12 PCS 2026 GRADUATION CAPS	01 1100 610 003 010	66.62
113-4788706-4292243	05/12/2026	17000	ECRS 4 Tunnels and Arches Blocks	01 1100 610 003 009	64.34
113-5019413-5064214	05/12/2026	17007	Simply Tidy 10 Drawer Rainbow Rolling Ca	01 1100 610 003 010	109.96
113-5245526-0881051	05/12/2026	17002	Flagship Carpets Alphabet Pictures On Bl	01 1100 610 003 010	613.14
113-6077963-3417851	05/12/2026	17007	Ticonderoga My First Wood-Cased Pencils,	01 1100 610 003 010	18.97
113-6819773-4035444	05/12/2026	17026	Mavalus Tape 3/4" Wide X 324" 4 Pack - W	01 1100 610 003 012	115.52
113-8024925-7837807	05/12/2026	16968	POWER GUIDANCE Barbell Squat Pad	01 1100 610 001 034	29.97
113-8024925-7837807	05/12/2026	16968	Barbell Squat Pad- stingray	01 1100 610 001 034	39.76
113-8024925-7837807	05/12/2026	16968	UNMERA Squat Wedge Block	01 1100 610 001 034	68.04
113-8024925-7837807	05/12/2026	16968	Trideer Yoga Ball- LG	01 1100 610 001 034	66.90
113-8024925-7837807	05/12/2026	16968	Resistance Loop Exercise Bands- Heavy- 1	01 1100 610 001 034	28.99
113-8024925-7837807	05/12/2026	16968	Resistance Loop Exercise Bands- Med- 10p	01 1100 610 001 034	27.99
113-8024925-7837807	05/12/2026	16968	Resistance Loop Exercise Bands-x Heavy-	01 1100 610 001 034	29.99
113-8024925-7837807	05/12/2026	16968	Long Resistance Bands 5 pk	01 1100 610 001 034	76.74

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101			
113-8024925-7837807	05/12/2026	16968	76 in fabric resistance band	01 1100 610 001 034	49.38
113-8024925-7837807	05/12/2026	16968	Parachute speed trainer	01 1100 610 001 034	85.40
113-8024925-7837807	05/12/2026	16968	25 lb Kettlebell	01 1100 610 001 034	37.34
113-8024925-7837807	05/12/2026	16968	40lb kettlebell	01 1100 610 001 034	51.86
113-8024925-7837807	05/12/2026	16968	35 lb Kettlebell	01 1100 610 001 034	45.22
113-8024925-7837807	05/12/2026	16968	20lb Kettlebell	01 1100 610 001 034	24.16
113-8256363-9307422	05/12/2026	17007	Staples Standard Bubble Cushioning Roll,	01 1100 610 003 010	87.75
113-8643371-0987414	05/11/2026	17045	Texas Instruments TI-Nspire CX II Color	01 1100 610 001 028	1,883.00
113-9068273-5160210	05/12/2026	17007	EXPO Dry Erase Markers, Low Odor Ink, Ch	01 1100 610 003 010	19.99
113-9292954-7641027	05/11/2026	17045	Texas Instruments TI-Nspire CX II Color	01 1100 610 001 028	419.04
113-9319776-7144264	05/12/2026	17000	tape	01 1100 610 003 009	28.88
113-9664872-8819435	05/11/2026	17026	AFMAT PSX2 Electric Pencil Sharpener for	01 1100 610 003 012	45.58
113-9664872-8819435	05/11/2026	17026	BURVAGY 24-Pack 8" All Purpose Heavy Dut	01 1100 610 003 012	27.79
113-9664872-8819435	05/11/2026	17026	EXPO Dry Erase Markers, Low Odor Ink, As	01 1100 610 003 012	65.98
113-9664872-8819435	05/11/2026	17026	EXPO Dry Erase Markers, Low Odor Ink, As	01 1100 610 003 012	38.72
113-9664872-8819435	05/11/2026	17026	Ziploc Quart Food Storage Bags, Stand-Up	01 1100 610 003 012	14.60
113-9664872-8819435	05/11/2026	17026	Ticonderoga Wood-Cased Pencils, Pre-Shar	01 1100 610 003 012	151.05
113-9664872-8819435	05/11/2026	17026	Elmer's All Purpose School Glue Sticks,	01 1100 610 003 012	11.49
113-9664872-8819435	05/11/2026	17026	SHIPPING	01 1100 610 003 012	9.21
114-0476664-0457069	05/12/2026	16905	TI-84 Plus CE Python Enhanced Graphing p	01 1200 610 001 902	120.00
114-1045049-9825821	05/12/2026	16950	#344 Renata Watch Batteries 2pcs	01 2610 610 003 000	8.95
114-1045049-9825821	05/12/2026	16950	Shipping	01 2610 610 003 000	6.99
114-1109613-2799442	05/12/2026	16924	Binder Dividers	01 1100 610 003 015	15.19
114-1109613-2799442	05/12/2026	16924	3 Ring Pencil Pouch	01 1100 610 003 015	31.99
114-1109613-2799442	05/12/2026	16924	Pen Pal Pen holders	01 1100 610 003 015	12.72
114-1109613-2799442	05/12/2026	16924	EXPO Dry Erase Whiteboard Eraser	01 1100 610 003 015	9.00
114-1109613-2799442	05/12/2026	16924	Small Foldable Dry Erase Board	01 1100 610 003 015	22.78
114-1109613-2799442	05/12/2026	16924	Swiss Miss Hot Cocoa Mix	01 1100 610 003 015	34.72
114-1109613-2799442	05/12/2026	16924	Rarlan Pencils 200 Ct	01 1100 610 003 015	19.96
114-1109613-2799442	05/12/2026	16924	Disposable cups	01 1100 610 003 015	32.28
114-1109613-2799442	05/12/2026	16924	Scotch tape	01 1100 610 003 015	19.19
114-1109613-2799442	05/12/2026	16924	Filler Paper	01 1100 610 003 015	10.11
114-1109613-2799442	05/12/2026	16924	Black toner cartridges	01 1100 610 003 015	26.39
114-1109613-2799442	05/12/2026	16924	Jumbo craft sticks	01 1100 610 003 015	11.50
114-1109613-2799442	05/12/2026	16924	EXPO Dry Erase Markers	01 1100 610 003 015	16.76
114-1109613-2799442	05/12/2026	16924	16 pack sticky notes	01 1100 610 003 015	8.95
114-1109613-2799442	05/12/2026	16924	White Correction Tape	01 1100 610 003 015	5.99
114-1109613-2799442	05/12/2026	16924	3 Ring Binder 1/2 in.	01 1100 610 003 015	125.15
114-1109613-2799442	05/12/2026	16924	Flair pens	01 1100 610 003 015	9.69
114-1109613-2799442	05/12/2026	16924	pencil cap erasers	01 1100 610 003 015	18.68
114-1109613-2799442	05/12/2026	16924	Easel Stand	01 1100 610 003 015	39.98

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101			
114-1247204-5130656	05/12/2026	16909	Padfolio	01 2710 610 000 000	225.38
114-1564982-9260256	05/12/2026	16887	honors night certificate paper	01 1100 610 000 000	53.96
114-1564982-9260256	05/12/2026	16887	honors night packets	01 1100 610 000 000	38.34
114-2520083-7864232	05/12/2026	16926	Clear shower curtain - (summer program p	01 6968 610 003 000	17.76
114-2520083-7864232	05/12/2026	16926	Refill bubble solution-(summer program a	01 6968 610 003 000	21.12
114-2520083-7864232	05/12/2026	16926	Drum sticks-24 pairs. (Bucket drum club)	01 6968 610 003 000	30.53
114-2520083-7864232	05/12/2026	16926	2x2 speed cube - (Rubik's cube club)	01 6968 610 003 000	17.97
114-2520083-7864232	05/12/2026	16926	Original 3x3 Rubik's cube(club activity)	01 6968 610 003 000	28.47
114-2520083-7864232	05/12/2026	16926	Roxenda Speed cube set - 5 pack- (Rubik'	01 6968 610 003 000	24.99
114-2520083-7864232	05/12/2026	16926	Speed cube set-5 pack (Rubik's cube club	01 6968 610 003 000	19.99
114-2520083-7864232	05/12/2026	16926	Granny pants yard game(Family night acti	01 6968 610 003 000	35.96
114-2520083-7864232	05/12/2026	16926	Rubik's Race board game-(game club activ	01 6968 610 003 000	14.99
114-2520083-7864232	05/12/2026	16926	RENATA WATCH BATTERIES	01 6968 610 003 000	8.95
114-2814141-3188214	05/12/2026	16905	TI-84 Plus CE Python Enhanced Graphing p	01 1200 610 001 902	1,215.00
114-3679582-8497858	05/12/2026	17009	Leviton PFQP3-BR Pop-Up Floor Box with 3	01 2230 650 000 000	92.52
114-3679582-8497858	05/12/2026	17009	StarTech.com 1U Wall Mount Patch Panel B	01 2230 650 000 000	43.15
114-3765778-4477013	05/12/2026	17014	Palisade 94in. vinyl L trim cracked slat	01 2620 340 001 000	249.90
114-4595950-5292238	05/12/2026	16913	360 Sheets Quad Ruled Graph Paper, 3 Hol	01 1100 610 001 028	29.96
114-4595950-5292238	05/12/2026	16913	Oxford Filler Paper, 8 x 10-1/2 Inch Wid	01 1100 610 001 028	60.66
114-4595950-5292238	05/12/2026	16913	24Pack Black Desk Dividers for Student,	01 1100 610 001 028	39.99
114-4595950-5292238	05/12/2026	16913	Erasable Gel Pens, 26 Colors Retractable	01 1100 610 001 028	37.78
114-4595950-5292238	05/12/2026	16913	Pilot G2 Premium Gel Ink Pens, Fine Poin	01 1100 610 001 028	59.98
114-4595950-5292238	05/12/2026	16913	Amylove 6 Pcs Noise Cancelling Headphone	01 1100 610 001 028	39.59
114-4595950-5292238	05/12/2026	16913	EXPO Dry Erase Markers, Low Odor Ink, As	01 1100 610 001 028	461.86
114-4595950-5292238	05/12/2026	16913	Sherr 30 Pcs Microfiber Shag Dry Erasers	01 1100 610 001 028	39.99
114-4903789-2895449	05/12/2026	16828	Section Storage Bins 2 ct.	01 1100 610 001 020	47.49
114-5226625-1909028	05/12/2026	16828	7 in. Ink Pads	01 1100 610 001 020	27.98
114-5226625-1909028	05/12/2026	16828	Giant Shape Stamps	01 1100 610 001 020	28.98
114-5226625-1909028	05/12/2026	16828	Paper Mache Masks 50 ct	01 1100 610 001 020	38.99
114-5226625-1909028	05/12/2026	16828	Modern Art History Book	01 1100 610 001 020	23.30
114-5252528-5834602	05/12/2026	16828	Scotch 1 in Masking Tape - 6 rolls	01 1100 610 001 020	32.37
114-5258642-2089010	05/12/2026	16835	Cat in the Hat Pen	01 1100 610 003 011	22.39
114-5258642-2089010	05/12/2026	16835	Dr. Seuss Pencils	01 1100 610 003 011	18.30
114-5258642-2089010	05/12/2026	16835	Dr. Seuss Erasers	01 1100 610 003 011	14.40
114-5258642-2089010	05/12/2026	16835	Neon Plastic Cups 16 oz	01 1100 610 003 011	20.89
114-9433041-8659450	05/12/2026	16939	EXPO Dry Erase Markers, Low Odor Ink, As	01 1100 610 001 024	28.19
114-9433041-8659450	05/12/2026	16939	BIC Color Cues Pen Set, 60-Count Pack, A	01 1100 610 001 024	13.71
114-9433041-8659450	05/12/2026	16939	Aozora Pens Medium Point Blue 80 Ct	01 1100 610 001 024	17.99
114-9433041-8659450	05/12/2026	16939	Aozora Pens Medium Point Red 80 Ct	01 1100 610 001 024	18.03
114-9433041-8659450	05/12/2026	16939	Oxford 8 x 10-1/2 Inch Wide Ruled Paper,	01 1100 610 001 024	10.11
114-9433041-8659450	05/12/2026	16939	Staedtler Pencils 144-Pk, Pre-Sharpended	01 1100 610 001 024	17.12

Detail Check Register

Checking Account:	01	GENERAL FUND 01-101				
114-9433041-8659450	05/12/2026	16939	Elmer's Disappearing Purple School Glue	01 1100 610 001 024	7.50	
114-9433041-8659450	05/12/2026	16939	Dracula: Unabridged and Illustrated 1897	01 1100 640 001 000	241.56	
114-9433041-8659450	05/12/2026	16939	Into the Wild: Paperback Book by Jon Kra	01 1100 640 001 000	83.70	
114-9517580-0703401	05/12/2026	16939	Composition Notebooks College-Ruled	01 1100 610 001 024	155.22	
2026-04 1ST GRADE	05/12/2026	16927	Math Mysteries Bundle	01 1100 610 003 011	82.22	
2026-04 DL CHECKS	05/12/2026	16910	DMV Checks	01 2710 610 000 000	60.00	
2026-04-14 GOLF MEAL	05/12/2026	16985	Meal at Golf Supervision- Jimmy Johns	01 1100 580 001 034	14.97	
2026-04-29 SUPERVISI	05/13/2026	17097	Lunch Scooters Ogallala 4/29	01 1100 580 001 034	14.66	
2026-3D PRINTER KPSF	05/12/2026	17034	filament	01 1100 610 001 044	150.00	
2026-3D PRINTER KPSF	05/12/2026	17034	Bambu Lab S2D 3D printer	01 1100 733 001 044	966.54	
2026-ADMIN ASSIST DB	05/12/2026	17059	SUBWAY FOR DEB	01 2510 890 000 000	9.36	
2026-AUTISM CONFERN	05/13/2026	17092	Cunningham's Journal	01 1200 580 003 902	67.15	
2026-AUTISM CONFERN	05/13/2026	17092	Cunningham's Joural	01 1200 580 003 902	67.00	
2026-BOW LUNCH	05/12/2026	17055	Best of West Lunch @ Runza	01 2320 580 000 000	13.36	
2026-CLASSROOM SUPPL	05/13/2026	16844	10 pk White Foam Board	01 1100 610 001 020	87.80	
2026-CLASSROOM SUPPL	05/13/2026	16844	Mattboard	01 1100 610 001 020	62.70	
2026-COUNSELOR TRAIN	05/13/2026		SR COUNSELOR TRAINING	01 2120 580 001 905	296.82	
2026-LIBRARY ORDER	05/12/2026	16888	Reddi Corner Clear Polypropylene 3.5 Mil	01 2220 610 003 000	17.49	
2026-LIBRARY ORDER	05/12/2026	16888	Book Repair Wings Clear Polyester 2 mil	01 2220 610 003 000	29.85	
2026-LIBRARY ORDER	05/12/2026	16888	Flat Glue Brush 1/2"W x 8"L	01 2220 610 003 000	8.65	
2026-LIBRARY ORDER	05/12/2026	16888	Demco Collection Care Guide	01 2220 610 003 000	18.59	
2026-LIBRARY ORDER	05/12/2026	16888	Large Zig-Zag Display 6 pocket w/Rubber	01 2220 610 003 000	270.00	
2026-LIBRARY ORDER	05/12/2026	16888	Demco Bookshelf Dividers Mini A-Z	01 2220 610 003 000	195.00	
2026-LIBRARY ORDER	05/12/2026	16888	Double-sided easel 6 1/4" x 6 1/16" x 11	01 2220 610 003 000	94.95	
2026-LIBRARY ORDER	05/12/2026	16888	Small All Purpose Easel 4 1/2" x 3 1/2"	01 2220 610 003 000	27.90	
2026-LIBRARY ORDER	05/12/2026	16888	Shipping (estimation)	01 2220 610 003 000	72.87	
2026-MEAL AT GOLF	05/12/2026	16984	Meal at Legacy Coop (Bridgeport Golf)	01 2320 580 000 000	15.91	
2026-NDE DATA CONFER	05/13/2026	17106	Joy's Table	01 2410 580 001 905	81.03	
2026-NDE DATA CONFER	05/13/2026	17106	Kitt's Kitchen	01 2410 580 001 905	30.38	
2026-TEST BUNDLE	05/13/2026	16979	Test Prep Bundle for 4th Grade	01 2410 610 003 000	33.21	
2026-TEST BUNDLE	05/13/2026	16979	ELA Reading Comprehension Mega Bundle	01 2410 610 003 000	25.00	
2026-TEST BUNDLE	05/13/2026	16979	Literacy Test Prep - Reading and Writing	01 2410 610 003 000	7.99	
2026-UPS GROUND	05/12/2026	16941	UPS Ground Return	01 2510 531 000 000	25.44	
2026-WTC SUPERVISION	05/13/2026	17030	Meal at WTC mtg Jimmy Johns 4/22	01 1100 580 001 034	15.50	

Checking Account: 01 GENERAL FUND 01-101

*Denotes Expensed Invoice Item

Checking Account ID: 01 Total without Voids: 14,546.97



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

June 8, 2026

Treasurer's report is as follows:

		May-26	May-25
Amount received from County Treasurer		2,721,521.84	2,377,528.94
Bank Balance	May 30,2026	219,675.57	147,780.78
Savings Account General Funds	May 30,2026	3,682,532.71	3,886,849.00
Depreciation Fund	May 30,2026	221,557.94	218,294.13
Building Fund	May 30,2026	574,118.92	493,393.44
Nutrition Fund	May 30,2026	45,844.90	35,375.88
Activity Fund	May 30,2026	102,311.61	21,241.73
Total Available Funds		4,846,041.65	4,802,934.96
Payroll Gross		353,742.72	339,924.31
Amount of Bills		245,663.08	109,479.15
Blue Cross Blue Shield/HSA Pmt/UNUM Life		94,062.34	88,908.53
Nebraska School Retirement		26,948.71	32,525.85
FirsTier Bank (FICA)		26,314.04	25,261.83
Total Amount of Expenses		746,730.89	596,099.67
Balance Remaining after Expenses		4,099,310.76	4,206,835.29

Monthly Finance Report to the Board
Jun-26

**Reconciled Balances as of May 29, 2026				JUNE GENERAL FUND		
(Balance on Books)				2024-2025		2025-2026
				2024-2025	2025-2026	
General - Checking	\$	147,780.78	\$	219,675.57	GF Bills Payable	\$ 98,593.90 \$ 203,493.62
General - Savings	\$	3,886,849.00	\$	3,682,532.71	GF Payroll	\$ 474,911.33 \$ 492,981.79
Depreciation	\$	218,294.13	\$	221,557.94	(including Ins, RET & Tax)	\$ 573,505.23 \$ 696,475.41
Activity	\$	21,241.73	\$	102,311.61	MAY REVENUE	
Nutrition	\$	35,375.88	\$	45,844.90	Beginning Cash	\$ 224,314.43 \$ 299,834.22
Spec Building	\$	493,393.44	\$	574,118.92	GF Transfer	\$ 500,000.00 \$ 500,000.00
FUNDS TOTAL	\$	4,802,934.96	\$	4,846,041.65	State Aid	\$ 75,369.34 \$ 152,428.61
					Kimball County	\$ 2,377,528.94 \$ 2,721,521.84
					Interest	\$ 10,456.21 \$ 10,953.54
					Total Month Available	\$ 3,187,668.92 \$ 3,684,738.21

Three Year Comparison				MAY NUTRITION FUND		
GF Revenue				2024-2025	2025-2026	
	2023-2024	2024-2025	2025-2026			
September	\$ 1,755,327.15	\$ 1,318,416.39	\$ 1,201,507.58	NF Bills Payable	\$ 10,885.25	\$ 16,203.46
October	\$ 276,514.37	\$ 626,365.47	\$ 447,071.91	NF Payroll	\$ 11,709.19	\$ 11,754.07
November	\$ 174,307.86	\$ 123,758.98	\$ 255,454.02		\$ 22,594.44	\$ 27,957.53
December	\$ 274,775.16	\$ 533,987.38	\$ 409,854.37	MARCH REVENUE		
January	\$ 899,830.06	\$ 617,834.84	\$ 655,308.04	Beginning Cash	\$ 38,004.70	\$ 49,701.14
February	\$ 445,468.50	\$ 377,684.61	\$ 319,595.14	LUNCH INFINITE CAMPUS	\$ 1,547.66	\$ 2,904.15
March	\$ 687,522.47	\$ 1,204,802.90	\$ 1,117,534.55	SFSP Lunch Claim	\$ 22,675.69	\$ 21,641.28
April	\$ 221,548.69	\$ 303,486.60	\$ 329,158.87	Checks	\$ 4,086.05	\$ 3,186.83
May	\$ 2,167,515.47	\$ 2,464,293.22	\$ 2,885,766.27	INTEREST	\$ 105.56	\$ 97.27
June	\$ 518,146.54	\$ 426,385.12			\$ 66,419.66	\$ 77,530.67
July	\$ 108,354.02	\$ 110,763.91				
August	\$ 157,456.04	\$ 130,420.73				
Running Total (YTD)	\$ 6,902,809.73	\$ 7,570,630.39	\$ 7,621,250.75			
Total Revenue	\$ 7,686,766.33	\$ 8,238,200.15	\$ 7,621,250.75			
% OF BUD (YTD)	89.86%	95.23%	89.41%			
Annual Budget	\$ 7,682,000.00	\$ 7,950,000.00	\$ 8,523,500.00			
% of Bud Rec	100.06%	103.63%	89.41%			

Three Year Comparison			
GF Expenditures			
	2023-2024	2024-2025	2025-2026
September	\$ 652,805.22	\$ 764,430.91	\$ 780,649.65
October	\$ 565,759.67	\$ 607,706.74	\$ 663,445.01
November	\$ 641,328.85	\$ 585,270.11	\$ 616,378.05
December	\$ 574,717.65	\$ 614,387.26	\$ 605,764.10
January	\$ 521,289.42	\$ 566,103.66	\$ 603,778.46
February	\$ 617,541.81	\$ 564,305.81	\$ 599,571.09
March	\$ 600,409.42	\$ 576,824.06	\$ 612,703.93
April	\$ 570,373.82	\$ 630,038.58	\$ 782,925.55
May	\$ 691,531.68	\$ 696,176.08	\$ 619,960.33
June	\$ 577,800.87	\$ 595,875.61	
July	\$ 550,748.19	\$ 589,726.35	
August	\$ 567,897.35	\$ 499,732.30	
Running Total (YTD)	\$ 5,435,757.54	\$ 5,605,243.21	\$ 5,885,176.17
Total Expenditures	\$ 7,132,203.95	\$ 7,290,577.47	\$ 5,885,176.17
	2023-2024	2024-2025	2025-2026
% of Bud Spent (YTD)	54.75%	56.41%	56.99%
Annual Budget	\$ 9,928,634.00	\$ 9,935,895.00	\$ 10,327,195.00
% of Bud Spent	54.75%	56.41%	56.99%

06/03/2026 11:09 AM

User ID: CG

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
01	GENERAL FUND								
01 1100	PROPERTY TAXES	1,745,530.51	3,931,989.59	4,260,000.00	92.30	1,390,173.55	3,894,325.91	5,355,000.00	72.72
01 1115	CARLINE TAXES	0.00	2,268.51	20,000.00	11.34	16,472.89	18,716.46	20,000.00	93.58
01 1125	MOTOR VEHICLE TAXES	23,840.12	218,906.98	250,000.00	87.56	23,359.50	194,484.72	240,000.00	81.04
01 1140	PROP TAX PENALTIES & INTEREST	9.11	12,424.10	20,000.00	62.12	94.87	20,193.72	20,000.00	100.97
01 1311	DRIVER EDUCATION FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1423	TRANS FROM OTHER DIST-SP ED	0.00	0.00	0.00	0.00	0.00	3,050.00	0.00	0.00
01 1510	INTEREST	10,953.54	67,271.31	100,000.00	67.27	10,456.21	66,465.61	90,000.00	73.85
01 1911	LOCAL LICENSE FEES AND COURT FINES	7,094.92	69,426.54	50,000.00	138.85	5,096.98	55,054.62	50,000.00	110.11
01 1920	CONTRIBUTIONS/DONATIONS PRIVATE	0.00	4,491.94	0.00	0.00	0.00	20,897.44	0.00	0.00
01 1921	POLICE COURT FINES	0.00	300.00	10,000.00	3.00	0.00	0.00	10,000.00	0.00
01 1951	MISC REVENUE OTHER SCHOOL DIST	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
01 1960	ABSORB UNUSED BUDGET AUTHORITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL REVENUE	976.89	40,558.03	50,000.00	81.12	938.73	9,498.50	50,000.00	19.00
01 2110	COUNTY FINES & LICENSE FEES	0.00	4,976.39	20,000.00	24.88	0.00	8,802.21	40,000.00	22.01
01 3110	STATE AID EDUCATION	60,544.00	545,284.20	610,000.00	89.39	62,548.00	563,549.32	625,000.00	90.17
01 3120	STATE AID - SPED	77,523.00	460,910.00	600,000.00	76.82	0.00	414,797.00	600,000.00	69.13
01 3125	SPED SCHOOL AGE TRANSPORTATION	14,247.00	14,247.00	15,000.00	94.98	12,763.00	12,763.00	10,000.00	127.63
01 3130	HOMESTEAD ALLOCATION	18,149.57	54,448.71	100,000.00	54.45	18,445.06	55,335.18	90,000.00	61.48
01 3131	PROPERTY TAX CREDIT	868,691.97	1,737,383.94	1,925,000.00	90.25	863,303.03	1,726,606.06	300,000.00	575.54
01 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3133	NAMEPLATE CAPACITY TAX	52,621.69	52,621.69	60,000.00	87.70	56,068.82	56,068.82	60,000.00	93.45
01 3180	PRO RATA MOTOR VEHICLE	5,583.95	8,910.57	10,000.00	89.11	4,514.24	8,448.60	10,000.00	84.49
01 3400	STATE APPORTIONMENT	0.00	103,836.52	100,000.00	103.84	0.00	140,032.38	60,000.00	233.39
01 3512	DISTRICT ED INCENTIVE	0.00	4,000.00	10,000.00	40.00	0.00	21,837.35	2,500.00	873.49
01 3535	HIGH ABILITY LEARNERS	0.00	4,950.00	5,000.00	99.00	0.00	2,780.00	5,000.00	55.60
01 3551	CAREER EDUCATION	0.00	10,004.09	7,500.00	133.39	0.00	7,500.00	7,500.00	100.00
01 3990	OTHER STATE RECEIPTS	0.00	28.90	0.00	0.00	58.34	457.13	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4310	REAP - US DEPT OF ED	0.00	0.00	25,000.00	0.00	0.00	0.00	20,000.00	0.00
01 4418	IDEA PEAK PROJECTS (FROM ESU)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE I	0.00	83,716.00	85,000.00	98.49	0.00	84,123.00	85,000.00	98.97
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II, PART A	0.00	16,618.00	15,000.00	110.79	0.00	13,972.00	20,000.00	69.86
01 4512	IDEA PART B BASE ALLOCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA BASE 3-5	0.00	6,026.00	6,000.00	100.43	0.00	6,029.00	5,000.00	120.58
01 4518	IDEA PART B BASE & ENROLLMENT POVERTY	0.00	109,577.00	0.00	0.00	0.00	108,829.00	0.00	0.00
01 4519	IDEA PART B	0.00	0.00	105,000.00	0.00	0.00	0.00	105,000.00	0.00
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	5,092.00	0.00	0.00	0.00	1,746.00	0.00	0.00
01 4524	SCHOOL MENTAL HEALTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4525	CARL PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4530	PBIS - OTHER FEDERAL REVENUES	0.00	224.46	0.00	0.00	0.00	0.00	0.00	0.00
01 4531	AFTERSCHOOL-TITLE IV, PART B	0.00	50,000.00	50,000.00	100.00	0.00	50,000.00	50,000.00	100.00
01 4708	MEDICAID RECEIPTS/M.I.P.S	0.00	758.28	5,000.00	15.17	0.00	2,562.38	10,000.00	25.62
01 4709	MECCA TECH MONIES	0.00	0.00	0.00	0.00	0.00	1,704.98	0.00	0.00
01 4900	OTHER FEDERAL SOURCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 9000	Non Program Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		2,885,766.27	7,621,250.75	8,523,500.00	89.41	2,464,293.22	7,570,630.39	7,950,000.00	95.23
01	GFNFRAI FUND	2,885,766.27	7,621,250.75	8,523,500.00	89.41	2,464,293.22	7,570,630.39	7,950,000.00	95.23
02	DEPRECIATION FUND								
02 1510	INTEREST ON LOCAL REV RECEIPTS	855.84	11,201.87	15,000.00	74.68	661.84	11,596.10	10,000.00	115.96
02 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	400,000.00	0.00	0.00	0.00	400,000.00	0.00
02 5301	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 5690	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		855.84	11,201.87	415,000.00	2.70	661.84	11,596.10	410,000.00	2.83
02	DEPRECIATION FUND	855.84	11,201.87	415,000.00	2.70	661.84	11,596.10	410,000.00	2.83
05	ACTIVITIES								

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 1510 0502	HS INTEREST EARNED ON ACCOUNT	290.95	3,344.67	3,000.00	111.49	78.58	1,813.22	3,000.00	60.44
05 1710 0100	ATHLETIC FUND	0.00	2,037.12	2,500.00	81.48	170.35	320.84	0.00	0.00
05 1710 0101	ACTIVITY TICKETS	0.00	924.65	1,000.00	92.47	0.00	849.56	2,000.00	42.48
05 1710 0103	RED AND WHITE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0110	FB GATE RECEIPTS	0.00	2,408.50	3,000.00	80.28	0.00	2,489.50	3,000.00	82.98
05 1710 0120	VB GATE RECEIPTS	0.00	4,009.00	2,000.00	200.45	0.00	1,179.48	2,000.00	58.97
05 1710 0140	BBB/GBB GATE RECEIPTS	0.00	14,038.29	6,000.00	233.97	0.00	6,578.23	5,000.00	131.56
05 1710 0150	WR GATE RECEIPTS	0.00	159.00	0.00	0.00	0.00	126.31	0.00	0.00
05 1710 0160	TR GATE RECEIPTS	600.00	600.00	1,000.00	60.00	802.00	802.00	1,000.00	80.20
05 1710 0180	JH FOOTBALL ADMISSIONS	0.00	860.00	1,000.00	86.00	0.00	839.00	1,000.00	83.90
05 1710 0181	JH VOLLEYBALL ADMISSIONS	0.00	905.00	1,000.00	90.50	0.00	750.00	500.00	150.00
05 1710 0182	JH BASKETBALL ADMISSIONS	0.00	1,481.00	2,000.00	74.05	0.00	1,565.00	1,000.00	156.50
05 1710 0183	JH WRESTLING ADMISSIONS	0.00	587.00	500.00	117.40	0.00	497.00	1,000.00	49.70
05 1710 0184	JH TRACK FEES	0.00	701.00	0.00	0.00	(0.50)	(0.50)	1,000.00	(0.05)
05 1790 0100	ATHLETIC FUND	151.00	8,654.73	5,000.00	173.09	1,255.69	1,755.69	0.00	0.00
05 1790 0130	XC ENTRY FEES	0.00	480.00	500.00	96.00	0.00	560.00	1,000.00	56.00
05 1790 0134	MOCK TRIAL FEES	32.76	76.66	0.00	0.00	0.00	0.00	0.00	0.00
05 1790 0154	WR DUES AND FEES	0.00	175.00	0.00	0.00	0.00	32.29	0.00	0.00
05 1790 0155	GWR DUES AND FEES	0.00	140.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1790 0170	BOYS GOLF ENTRY FEES	490.00	590.00	500.00	118.00	775.00	775.00	500.00	155.00
05 1790 0176	GIRLS GOLF ENTRY FEES	0.00	120.00	500.00	24.00	0.00	100.00	500.00	20.00
05 1790 0183	JH WRESTLING FEES	0.00	375.00	500.00	75.00	0.00	525.00	0.00	0.00
05 1790 0184	JH TRACK FEES	300.00	900.00	1,000.00	90.00	1,458.75	1,708.75	0.00	0.00
05 1790 0210	PADLOCK DEPOSITS	0.00	15.00	500.00	3.00	0.00	21.00	100.00	21.00
05 1790 0215	SPEECH ENTRY FEES	0.00	0.00	0.00	0.00	0.00	1,714.00	0.00	0.00
05 1790 0265	JH QUIZ BOWL	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1790 0701	FFA FUND	0.00	485.79	2,000.00	24.29	403.00	555.00	0.00	0.00
05 1920 0103	RED AND WHITE ACCOUNT	0.00	42,399.00	45,000.00	94.22	0.00	0.00	0.00	0.00
05 1920 0205	FFA PLASMACAM FUND	0.00	2,808.80	2,500.00	112.35	300.00	300.00	100.00	300.00
05 1920 0215	SPEECH	0.00	210.71	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0216	WASHINGTON DC TRIP	0.00	0.00	500.00	0.00	0.00	455.00	0.00	0.00
05 1920 0218	HS STUDENT COUNCIL	0.00	0.00	500.00	0.00	0.00	394.00	0.00	0.00
05 1920 0225	ONE ACTS	0.00	210.71	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0266	ACTIVITIES SPONSOR	8,736.85	18,561.85	30,000.00	61.87	1,000.00	15,250.00	30,000.00	50.83
05 1920 0325	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00	344.41	0.00	0.00
05 1920 0326	CLASS OF 2026	0.00	0.00	500.00	0.00	866.29	29,139.92	0.00	0.00

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05 1920 0327	CLASS OF 2027	0.00	16,354.54	25,000.00	65.42	0.00	700.00	0.00	0.00
05 1920 0328	CLASS OF 2028	0.00	1,980.00	2,000.00	99.00	0.00	915.00	0.00	0.00
05 1920 0329	CLASS OF 2029	0.00	269.00	500.00	53.80	0.00	0.00	0.00	0.00
05 1920 0701	FFA FUND	0.00	6,638.17	20,000.00	33.19	44.67	15,521.66	0.00	0.00
05 1920 0738	ESPORTS FUNDRAISER	381.46	1,862.89	0.00	0.00	40.00	(110.00)	0.00	0.00
05 1990 0100	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
05 1990 0103	RED AND WHITE ACCOUNT	3,050.00	3,050.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0109	UNIFORMS	49.45	49.45	500.00	9.89	0.00	240.00	0.00	0.00
05 1990 0113	FB SUPPLIES/EQUIP/MISC	0.00	0.00	500.00	0.00	115.00	115.00	0.00	0.00
05 1990 0142	BBB TRAVEL	0.00	0.00	0.00	0.00	0.00	112.17	0.00	0.00
05 1990 0157	GIRLS WRESTLING FUNDRAISING	0.00	0.00	1,000.00	0.00	400.00	900.00	0.00	0.00
05 1990 0163	TR SUPPLIES/EQUIP/MISC	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0180	JH FOOTBALL FUNRAISER	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0199	STATE/NATIONAL EXPENSES	140.00	467.95	5,000.00	9.36	41.97	1,043.20	0.00	0.00
05 1990 0202	YEARBOOK	0.00	65.00	500.00	13.00	0.00	0.00	100.00	0.00
05 1990 0208	FACILITY USE	25.00	500.00	1,000.00	50.00	60.00	618.00	500.00	123.60
05 1990 0212	READ-A-THON	0.00	5,327.21	10,000.00	53.27	0.00	8,835.09	0.00	0.00
05 1990 0220	WOODSHOP PROJECTS	138.15	2,345.87	7,500.00	31.28	0.00	1,401.45	6,000.00	23.36
05 1990 0235	THE RANCH	0.00	0.00	500.00	0.00	0.00	319.92	0.00	0.00
05 1990 0260	HS QUIZ BOWL	0.00	0.00	500.00	0.00	0.00	197.00	0.00	0.00
05 1990 0265	JH QUIZ BOWL	0.00	0.00	500.00	0.00	0.00	197.00	0.00	0.00
05 1990 0325	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0326	CLASS OF 2026	0.00	0.00	0.00	0.00	0.00	66.31	20,000.00	0.33
05 1990 0327	CLASS OF 2027	2,709.18	17,616.82	0.00	0.00	0.00	0.00	5,000.00	0.00
05 1990 0328	CLASS OF 2028	0.00	911.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0400	GRADE ACTIVITY MISCELLANEOUS	23.80	115.75	1,000.00	11.58	510.00	(1,494.00)	1,000.00	(149.40)
05 1990 0410	GRADE ACTIVITY LEADERSHIP FUND	51.00	153.50	2,500.00	6.14	0.00	2,243.37	1,000.00	224.34
05 1990 0500	HS MISC	0.00	5,033.02	1,000.00	503.30	228.00	559.12	1,000.00	55.91
05 1990 0601	BAND ACTIVITY	454.33	1,877.77	2,500.00	75.11	200.00	1,544.93	1,500.00	103.00
05 1990 0606	SHOW CHOIR UNIFORMS	0.00	4,297.13	4,000.00	107.43	0.00	3,198.73	4,000.00	79.97
05 1990 0607	ELEM SHOW CHOIR	0.00	397.00	500.00	79.40	0.00	418.00	500.00	83.60
05 1990 0701	FFA FUND	178.80	63,934.85	2,500.00	2,557.39	359.64	2,055.01	30,000.00	6.85
05 1990 0705	CHEERLEADING FUNDRAISING	0.00	4,439.00	15,000.00	29.59	0.00	7,315.00	30,000.00	24.38
05 1990 0709	JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0711	HS STUCO FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1990 0713	NATIONAL HONOR SOCIETY FUNDRAISER	0.00	0.00	500.00	0.00	0.00	428.00	500.00	85.60
05 1990	XC FUNDRAISING	0.00	740.00	2,500.00	29.60	200.00	2,348.00	1,500.00	156.53

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
0715									
05 1990 0717	BOYS GOLF FUNDRAISING	0.00	0.00	2,500.00	0.00	200.00	2,500.00	1,500.00	166.67
05 1990 0719	GIRLS GOLF FUNDRAISING	0.00	0.00	1,000.00	0.00	200.00	600.00	1,500.00	40.00
05 1990 0721	FB FUNDRAISING	75.00	275.00	4,000.00	7.38	400.00	5,786.00	5,000.00	115.72
05 1990 0723	VOLLEYBALL FUNDRAISER	0.00	1,344.00	3,000.00	44.80	400.00	6,618.41	4,000.00	165.46
05 1990 0724	JH VOLLEYBALL FUNDRAISER	0.00	271.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0725	BBB FUNDRAISING	0.00	0.00	3,000.00	0.00	400.00	3,000.00	5,000.00	60.00
05 1990 0727	GBB FUNDRAISING	0.00	2,200.00	3,000.00	73.33	400.00	4,760.00	5,000.00	95.20
05 1990 0729	WRESTLING FUNDRAISING	0.00	953.00	1,000.00	95.30	400.00	1,200.00	4,000.00	30.00
05 1990 0731	TRACK FUNDRAISING	0.00	341.00	5,000.00	6.82	1,080.00	6,677.00	4,000.00	166.93
05 1990 0735	WEIGHT LIFTING CLUB	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
05 1990 0738	ESPORTS OTHER LOCAL REVENUE FUNDRAISER	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1990 0741	ART CLASS PROJECTS	0.00	58.00	0.00	0.00	0.00	184.00	0.00	0.00
05 1990 0751	7-12 RESOURCE RM FUNDRAISING	3.00	14.00	0.00	0.00	0.00	77.29	0.00	0.00
05 1990 0753	SPEECH FUNDRAISING	0.00	0.00	500.00	0.00	0.00	197.00	1,000.00	19.70
05 1990 0755	ONE ACT FUNDRAISING	0.00	0.00	500.00	0.00	0.00	989.00	1,000.00	98.90
05 1990 0757	LONGHORNS COMMITTED	0.00	0.00	1,000.00	0.00	0.00	965.25	1,000.00	96.53
05 1990 0759	CIVICS FUNDRAISER	0.00	6,038.00	1,500.00	402.53	1,311.73	1,331.73	2,500.00	53.27
05 1990 0762	EDUCATION QUEST	0.00	0.00	2,500.00	0.00	0.00	3,288.08	2,500.00	131.52
05 1990 0764	LONGHORN APPAREL	0.00	1,662.00	1,000.00	166.20	0.00	0.00	1,000.00	0.00
05 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	100,000.00	0.00	0.00	0.00	50,000.00	0.00
05 5200 0201	TRANSFER ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		17,880.73	260,440.40	350,000.00	74.53	14,100.17	159,301.42	250,300.00	63.64
05	ACTIVITIES	17,880.73	260,440.40	350,000.00	74.53	14,100.17	159,301.42	250,300.00	63.64
06	SCHOOL NUTRITION								
06 1510	INTEREST ON LOCAL REV RECEIPTS	97.27	1,805.35	3,000.00	60.18	105.56	2,133.54	5,000.00	42.67
06 1611	STUDENT LUNCHES	0.00	4,878.43	50,000.00	9.76	5,633.71	53,643.90	20,000.00	268.22
06 1612	STUDENT BREAKFASTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1613	SPECIAL MILK PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1620	FOOD PROGRAM ADULT RECEIPTS	6,090.98	46,192.92	0.00	0.00	0.00	0.00	0.00	0.00
06 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3150	SCHOOL LUNCH-STATE SHARE	0.00	0.00	10,000.00	0.00	0.00	0.00	100,000.00	0.00
06 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 4210	SCHOOL LUNCH (FED ONLY)	21,641.28	180,563.84	200,000.00	90.28	22,675.69	169,053.99	200,000.00	84.53
06 4211	CHILD AND ADULT CARE FOOD PROGRAM	0.00	2,176.79	0.00	0.00	0.00	0.00	0.00	0.00
06 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00
		27,829.53	235,617.33	363,000.00	64.91	28,414.96	224,831.43	325,000.00	69.18
06	SCHOOL NUTRITION	27,829.53	235,617.33	363,000.00	64.91	28,414.96	224,831.43	325,000.00	69.18
08	SPECIAL BUILDING FUND								
08 1100	PROPERTY TAX COMMISSION	211,149.81	423,678.72	500,000.00	84.74	122,373.48	347,812.49	475,000.00	73.22
08 1115	CARLINE TAXES	0.00	199.69	2,000.00	9.98	1,450.03	1,655.37	2,000.00	82.77
08 1140	PROP TAXES PENALTIES & INTEREST	0.80	1,094.61	2,000.00	54.73	8.68	1,776.92	2,000.00	88.85
08 1510	INTEREST ON LOCAL REV RECEIPTS	1,578.88	11,245.29	20,000.00	56.23	1,349.62	10,682.92	20,000.00	53.41
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	2,195.51	6,586.53	10,000.00	65.87	1,623.64	4,870.92	10,000.00	48.71

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
08 3131	PROPERTY TAX CREDIT	105,083.70	210,167.40	230,000.00	91.38	75,992.59	151,985.18	30,000.00	506.62
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	6,365.52	6,365.52	5,000.00	127.31	4,935.48	4,935.48	5,000.00	98.71
08 3180	PRO-RATA MOTOR VEHICLE	675.48	968.31	1,000.00	96.83	397.37	757.46	1,000.00	75.75
		<u>327,049.70</u>	<u>660,306.07</u>	<u>770,000.00</u>	<u>85.75</u>	<u>208,130.89</u>	<u>524,476.74</u>	<u>545,000.00</u>	<u>96.23</u>
08	SPECIAL BUILDING FUND	<u>327,049.70</u>	<u>660,306.07</u>	<u>770,000.00</u>	<u>85.75</u>	<u>208,130.89</u>	<u>524,476.74</u>	<u>545,000.00</u>	<u>96.23</u>
Grand Total:		<u>3,259,382.07</u>	<u>8,788,816.42</u>	<u>10,421,500.00</u>	<u>84.34</u>	<u>2,715,601.08</u>	<u>8,490,836.08</u>	<u>9,480,300.00</u>	<u>89.56</u>

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	1,837,195.00	0.00	0.00	0.00	1,905,895.00	0.00
105	EXECUTIVE ADMINISTRATION SALARIES	12,600.00	113,400.00	155,000.00	73.16	11,775.00	105,975.00	145,000.00	73.09
110	SALARIES NON-INSTRUCTIONAL	26,779.80	265,053.74	351,200.00	75.47	29,149.81	276,675.31	348,000.00	79.50
111	SALARIES TEACHERS/PROF STAFF	248,311.33	2,231,908.09	2,930,500.00	76.16	223,755.91	2,047,573.65	3,073,500.00	66.62
112	SALARIES PARAS	24,810.45	223,815.46	274,500.00	81.54	27,931.49	244,389.90	260,500.00	93.82
114	SALARIES DIRECTOR	2,753.59	26,931.14	35,000.00	76.95	2,671.67	25,895.30	35,000.00	73.99
116	SALARIES PROFESSIONAL NON-CERTIFIED	15,743.75	141,693.75	190,000.00	74.58	15,204.08	136,836.72	183,000.00	74.77
120	SUBSTITUTE NON-INSTRUCTIONAL	1,440.00	4,095.00	0.00	0.00	0.00	0.00	2,000.00	0.00
122	SUBSTITUTES PARAS	0.00	1,575.00	0.00	0.00	0.00	0.00	0.00	0.00
123	SUBSTITUTES SALARIES - TEACHERS	7,961.04	54,684.76	80,000.00	68.36	13,497.50	106,307.50	110,000.00	96.64
126	SUBSTITUTES SALARIES - PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.00	59.40	0.00	0.00	1.09	394.23	0.00	0.00
132	OVERTIME PARAS	2.26	247.02	500.00	49.40	0.00	358.46	1,000.00	35.85
150	ADDITIONAL COMP NON-INSTRUCTIONAL	973.50	40,925.75	65,000.00	62.96	8,199.28	56,290.77	50,000.00	112.58
151	ADDITIONAL COMP TEACHERS/PROF STAFF	46,593.98	186,861.52	160,000.00	116.79	34,158.51	128,955.12	175,000.00	73.69
152	ADDITIONAL COMP PARAS	415.80	3,742.20	5,000.00	74.84	405.30	3,647.70	5,000.00	72.95
210	GROUP INSURANCE NON-INSTRUCTIONAL	4,369.86	42,072.09	60,600.00	69.43	4,439.91	41,935.98	52,100.00	80.49
211	GROUP INSURANCE TEACHERS/PROF STAFF	77,303.42	687,125.04	896,700.00	76.63	72,146.74	638,500.23	947,300.00	67.40
212	GROUP INSURANCE PARAS	31.06	567.81	1,200.00	47.32	22.33	634.44	750.00	84.59
213	GROUP INSURANCE LONG TERM SUB	0.83	5.81	0.00	0.00	959.28	7,214.72	10,000.00	72.15
214	GROUP INSURANCE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215	GROUP INSURANCE SUPERINTENDENT	2,346.35	21,117.15	28,000.00	75.42	2,224.38	19,941.93	27,000.00	73.86
216	GROUP INSURANCE PROFESSIONAL NONCERTIFIE	6,970.60	62,611.42	84,000.00	74.54	6,622.09	59,646.58	80,500.00	74.10
220	SOCIAL SECURITY NON-INSTRUCTIONAL	1,933.44	21,846.40	31,000.00	70.47	2,653.65	23,514.02	30,800.00	76.34
221	SOCIAL SECURITY TEACHERS/PROF STAFF	21,943.54	180,139.48	232,500.00	77.48	19,256.23	162,557.58	288,500.00	56.35
222	SOCIAL SECURITY PARAS	1,925.39	17,466.86	22,100.00	79.04	2,165.35	18,908.36	22,100.00	85.56
223	SOCIAL SECURITY SUB TEACHERS	609.02	4,183.49	6,600.00	63.39	1,026.03	8,097.94	9,500.00	85.24
224	SOCIAL SECURITY DIRECTOR	206.18	2,020.00	3,000.00	67.33	199.90	1,940.69	3,000.00	64.69
225	SOCIAL SECURITY SUPERINTENDENT	959.47	8,635.23	11,500.00	75.09	896.59	8,069.46	11,000.00	73.36
226	SOCIAL SECURITY PROFESSIONAL/NONCERTIFIE	1,180.76	10,627.30	15,000.00	70.85	1,142.05	10,278.61	15,000.00	68.52
229	SOCIAL SECURITY EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	2,206.44	21,771.09	36,000.00	60.48	2,767.53	26,774.35	35,500.00	75.42
231	RETIREMENT TEACHERS/PROF STAFF	22,174.93	187,859.59	291,500.00	64.45	25,244.45	213,775.45	349,500.00	61.17
232	RETIREMENT PARAS	2,038.47	18,416.45	28,100.00	65.54	2,799.06	23,823.47	26,600.00	89.56
233	tax expense	54.54	410.86	5,000.00	8.22	558.84	4,699.60	4,500.00	104.44
234	RETIREMENT DIRECTOR	0.00	0.00	100.00	0.00	0.00	7.04	100.00	7.04
235	RETIREMENT SUPERINTENDENT	1,018.08	9,162.72	14,500.00	63.19	1,163.11	10,467.99	14,000.00	74.77
236	RETIREMENT PROFESSIONAL NONCERTIFIED	1,272.09	11,448.80	18,500.00	61.89	1,501.83	13,516.47	18,500.00	73.06
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	(1,939.65)	0.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	3,665.95	19,000.00	38.59	0.00	4,619.62	18,500.00	24.97
271	WORKMEN'S COMP TEACHERS/PROF STAFF	0.00	19,063.05	14,000.00	272.33	0.00	19,415.38	14,000.00	138.68
280	HEALTH BENEFIT PAID NON-INSTRUCTIONAL	44.57	1,820.29	3,000.00	60.68	258.81	2,364.91	3,000.00	78.83
281	HEALTH BENEFIT PAID TEACHERS/PROF STAFF	3,352.11	29,780.77	40,000.00	74.45	2,978.44	28,172.13	76,750.00	36.71
282	HEALTH BENEFIT PAID PARAS	0.00	0.86	0.00	0.00	0.00	0.00	0.00	0.00
283	HSA	0.00	0.00	0.00	0.00	122.62	894.96	0.00	0.00
286	HEALTH BENEFIT PAID PROF NON-CERTIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
291	OTHER BENEFITS TEACHERS/PROF STAFF	0.00	3,130.79	7,500.00	41.74	0.00	4,923.11	3,000.00	164.10
293	OTHER BENEFITS SUBSTITUTES	0.00	575.35	2,000.00	28.77	0.00	1,579.36	1,000.00	157.94
315	AUDIT	0.00	28,505.40	20,000.00	142.53	0.00	19,334.74	30,000.00	64.45
317	LEGAL SERVICES	1,263.00	9,439.40	25,000.00	37.76	864.80	12,680.15	25,000.00	50.72
320	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	EMPLOYEE TRAINING/PROF DEVELOPMENT	133.90	25,745.68	14,500.00	179.89	77.70	24,338.54	12,500.00	194.71
332	MILEAGE TO PARENTS	1,033.15	2,928.40	2,000.00	146.42	0.00	975.41	3,000.00	32.51
334	MILEAGE PAID TO OTHERS	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
340	OTHER PROFESSIONAL SERVICES	6,899.76	51,789.08	50,500.00	137.43	2,587.91	28,817.47	45,500.00	63.34
350	Technical services	3,419.25	5,651.25	20,000.00	28.26	700.00	1,900.00	20,000.00	9.50
352	other technical services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
382	REIMBURSIBLE DISTANCE LEARNING	317.87	39,778.60	32,000.00	130.13	1,964.33	20,067.17	29,000.00	69.20
410	WATER AND SEWER	2,142.28	23,885.23	40,000.00	59.71	1,729.23	25,977.87	40,000.00	64.94
420	CLEANING SERVICES	11,560.00	82,017.50	80,000.00	102.52	7,490.00	66,163.46	70,000.00	94.52
442	RENTALS OF EQUIPMENT AND VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
443	RENTALS OF COMP AND RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	84.65	0.00	0.00
450	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	52,188.69	52,188.69	0.00	0.00
490	ASBESTOS ABATEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520	INSURANCE OTHER THAN EMPLOYEE BENEFITS	0.00	145,075.00	159,000.00	182.48	0.00	157,079.00	147,500.00	106.49
521	FIDELITY BOND PREMIUMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
530	TELEPHONE	1,073.93	12,470.33	20,000.00	62.35	1,171.08	12,783.22	20,000.00	63.92
531	POSTAGE	0.00	450.94	2,500.00	20.41	0.00	1,138.16	3,000.00	37.94
540	ADVERTISING AND PRINTING	0.00	2,526.80	5,000.00	50.54	143.58	3,028.35	5,000.00	60.57
561	TUITION PAID TO OTHER DISTRICTS	0.00	85,400.00	65,000.00	150.15	4,500.00	56,940.88	104,000.00	54.75
569	TUITION OTHER (OUT OF STATE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSE AND MILEAGE	175.00	12,388.64	37,500.00	44.59	658.50	9,530.07	38,500.00	24.75
591	ESU - MIPS CLERICAL	0.00	129,016.90	195,500.00	76.91	13,744.85	131,665.83	190,000.00	69.30
610	SUPPLIES	16,293.67	148,852.24	256,500.00	86.18	24,465.94	143,776.82	238,500.00	60.28
621	NATURAL GAS	13,021.98	112,182.55	160,000.00	70.11	14,086.74	126,305.32	130,000.00	97.16
626	GAS AND OIL	7,631.55	43,164.22	51,000.00	85.83	4,414.00	38,365.57	50,000.00	76.73
640	TEXTBOOKS	950.00	134,707.87	97,500.00	177.97	14,263.42	29,566.99	94,000.00	31.45
641	AUDIO VISUAL MATERIALS	0.00	235.95	0.00	0.00	0.00	239.20	0.00	0.00
642	AUDIO-VISUAL MATERIALS	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
650	SUPPLIES-TECHNOLOGY RELATED	8,044.77	19,485.04	47,000.00	62.46	7,700.00	20,176.96	43,500.00	46.38
720	BUILDINGS AND IMPROVEMENTS	0.00	28,665.08	40,000.00	75.10	8,113.83	28,088.57	31,000.00	90.61
732	VEHICLE ACQUISITION	0.00	0.00	488,400.00	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIPMENT	1,253.27	20,172.70	102,500.00	101.70	12,182.69	52,963.58	97,000.00	54.60
734	COMPUTER EQUIPMENT (HARDWARE)	2,820.00	7,114.37	7,000.00	110.06	0.00	0.00	7,500.00	0.00
735	COMPUTER SOFTWARE	0.00	26,561.76	33,500.00	121.59	0.00	23,490.60	30,000.00	78.30
805	DEBT SERVICE (CLEAN HARBORS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
807	REVALUATION OF TAXABLE PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	1,380.00	15,825.45	18,500.00	90.46	1,803.00	11,621.75	18,000.00	64.57
890	OTHER MISC OBJECTS	122.00	10,489.01	51,500.00	33.66	3,426.93	16,380.15	55,000.00	29.78
912	TRANSFERS TO LUNCH FROM GEN FD	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00
913	TRANSFERS TO ACTIVITY ACCOUNTS	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	619,862.03	5,885,077.87	10,327,195.00	61.39	696,176.08	5,603,303.56	9,935,895.00	56.39
02	DEPRECIATION FUND								
442	RENTALS OF EQUIPMENT AND VEHICLES	0.00	0.00	0.00	0.00	0.00	25,782.00	0.00	0.00
450	CONSTRUCTION SERVICES	1,800.00	75,620.07	389,584.00	19.41	186,561.31	190,970.71	420,000.00	45.47
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	108,657.00	0.00
732	VEHICLE ACQUISITION	0.00	89,131.00	150,000.00	59.42	0.00	203,410.00	200,000.00	101.71
733	FURNITURE AND EQUIPMENT	67,116.40	67,116.40	100,000.00	69.19	0.00	4,285.00	100,000.00	4.29
739	OTHER EQUIPMENT	27,415.17	27,415.17	0.00	0.00	0.00	0.00	0.00	0.00
02	DEPRECIATION FUND	96,331.57	259,282.64	639,584.00	42.14	186,561.31	424,447.71	828,657.00	51.22
05	ACTIVITIES								
352	other technical services	0.00	31,499.35	31,500.00	108.09	196.96	23,451.96	21,500.00	109.08
580	TRAVEL EXPENSE AND MILEAGE	0.00	47,745.74	60,500.00	101.29	5,019.59	35,002.54	41,000.00	85.37
610	SUPPLIES	2,505.22	152,279.84	295,500.00	88.28	11,016.54	145,751.54	317,000.00	45.98
733	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
735	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	437.01	0.00	0.00
739	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	0.00	22,446.24	57,000.00	48.43	4,046.29	24,003.70	20,000.00	120.02
890	OTHER MISC OBJECTS	0.00	0.00	5,500.00	0.00	0.00	100.00	500.00	20.00
05	ACTIVITIES	2,505.22	253,971.17	450,000.00	85.29	20,279.38	228,746.75	400,000.00	57.19
06	SCHOOL NUTRITION								
110	SALARIES NON-INSTRUCTIONAL	9,137.43	87,248.10	115,000.00	75.87	9,292.45	84,318.29	115,000.00	73.32
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	904.84	8,143.56	12,000.00	67.86	858.31	7,724.79	11,000.00	70.23
211	GROUP INSURANCE TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
220	SOCIAL SECURITY NON-INSTRUCTIONAL	695.20	6,640.05	13,000.00	51.08	700.78	8,426.57	9,000.00	93.63
221	SOCIAL SECURITY TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	783.06	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	738.30	6,888.02	12,500.00	55.10	874.27	7,964.67	12,000.00	66.37
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	30,000.00	0.00	0.00	0.00	28,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	0.00	26,500.00	0.00	0.00	0.00	25,000.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	6,000.00	0.87	0.00	1,529.80	4,000.00	38.25
610	SUPPLIES	544.46	5,369.66	11,000.00	48.82	423.33	6,787.35	13,000.00	52.21
630	FOOD	18,948.37	194,730.50	210,000.00	92.73	18,734.41	182,735.95	210,000.00	87.02
733	FURNITURE AND EQUIPMENT	0.00	546.91	11,000.00	13.33	0.00	13,089.57	10,000.00	130.90
739	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
890	OTHER MISC OBJECTS	106.90	1,510.30	3,000.00	50.34	0.00	60.00	3,000.00	2.00
06	SCHOOL NUTRITION	31,075.50	311,077.10	450,000.00	69.34	30,883.55	313,420.05	440,000.00	71.23
08	SPECIAL BUILDING FUND								
431	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	CONSTRUCTION SERVICES	2,725.00	288,156.21	350,000.00	87.51	0.00	19,639.42	175,000.00	11.22
720	BUILDINGS AND IMPROVEMENTS	0.00	0.00	200,000.00	0.00	0.00	2,260.86	234,347.00	0.96
733	FURNITURE AND EQUIPMENT	0.00	0.00	293,810.00	0.00	0.00	0.00	160,000.00	0.00
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	270,000.00	90.83	0.00	245,250.00	260,000.00	94.33
832	INTEREST	0.00	8,047.50	25,000.00	32.19	0.00	9,328.75	10,000.00	93.29
08	SPECIAL BUILDING FUND	2,725.00	541,453.71	1,138,810.00	49.14	0.00	276,479.03	839,347.00	32.94
Grand Total:		752,499.32	7,250,862.49	13,005,589.00	60.47	933,900.32	6,846,397.10	12,443,899.00	55.02

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	(69,837.10)	0.00	0.00	0.00	(69,837.10)
05 704 0100	ATHLETIC FUND	(14,948.58)	140.90	151.00	0.00	(14,938.48)
05 704 0101	ACTIVITY TICKETS	3,859.21	0.00	0.00	0.00	3,859.21
05 704 0103	RED AND WHITE ACCOUNT	38,868.33	0.00	3,050.00	0.00	41,918.33
05 704 0107	WT ROOM SUPPLIES/EQUIP/MISC	(7,116.64)	0.00	0.00	0.00	(7,116.64)
05 704 0108	MEDICAL SUPPLIES/EQUIP	(445.50)	0.00	0.00	0.00	(445.50)
05 704 0109	UNIFORMS	(39,753.49)	0.00	49.45	0.00	(39,704.04)
05 704 0110	FB GATE RECEIPTS	16,488.00	0.00	0.00	0.00	16,488.00
05 704 0111	FB OFFICIALS	(28,760.25)	0.00	0.00	0.00	(28,760.25)
05 704 0112	FB TRAVEL	(974.23)	0.00	0.00	0.00	(974.23)
05 704 0113	FB SUPPLIES/EQUIP/MISC	(50,326.41)	0.00	0.00	0.00	(50,326.41)
05 704 0116	VB TRAVEL	(870.07)	0.00	0.00	0.00	(870.07)
05 704 0120	VB GATE RECEIPTS	14,394.74	0.00	0.00	0.00	14,394.74
05 704 0121	VB OFFICIALS	(16,031.00)	0.00	0.00	0.00	(16,031.00)
05 704 0123	VB SUPPLIES/EQUIP/MISC	(3,009.43)	0.00	0.00	0.00	(3,009.43)
05 704 0130	XC ENTRY FEES	798.00	0.00	0.00	0.00	798.00
05 704 0133	XC SUPPLIES/EQUIP/MISC	(18,245.36)	0.00	0.00	0.00	(18,245.36)
05 704 0134	MOCK TRIAL	2,029.98	0.00	32.76	0.00	2,062.74
05 704 0137	CHEERLEADING TRAVEL	(7,116.40)	0.00	0.00	0.00	(7,116.40)
05 704 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	(2,359.95)	0.00	0.00	0.00	(2,359.95)
05 704 0140	BBB/GBB GATE RECEIPTS	36,442.25	0.00	0.00	0.00	36,442.25
05 704 0141	BBB/GBB OFFICIALS	(48,184.98)	0.00	0.00	0.00	(48,184.98)
05 704 0142	BBB TRAVEL	(4,816.24)	0.00	0.00	0.00	(4,816.24)
05 704 0143	BBB SUPPLIES/EQUIP/MISC	(2,113.70)	0.00	0.00	0.00	(2,113.70)
05 704 0144	BASKETBALL DUES AND FEES	(3,413.33)	0.00	0.00	0.00	(3,413.33)
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	1,416.41	0.00	0.00	0.00	1,416.41
05 704 0151	WR OFFICIALS	(4,337.00)	0.00	0.00	0.00	(4,337.00)
05 704 0152	WR TRAVEL	(4,288.16)	0.00	0.00	0.00	(4,288.16)
05 704 0153	WR SUPPLIES/EQUIP/MISC	(3,839.70)	0.00	0.00	0.00	(3,839.70)
05 704 0154	WR DUES AND FEES	(8,023.94)	0.00	0.00	0.00	(8,023.94)
05 704 0155	GWR DUES AND FEES	(1,610.00)	0.00	0.00	0.00	(1,610.00)
05 704 0157	GWR FUNDRAISING	682.00	0.00	0.00	0.00	682.00
05 704 0160	TR GATE RECEIPTS	3,985.95	0.00	600.00	0.00	4,585.95
05 704 0161	TR OFFICIALS	(1,222.50)	0.00	0.00	0.00	(1,222.50)
05 704 0162	TR TRAVEL	(14,006.01)	0.00	0.00	0.00	(14,006.01)
05 704 0163	TR SUPPLIES/EQUIP/MISC	(26,295.79)	0.00	0.00	0.00	(26,295.79)

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 0164	TRACK DUES AND FEES	(5,211.67)	0.00	0.00	0.00	(5,211.67)
05 704 0165	JH TRACK DUES AND FEES	(3,701.50)	0.00	0.00	0.00	(3,701.50)
05 704 0170	BOYS GOLF ENTRY FEES	(6,366.11)	0.00	490.00	0.00	(5,876.11)
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	(9,522.01)	0.00	0.00	0.00	(9,522.01)
05 704 0176	GIRLS GOLF ENTRY FEES	(4,974.99)	0.00	0.00	0.00	(4,974.99)
05 704 0177	GIRLS GOLF TRAVEL	(271.34)	0.00	0.00	0.00	(271.34)
05 704 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	(4,918.56)	0.00	0.00	0.00	(4,918.56)
05 704 0180	JH FOOTBALL	(905.67)	0.00	0.00	0.00	(905.67)
05 704 0181	JH VOLLEYBALL	1,989.05	0.00	0.00	0.00	1,989.05
05 704 0182	JH BASKETBALL	1,579.25	0.00	0.00	0.00	1,579.25
05 704 0183	JH WRESTLING	(76.36)	0.00	0.00	0.00	(76.36)
05 704 0184	JH TRACK	3,916.44	0.00	300.00	0.00	4,216.44
05 704 0198	RANDOM DRUG TESTING	(9,375.95)	0.00	0.00	0.00	(9,375.95)
05 704 0199	STATE/NATIONAL EXPENSES	(88,110.00)	0.00	140.00	0.00	(87,970.00)
05 704 0201	TRANSFER ACCOUNT	125,054.90	0.00	0.00	0.00	125,054.90
05 704 0202	YEARBOOK	(19,569.96)	1,374.88	0.00	0.00	(20,944.84)
05 704 0203	VO AG PROJECT MATERIALS	(1,334.46)	0.00	0.00	0.00	(1,334.46)
05 704 0204	AG EQUIPMENT FUND	500.00	0.00	0.00	0.00	500.00
05 704 0205	FFA PLASMACAM FUND	3,061.21	0.00	0.00	0.00	3,061.21
05 704 0206	SPECIAL EDUCATION	38.61	0.00	0.00	0.00	38.61
05 704 0207	JR CLASS CONCESSION EQUIP FUND	1,279.72	0.00	0.00	0.00	1,279.72
05 704 0208	FACILITY USE	2,328.00	0.00	25.00	0.00	2,353.00
05 704 0210	PADLOCK DEPOSITS	1,061.45	0.00	0.00	0.00	1,061.45
05 704 0211	BOOK FINES/FEES	2,010.01	0.00	0.00	0.00	2,010.01
05 704 0212	READ-A-THON	3,357.16	0.00	0.00	0.00	3,357.16
05 704 0215	SPEECH	(3,910.95)	0.00	0.00	0.00	(3,910.95)
05 704 0216	WORLD STRIDES TRIP FUND	332.38	0.00	0.00	0.00	332.38
05 704 0218	HS STUDENT COUNCIL	(3,896.36)	0.00	0.00	0.00	(3,896.36)
05 704 0219	NATIONAL HONOR SOCIETY	(2,164.69)	48.00	0.00	0.00	(2,212.69)
05 704 0220	WOODSHOP PROJECTS	(7,631.36)	59.96	138.15	0.00	(7,553.17)
05 704 0222	BACKPACK FOOD PROGRAM	2,979.00	0.00	0.00	0.00	2,979.00
05 704 0225	ONE ACTS	(5,625.61)	0.00	0.00	0.00	(5,625.61)
05 704 0230	MILK BREAK	559.90	0.00	0.00	0.00	559.90
05 704 0235	THE RANCH	(3,009.54)	0.00	0.00	0.00	(3,009.54)
05 704 0240	PALS MENTORING	1,446.08	0.00	0.00	0.00	1,446.08
05 704 0245	HEALTH & WELLNESS FUND	3,183.93	0.00	0.00	0.00	3,183.93
05 704 0250	DISTRICT PROJECT FUND	8,230.19	0.00	0.00	0.00	8,230.19

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 0255	SANTA'S ELVES DONATION FUND	62.20	0.00	0.00	0.00	62.20
05 704 0260	HS QUIZ BOWL	295.10	0.00	0.00	0.00	295.10
05 704 0265	JH QUIZ BOWL	976.09	0.00	0.00	0.00	976.09
05 704 0266	ACTIVITIES SPONSORS	39,265.05	0.00	8,736.85	0.00	48,001.90
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	(811.71)	0.00	0.00	0.00	(811.71)
05 704 0325	CLASS OF 2025	1,506.70	0.00	0.00	0.00	1,506.70
05 704 0326	CLASS OF 2026	6,772.75	0.00	0.00	0.00	6,772.75
05 704 0327	CLASS OF 2027	8,035.36	0.00	2,709.18	0.00	10,744.54
05 704 0328	CLASS OF 2028	2,159.60	0.00	0.00	0.00	2,159.60
05 704 0329	CLASS OF 2029	269.00	0.00	0.00	0.00	269.00
05 704 0400	GRADE ACTIVITY MISCELLANEOUS	14,400.17	0.00	23.80	0.00	14,423.97
05 704 0410	GRADE ACTIVITY LEADERSHIP FUND	1,430.30	0.00	51.00	0.00	1,481.30
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	(35,156.02)	0.00	0.00	0.00	(35,156.02)
05 704 0501	HS HONOR ROLL CERTIFICATES	(1,286.28)	547.48	0.00	0.00	(1,833.76)
05 704 0502	HS INTEREST EARNED ON ACCOUNT	27,013.61	0.00	290.95	0.00	27,304.56
05 704 0601	BAND ACTIVITY	5,928.05	0.00	454.33	0.00	6,382.38
05 704 0602	SCHOOL INSTRUMENT & REPAIRS	927.46	0.00	0.00	0.00	927.46
05 704 0603	CHORUS	(3,731.86)	0.00	0.00	0.00	(3,731.86)
05 704 0605	MUSICAL PRODUCTIONS	0.00	0.00	0.00	0.00	0.00
05 704 0606	SHOW CHOIR UNIFORMS	(2,960.54)	0.00	0.00	0.00	(2,960.54)
05 704 0607	ELEM SHOW CHOIR	553.14	0.00	0.00	0.00	553.14
05 704 0701	FFA FUND	80,189.01	334.00	178.80	0.00	80,033.81
05 704 0703	JH CONCESSIONS	200.00	0.00	0.00	0.00	200.00
05 704 0705	CHEERLEADING FUNDRAISING	17,769.14	0.00	0.00	0.00	17,769.14
05 704 0707	INTERACT CLUB	467.92	0.00	0.00	0.00	467.92
05 704 0709	JH STUDENT COUNCIL	(1,343.29)	0.00	0.00	0.00	(1,343.29)
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	1,126.07	0.00	0.00	0.00	1,126.07
05 704 0715	XC FUNDRAISING	2,518.48	0.00	0.00	0.00	2,518.48
05 704 0717	BOYS GOLF FUNDRAISING	665.61	0.00	0.00	0.00	665.61
05 704 0719	GIRLS GOLF FUNDRAISING	125.67	0.00	0.00	0.00	125.67
05 704 0721	FB FUNDRAISING	2,608.38	0.00	75.00	0.00	2,683.38
05 704 0723	VOLLEYBALL FUNDRAISING	4,690.51	0.00	0.00	0.00	4,690.51
05 704 0725	BBB FUNDRAISING	312.83	0.00	0.00	0.00	312.83

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2026 - 05/2026

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 0727	GBB FUNDRAISING	1,284.96	0.00	0.00	0.00	1,284.96
05 704 0729	WRESTLING FUNDRAISING	(396.19)	0.00	0.00	0.00	(396.19)
05 704 0731	TRACK FUNDRAISING	(3,137.05)	0.00	0.00	0.00	(3,137.05)
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	1,996.43	0.00	381.46	0.00	2,377.89
05 704 0739	STAND	1,216.54	0.00	0.00	0.00	1,216.54
05 704 0740	ESPORTS	(943.40)	0.00	0.00	0.00	(943.40)
05 704 0741	ART CLASS PROJECTS	1,520.08	0.00	0.00	0.00	1,520.08
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	262.23	0.00	3.00	0.00	265.23
05 704 0753	SPEECH FUNDRAISING	1,815.81	0.00	0.00	0.00	1,815.81
05 704 0755	ONE ACT FUNDRAISING	5,443.95	0.00	0.00	0.00	5,443.95
05 704 0757	LONGHORNS COMMITTED	4,676.61	0.00	0.00	0.00	4,676.61
05 704 0759	CIVICS FUNDRAISER	9,556.10	0.00	0.00	0.00	9,556.10
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	867.29	0.00	0.00	0.00	867.29
05 704 0901	WTC SCHOLARSHIP FUND	0.00	0.00	0.00	0.00	0.00
05 704 0999	SCHOLARSHIP FUND	216,734.98	0.00	0.00	0.00	216,734.98
Fund Total: 05		136,908.04	2,505.22	17,880.73	0.00	152,283.55



Mary Lynch Elementary School

June 2026 - Board of Education Report
Amanda Culek
Elementary Principal / Special Education Director

Recognition

May Students of the Month: Lucca Schweitzer, Whitley McNees

May Staff Members of the Month: Jodell Schulte, Lani Heeg

Longhorn Challenge Update

Challenge Cards Completed to Date for Quarter 4: 297 Completed (81 since last board report)

Disciplinary Data

April 2026

Total Incidents: 25 (↓ 15 from April; ↑ 9 from last year)

Most Common Behaviors: Not Following Expectations 32% (primary); Physical Aggression 16%

Location: Classroom 56% (primary setting)

Time/Day Trends: Wednesdays (32%)

Most Used Responses: Staff conference w/ students

Office Referrals: 9 total

June 2026 Superintendent Report

- Financial Update –

- 60.47% of the budget spent; 75% of fiscal year completed. 25% of year remaining and 39.53% of budget unspent.
- Through May 2026, we have spent 60.47% at this point in 2025 56.63%, and in 2024 57.49% had been spent.
- Actual Year-To-Date Expenditures are \$7,250,862.49.
- Compared to \$6,810,507.29 last year, \$6,720,993.26 two years ago and \$7,144,699.20 three years ago.
- The current cash balance in the General Fund is \$3,902,208.28.
- In 2025 at this time the balance was \$4,034,629.78, in 2024 the balance was at \$3,546,732.65.

Kimball Public Schools Surplus Property

Item(s)	Quantity	Price per item
Scoreboards	2	\$5.00
Mary Lynch Windows	100	Free
Staff Dell Laptops	50	\$120

RESOLUTION APPROVING STAFF TRAININGS

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

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

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

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

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

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness and Intervention	Neb. Rev. Stat. § 79-262.01	ESU 13	60 MINUTES
Behavioral Awareness	Neb. Rev. Stat. § 79-3602 & 3603	ESU 13	60 MINUTES
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	Safe Schools Training Course	30 MINUTES
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	Safe Schools Training Course	60 MINUTES
Concussion Awareness	Neb. Rev. Stat. § 71-9104	NFHS Course	30 MINUTES
Fire Drills	Neb. Rev. Stat. § 81-527; (https://sfm.nebraska.gov/fire-prevention/school-fire-drills)	Building Principals	15 MINUTES EACH DRILL
Tornado Drills	Neb. Rev. Stat. § 2,144(8)	Building Principals	15 MINUTES EACH DRILL
Intruder/ Security Awareness and Preparedness	Neb. Rev. Stat. § 79-2,137 NDE Rule 10.011.01F	Building Principals	15 MINUTES EACH DRILL
Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F; NDE Guidance	Safe Schools Training Course	30 MINUTES

	(https://www.education.ne.gov/safety/staff-development-and-resources-for-teachers/)		
Pupil Transportation Drivers	NDE Rule 91.003.02	UNK Safety Center	2 HOURS
Anti-Harassment and Discrimination	Title IX, 20 U.S. Code § 1681	Safe Schools Training Course	60 MINUTES
Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	Safe Schools Training Course	60 MINUTES
School Resource Officers and Building Administrators	Neb. Rev. Stat. § 79-2704	N/A	NOT APPLICABLE
District Assessment Contact - State Assessments	NDE Guidance (https://www.education.ne.gov/assessment/district-assessment-contact-dac/#1661275806368-95d87496-3109)	Nebraska Department of Education	30 MINUTES
Blood Borne Pathogens	State of Nebraska	Safe Schools Training Course	30 MINUTES
ASHTMA/ EPIPEN	State of Nebraska	Safe Schools Training Course	30 MINUTES

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

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

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

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

DATED this ____ day of _____, 2026.

KIMBALL PUBLIC SCHOOLS

BY:

President

ATTEST:

Secretary

Kimball Public Schools

2026-2027 Fees Schedule

MEAL FEES *If participating in CEP, all student meals are free (excluding extras) *

Breakfast	K-6	\$ 2.50
	7-12	\$ 2.75
	Reduced	\$.30
	Adult	\$ 3.25
Lunch	K-6	\$ 3.50
	7-12	\$ 3.75
	Reduced	\$.40
	Adult	\$ 5.10
Summer Breakfast	18 & under	FREE
	Adult	\$ 3.25
Summer Lunch	18 & under	FREE
	Adult	\$ 5.75
After School Program	K-12	FREE

ATHLETIC PASSES

KPS Student (K-12) (KPS students will be admitted free with pass)	\$ FREE
One Adult	\$ 50.00
Two Adults	\$ 75.00

Senior Adult Lifetime Passes are free to those 62 & over that request one.

Activity Admission Prices

High School - Adult	\$ 5.00
Student	\$ 4.00
Junior High - Adult	\$ 4.00
Student	\$ 3.00

STUDENT ACTIVITIES

Administrative Procedures For Student Fees

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; and (3) are not otherwise required by the district.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

- | | |
|---------------------------------------|---------|
| ▪ Industrial Technology Classes | \$30.00 |
| ▪ Art Classes | \$30.00 |
| ▪ Family and Consumer Science Classes | \$30.00 |

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
▪ Future Farmers of America	student must purchase their own jackets and pay dues of \$15.00

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

Administrative Procedures For Student Fees

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 \$.10 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:

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Band | Students must provide their own instruments and marching band shoes. The maximum dollar amount charged will be \$100.00. |
| <ul style="list-style-type: none">▪ Swing 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 may 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.

KIMBALL PUBLIC SCHOOLS
Student Fee Waiver Application

The Kimball Public School District will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE of the following:

- a. ☐ Check here if your child is eligible for fee waivers because he or she is a foster child. Please attach official documentation from the agency sponsoring the child.
- b. ☐ Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
 - A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
 - An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.
- c. ☐ Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level, please check here.

Page 8 of 9
 Policy 501.07
 Student Fees
 Please complete the following:

(Everyone in your household)	Last month=s income and how often it was received Example: \$100/monthly \$100/twice a month \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	
	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	G
	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	G
	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	G
	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	_____/_____ _____/_____	G
	\$_____/_____ _____/_____	\$_____/_____ _____/_____	\$_____/_____ _____/_____	\$_____/_____ _____/_____	G

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers= Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4. Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child=s eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign Here

Date:

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Policy 501.07

Student Fees

Adopted: December 19, 2005

Reviewed: June 12, 2017

June 11, 2018

Amended: June 10, 2019

Reviewed: June 08, 2020

June 14, 2021

June 13, 2022

June 12, 2023

June 10, 2024

June 9, 2025

Student Discipline

Anti-Bullying Policy

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

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

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

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

Legal Reference: Laws 2008, LB 205
 Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296
 NDE February 2003 State Board Action; Reaffirmed December 2005

Adopted: 08-11-2008
Reviewed: 06-12-2017
 03-12-2018
 06-11-2018
 06-10-2019
 06-08-2020
 06-14-2021
 06-13-2022
 06-12-2023
 06-10-2024
 06-09-2025

Policy 602.01

ALTERNATE PROGRAMS

602.01

MULTI-CULTURAL EDUCATION PROGRAM

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

- (1) Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

- (2) Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his or her designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy. (Exhibit "A").

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his or her sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

**KIMBALL PUBLIC SCHOOLS
REPORT ON
MULTI-CULTURAL EDUCATION ACTIVITY**

During the _____ semester of the ____ - ____ school year, the following multi-cultural educational program occurred in my classroom with student participation.

1. Date of occurrence:

2. Class in which this event occurred:

3. Description of the multi-cultural activity and the cultures involved:

Teacher Signature

Date of Report

Adopted: November 8, 2004

Reviewed: June 12, 2017
 June 11, 2018
 June 10, 2019
 June 08, 2020
 June 14, 2021
 June 13, 2022
 June 12, 2023
 June 10, 2024
 June 9, 2025

InstructionAssessments—Academic Content Standards

The Board of Education may vote to adopt the academic content standards recommended by the State Board of Education (“State Board”).

If the Board of Education does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Adopted: August 10, 2009
Reviewed: June 12, 2017
Revised: June 11, 2018
Reviewed: June 10, 2019
June 08, 2020
Revised: June 14, 2021
Reviewed: June 13, 2022
June 12, 2023
June 10, 2024
June 9, 2025

Multi-Cultural Report 2025-2026

This report shall serve as evidence that the Kimball Public School district is teaching multi-cultural education as provided by the KPS Board Policy 602.01. Each teacher in the district has provided a Report of Multi-Cultural Education Program Event which documents how multi-cultural education was infused into curriculum in their classroom. These reports are maintained by each building principal and can be viewed upon request.

A handwritten signature in black ink, appearing to read 'T. Anderson', with a long horizontal flourish extending to the right.

Trevor Anderson
Superintendent, Kimball Public Schools

STUDENT ACTIVITIES

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

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

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

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

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

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

Adopted:	September 13, 2004
Reviewed:	June 12, 2017
	June 11, 2018
Amended:	June 10, 2019
Reviewed:	June 8, 2020
	June 14, 2021
	June 13, 2022
	June 12, 2023
	June 10, 2024
	June 9, 2025

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
Reviewed: July 14, 2025

Advertising and Promotions in the School and by Students

Advertising and the promotion of the pecuniary interests of any private business or for-profit organization shall generally be prohibited, within the schools and by the students of the Kimball Public Schools. Students shall not be allowed to carry home any fliers or communications, or the advertising shall not be posted within buildings that promotes events, sales, etc. for any for-profit business or organization, except as follows:

1. Educational material that may be of benefit to students/parents
2. Samples, calendars, supply catalogs, etc., which may be distributed to staff for study, purchasing or routine classroom use, with administrative approval
3. Information related to the approved fund raising activities being conducted within the school or by any of its organizations and for the school picture taking program

Upon the expressed approval of the building principal, information, promotional, and registration material related to community-related activities for students such as Scouts, recreational sports, may be posted and/or sent home with the students, provided that these materials are provided at the expense of the organization requesting their distribution.

In addition, the Superintendent or Building Principal may approve the posting and distribution of information and materials of any community activity, film, lecture, etc. that is deemed to have particular educational merit. The posting and distribution of any material that has political, religious, sectarian, or in any way deemed to have discriminatory implications, is prohibited.

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Adopted: February 14, 2000
Reviewed: January 11, 2016
February 12, 2024

DRAFT

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation.
- ~~3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:~~
 - ~~a. End User Management. End user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.~~
 - ~~b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store,~~

~~retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention; determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.~~

- ~~i. *Transitory messages.*—Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded “junk” mail; “personal” mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.~~
- ~~ii. *Less than permanent retention records.*—These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.~~
- ~~iii. *Permanent/archival retention records.*—These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.~~
- ~~e. *Electronic Storage Limitations.*—The district’s computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.~~
- ~~d. *Proper Use of Electronic Messages.*~~

- i. ~~Non Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, 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; promote sexual harassment; or to promote personal, political, or religious business or beliefs.~~
- ii. ~~Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non profit organization except when and to the extent such use serves a school purpose or facilitates school district business.~~
- iii. ~~Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.~~
- iv. ~~Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.~~

~~4. Electronic Records~~

~~All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.~~

~~4. Litigation Holds~~

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
~~Laws 2010, LB 742~~
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
~~Electronic Imaging Guidelines (March 2003)~~

Date of Adoption: August 10, 2020
Reviewed: May 13, 2024

StudentsFull-Time and Part-Time EnrollmentFull Time Enrollment

Students must be enrolled in Kimball Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, **or admitted to the District pursuant to state law**, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Kimball Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This include the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. **Subject to Paragraph D.9 of this policy,** students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of the Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled. ~~including as applicable State or District wide assessments, as full-time students.~~
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the

District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these exceptions. ~~Any student covered by this subsection must enroll in five credit hours through the District in any the semester in which the student participates in an extracurricular activity.~~ There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- (c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Legal Source: ~~Laws 2006, LB 821~~; Neb. Rev. Stat. Section 79-215, 79-2.136 and 79-526;
~~LB 705 § 75~~

Title 92, Nebraska Administrative Code, Chapter 10

Adopted: August 14, 2006
Revised: July 10, 2017
Reviewed: April 11, 2022
Revised: June 12, 2023
June 9, 2025

DRAFT

APPLICATION OF NON-PUBLIC SCHOOL STUDENT FOR PART-TIME ENROLLMENT

Application Process:

- Step 1: Complete Parts I, II and III of this Application.
- Step 2: Complete the attached “Statement of Person in Legal or Actual Charge or Control of a Child” form.
- Step 3: Complete Part IV of this Application, **if** you checked item (2) (b) (c) or (d) of the “Statement of Person in Legal or Actual Charge or Control of a Child” form.
- Step 4: Sign this Application in the presence of a notary

Note: You may also need to provide the following documents:

- (1) birth certificate
- (2) proof of immunization, proof of physical examination, and proof of visual evaluation, or written objections signed by parent or legal guardian
- (3) durable power of attorney (delegation of parental powers)
- (4) student records from school currently attending and school last attended & release of student records form

PART I–Student Information

Student’s Name:	DOB:	Grade Level:
Parent/Guardian’s Name(s):	Address:	Telephone:
School Currently Attending:	School Address:	Telephone:
School Last Attended:	School Address:	Telephone:
Special Needs/Concerns (e.g. health concerns) (information is requested for accommodation planning purposes): _____	Special Education Needs: ____ Yes ____ No	If “yes” describe needs: ____ _____ _____ _____

PART II–Part-Time Enrollment Request

Semester Child seeks to begin attending:	
Course(s) or Program(s) in which Child seeks to enroll:	
If the Course is an Integrated Course (e.g. Algebra II), provide description of courses Child has passed to meet prerequisites:	
State whether the Course or Program is offered in the Child’s School:	
State whether Child is seeking to participate in extracurricular activities; and if so, list the activities:	

PART III–Expulsion Status

Has the child been expelled from school (either public or private, and in any state)? ___ Yes ___ No

Has the term (time period) of the expulsion been completed? ___ Yes ___ No

If “no,” state the reason for the expulsion and the term (time period) of the expulsion: _____

PART IV– Residency Information. If you checked item (2) (b) (c) or (d) of the “Statement of Person in Legal or Actual Charge or Control of a Child” form, provide the following supplemental information:

A. Child living with adult who is exercising parental responsibility for the child Name of adults(s) with whom child resides: _____ Child's relationship to those adults: _____ How long has child lived with you? _____ Why is the child residing in the District? (Explain thoroughly) _____ Who is legally responsible for the child? _____ Are you assuming parental responsibilities for this child? _____ Have you given the District a signed Power of Attorney? _____	B. Child living on own Do the parents/guardians supply any necessities of life (e.g., food, rent or shelter, health care, etc.) for this child (if "yes", explain)? _____ Do the parents/guardians claim the child as a dependent for tax purposes? _____ Do the parents/guardians provide health insurance coverage? _____ Do the parents/guardians provide an allowance or other monetary benefits? (Explain thoroughly) _____ Why is the child residing in the District? (Explain thoroughly) _____
--	---

STATE OF NEBRASKA)

COUNTY OF _____)

ss.

The applicants affirm that the above information is full, true and complete to the best of the applicant(s)' knowledge and belief, that the applicants are not aware of any facts which may make the child ineligible for admission to this public school district, and understand and agree that an exclusion from school and criminal complaint may result from the giving of false information. In the circumstance where the child is living with a person other than a parent or legal guardian, the applicant(s) assumes the legal responsibility of a parent for the student for education purposes, and the legal responsibility of a parent in matters concerning liability for disciplinary action, damages to school property, damages to private property at school, and injuries, etc. which may be caused by this child.

It is understood that admission for part-time enrollment is subject to annual application and approval. If admitted the building assignment is to be determined by District policy, the child will be subject to the student conduct and attendance policies of the District, the child must apply for enrollment and attend the entire school year unless an exception exists, and the child is not permitted on school grounds except during times required for attendance in the courses or programs for which part-time enrollment is approved, subject to the discretion of the building principal. It is further understood that the child is not eligible for transportation or transportation reimbursement.

Applicant(s) _____

Applicant(s) _____

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public _____

**STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD
SUBMITTED TO KIMBALL PUBLIC SCHOOLS FOR PURPOSES OF SCHOOL ENROLLMENT**

The undersigned state that I am an adult in legal or actual charge or control of *(Child's Name)*:
, a child who resides in this school district at *(Child's Address)*

- 1) ☐ I state that I am the child's parent, or
- 2) ☐ I state that I have been entrusted with, or assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check *all* that apply):
- a) ☐ a court or testamentary appointment as a legal guardian (*attach copy*) and/or
 - b) ☐ a power of attorney delegating such parental powers (*attach copy*) and/or
 - c) ☐ through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (*attach any written documentation of such designation*), and/or
 - d) ☐ through some other set of circumstances (*please explain on a separate sheet*).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known address of the child's parents are:

Mother: _____ Address: _____ Telephone: _____

Father: _____ Address: _____ Telephone: _____

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

Signature of Adult in Legal or Actual Charge or Control

Dated: _____

Home Address of Adult in Legal or Actual Charge or Control

Home Phone: _____

Daytime Work Address

Daytime Work Phone: _____

NOTE: SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A PHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THIS STUDENT SHALL ALSO SIGN THE FORM.

_____ This child is homeless, which is the reason items were left blank.

_____ This adult does not have a phone number or address where they may generally be reached during the school day.

(FOR SCHOOL'S USE)

APPLICATION STATUS

Decision:	Not Admitted	()	Child a Non-resident
	Not Admitted	()	Board of Education Approval Required (Expelled Student)
	Not Admitted	()	Other _____
	Admitted	()	Residency based on ____ Natural parent is a resident of District ____ In Loco Parenti ____ Child is Emancipated
	Admitted	()	Courses or Programs of part-time enrollment:

(Admission is subject to receipt of birth certificate, proof of immunization, physical and visual evaluation, and other required documentation)

Notes:

Date

Signature

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.
2. A homeless student. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.

3. Approved for option enrollment into the School District.
4. Are otherwise legally entitled to enroll in the School District

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or

adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS,

Page 3 of 2

whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. ' 79-215 (residency and admission)
 Neb. Rev. Stat. ' 79-215 (children of military or federal employee parent)
 Neb. Rev. Stat. ' ' 79-232 to 79-246 (option enrollment)
 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
 NDE Rule 19
 LB 937 (2026)

Adopted: February 14, 2000
Revised: June 14, 2010
Reviewed: May 12, 2014
 March 14, 2022

StudentsOption EnrollmentA. Process and ~~Time Lines~~ Timelines to Option In

For a student to attend Kimball Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Kimball Public School District between September 1 and March 15 for enrollment ~~during in~~ the following ~~and subsequent~~ school years (the "application period"), ~~unless otherwise permitted by law.~~

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline

The application deadline will be waived by the School District for applications to option into the Kimball Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected ~~in the event if~~ the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by ~~acceptance of~~ accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected ~~in the event if~~ the application is not filed on ~~or before March 15~~ ~~a timely basis~~ and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected ~~in the event~~ if the student has exhausted ~~their~~ the number of allowable option enrollments ~~in other school districts, as determined by~~ under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is ~~not submitted on a form prescribed by the State Department of Education, is~~ not completely and accurately ~~filled in~~ submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

~~C~~.D. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Kimball Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Kimball Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

~~D~~.E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the

form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

~~E.F.~~ Releases for Options Out

Provisions for Release

A request for release of a resident student or option student currently attending Kimball Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

~~F.G.~~ Notification of Acceptance or Rejection

In the case of an application to option enroll into the Kimball Public School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Kimball Public School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

~~G.~~ Applications Subsequent to Relocations or Mergers

~~An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:~~

- ~~1. the student relocated to a different resident school district after February 1, or~~
- ~~2. the student’s option school district merged with another district effective after February 1, and~~
- ~~3. the application is for attendance during the immediately following and subsequent school years.~~

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and

documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Kimball Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Kimball Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246

Date of Adoption: February 11, 2019
Reviewed: February 15, 2022
Revised: June 12, 2023
June 10, 2024

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

District student/ parent handbooks will outline procedures governing make up work from an absence at each district facility.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Kimball Public Schools or resides in the

Kimball Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers

are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (i) The physical, mental, or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Referral to community agencies for economic services;
- (iv) Family or individual counseling; and
- (v) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) **unexcused** absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209

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StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~ and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (1) the student's conduct, misconduct or violation of the rule or standard ~~and~~ (2) the reasons for the action taken; (3) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (4) resources the school is able to provide or recommend to assist the student; and (5) how the school plans to address the behavior moving forward, including strategies to maximize the

student's continued participation in school.

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

3. Expulsion:

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

~~the Student Discipline Act.~~ The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult

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

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~ a pre-kindergarten through second grade student ~~may shall not~~ be suspended ~~from school~~, unless the student (1) brings a deadly weapon ~~onto~~ school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity. ~~Instead, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or Principal's designee may shall implement appropriate alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short term suspension. If a pre-kindergarten through second grade~~ A student who brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or may be~~ expelled in accordance with this Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it

occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. **Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.**

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

school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

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

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

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

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

(c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecast to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen

- through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

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

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

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

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

2. Academic Integrity.

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

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

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

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

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

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

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

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

- testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or

repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. By bringing their cell phones and other electronic devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable in scope and appropriate in light of the student's suspected rules violation.
- b. Definitions.
 - (1) "Electronic devices" include, but are not limited to, cell phones, smart watches, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices while at school except as otherwise provided by this policy. Cellular phones and other electronic devices for all students are to be powered off and stored in either the student's locker or vehicle during school hours. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, restrooms, or other areas in which others have a reasonable expectation of privacy.
- (2) Students are permitted to possess and use electronic devices before and after school hours on school sidewalks and in the commons area, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Students may not bring their cellular phones or other electronic devices out of their lockers or otherwise use them during the lunch break while in district facilities. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time as outlined in this policy. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
 - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device during school hours.
 - (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device during school hours.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school

administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

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

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

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

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

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

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to

make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

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

Date of Adoption: January 11, 2002
Reviewed: August 11, 2014
Revised & Replaced: June 10, 2019
Revised: August 10, 2020
Reviewed: May 9, 2022
Revised: June 12, 2023
June 10, 2024
June 9, 2025

Graduation Requirements –

The Board of Education has adopted the following requirements to graduate from the Kimball Public Schools.

In addition to the requirement to meet 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, **except as otherwise required by state law**. High school credit may be awarded to junior high students enrolled in a high school course.

English	40 credits (4 years English 9/10/11/12 required)
Science	30 credits (3 years Physical Science/Biology required)
Mathematics	30 credits (3 years of course content that includes algebraic, geometric, data analysis, and probability concepts)
Social Studies	30 credits (3 years Civics/American Government required)
Physical Education	10 credits (1 year 9 th PE required)
Personal Finance	5 credits
Computer Science	5 credits (students entering 9 th grade in 2024-25 are required to have 5 credit hours of computer science)
Electives**	115 credits

Total 265 Credits

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

The staff and administration strongly urge 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.

GRADUATION OPTIONS FOR STUDENTS WITH DISABILITIES

The Nebraska Department of Education's Transition Advisory Committee developed the following information regarding best practices in graduation options for students with disabilities. These are options for Nebraska school districts to consider when developing graduation guidelines. While there is no state level statute or rule regarding this issue, it is recommended that these graduation options for students with disabilities be included in the district's graduation policy.

The individual Education Program (IEP) team is responsible for determining whether a student has completed a course of study that makes him/her eligible to receive a signed, regular diploma. Even if the student with disabilities will continue his/her education program until the end of the school year in which she/he reaches 21, the IEP team may recommend that the student would benefit from participation in the graduation ceremony with peers. Upon completion of a course of study that meets the following requirements, the student will be awarded a regular diploma using any of the following program options.

OPTION 1

A student completes a standard course of study based upon meeting all requirements for graduation and IEP/Transition goals. The student would be eligible to receive a signed, regular diploma and to participate in the graduation ceremonies.

OPTION 2

A student completes the standard or modified course of study, but not the IEP/Transition goals. The student may participate in graduation ceremonies with his/her peers without receiving a signed regular diploma. The student may continue to receive services and support from the school district until the IEP/Transition goals are met or until the student completes the school year in which she/he reaches the age of 21. At this time, the student will receive a signed, regular diploma.

OPTION 3

A student completes his/her IEP/Transition goals but not the standard course of study. When a student's disability prevents him from completing the standard course requirements for graduation, the IEP team must identify IEP/Transition goals for graduation that are consistent with the student's individual needs. Upon completion of those goals, the student will be allowed to graduate with a signed, regular high school diploma. A student may elect to participate in graduation ceremonies with peer classmates or upon completion of his/her course of study.

GRADUATION CONSIDERATIONS:

- It is recommended that graduation plans be a part of all IEPs, for students 14 years and over. Plans for graduation should be considered in development of the course of student and reviewed annually.
- The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.

- All diplomas awarded by a school district shall be identical in appearance, content and effect, except that symbols or notations may be added to individual student diplomas to reflect official school honors or awards earned by students.
- A student who receives a certificate is eligible to continue receiving special education services until receipt of a signed, regular diploma or until the end of the school year in which the student turns 21.
- At the exit IEP meeting, the IEP team will review and document that all requirements for the receipt of a signed, regular high school diploma have been met.

Legal Reference: Neb. Rev. Stat. Sec. 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Adopted: February 13, 2006
Revised: June 11, 2007
Revised: April 13, 2009
Revised: June 8, 2015
Amended: April 20, 2020
Reviewed: May 8, 2023
Amended: May 30, 2023
June 10, 2024

Board Meetings

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by **a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.**

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change. ~~one of the following methods:~~

~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~

~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: 12-12-2011
Reviewed: 04-08-2013
Reviewed: 04-09-2018
Amended: 04-20-2020
10-12-2020
06-10-2024
01-13-2025

DRAFT

CLASSIFIED PERSONNEL

Classified Personnel

The primary role of classified personnel is to support and enhance the efforts of the certificated staff. The board of education provides for the following classified employees:

1. Transportation personnel
2. Clerical personnel
3. Custodial personnel
4. Food service personnel
5. Teacher Assistants

The number of employees in each supportive area shall be determined by the superintendent, with the assistance of his staff, who shall make recommendations to the board for approval.

All non-certificated employees are at will employees and all are positions and assignments which do not legally require an endorsement or certificate from the Nebraska Department of Education are on an at will basis. Nothing in board policy or administrative practices shall be intended to create or be a contract between the school district and the non-certificated employee.

The school district has the right to re-assign or terminate non-certificated employees at any time without cause, without prior disciplinary action, irrespective of the lack of any evaluation or the presence of any prior evaluation.

■ Full –Time Employees

A full-time classified employee is one who works a minimum of 35 hours per week for twelve months per year at the same position.

■ Employment

The employment of capable persons shall be the responsibility of the superintendent or his designee, who shall also be responsible for orientation, supervision, evaluation, retention, or release of classified personnel. Release of classified personnel should be done with two weeks notice from the superintendent or his/her designee.

■ Condition of Employment

Classified employees are subject to all applicable policies of the board and the administrative rules and regulations that may apply.

No acts of discrimination in hiring practices shall be made because of race, color, creed, religion, national origin, sex, or marital status. Assignment and duties shall be at the discretion of the superintendent or his/her designee.

The superintendent or his/her designee can transfer classified personnel according to his/her judgement.

■ Insurance

All employees are covered with workman's compensation insurance.

Clerical personnel, Custodial personnel, Food Service Director, Transportation Director, or other full-time employees who work at least 40 weeks per school year are eligible to participate in the district's health insurance program. The district will pay 100% of the cost of the district's single health insurance premium.

The Bookkeeper/School Board Secretary will receive a full family health insurance benefit provided by the school district.

■ Vacations

After the anniversary date of the first full year of employment, full-time classified employees will receive a paid vacation period of 40 hours. After the anniversary date of the second full year of employment and each year thereafter, the employee will receive a paid vacation period of 80 working hours. There is no carry-over or accumulation of unused vacation. Any unused vacation remaining from is paid out on the first payroll following the employee's anniversary date. Full-time classified employees that are salaried will have unused vacation paid out on the first payroll following the completion of their contract year. This vacation time must be approved by the superintendent or his/her designee.

■ Holidays

The following days are determined as paid holidays for full-time classified personnel.

1. New Years Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day

6. Christmas Day
7. Additional days will be approved by Superintendent as deemed appropriate.

The following days are determined as paid holidays for secretarial staff who work an 8-hour position for 10 months.

1. New Years Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. 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.

- Evaluation

Each classified employee is to be evaluated in writing by an administrator or supervisor at least once a year.

Flex Leave and Sick Leave

All regular classified 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, each regular classified personnel will receive a report of the total number of days available.

Regular classified 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 supervisor 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. Regular classified personnel 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 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.

Any regular classified 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.

Regular classified 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.

KPS staff members are permitted to attend home KPS events at 4:00 PM on contract days to support our KPS students under the following conditions:

- 1) KPS staff members must notify their supervisor in advance of their intent to leave at 4:00 PM to support the KPS students at the home activity.
- 2) Home activities are defined as events taking place in Kimball. Advance is defined as prior to 4:00 PM on the day of the home activity.
- 3) If staff members notify their supervisor in advance, the staff members will not be required to enter leave time or utilize Flex Leave under this provision.
- 4) Hourly staff members must clock out prior to attending the home KPS event.

■ Bereavement Leave

All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

■ Salary

The salary for Classified Employees will be recommended by the Superintendent of Schools and approved annually by the Board of Education. The Superintendent may begin an employees salary at the level he/she feels necessary. After one calendar or school year of employment Classified Employees will receive a longevity raise. Merit raises may be given once annually in a lump sum.

Adopted: August 8, 2005
Revised: September 11, 2006
October 14, 2013
June 10, 2019
July 13, 2020
June 13, 2022
June 12, 2023

StudentsSchool Library Materials and Parent Access

The District will provide parents, guardians, and educational decisionmakers access to information regarding books available in the District's school library, and an opportunity to receive notification when their student checks out a library book.

For purposes of this Policy, the "school library" means the collection of books maintained by the District in a library or media center, as designated by the Superintendent or designee, located on school property and managed by District staff for student circulation. The term "school library" does not include: (1) classroom libraries or book collections maintained by individual teachers; (2) instructional textbooks or curriculum materials issued to students; (3) digital instructional materials, online databases, or subscription research services; and (4) materials accessed through a library not managed or supervised by the District. For purposes of this policy, a "book" means a bound or printed work cataloged within the District's school library circulation system.

The District will maintain a catalog of books available in each designated library. Such catalog will be made available for viewing by parents, guardians, and educational decisionmakers through a method designated by the Superintendent or designee.

The District will provide parents, guardians, and educational decisionmakers the opportunity to opt-in to receive notification when their student checks out a book from a designated library. If a parent, guardian, or educational decisionmaker elects to receive such notifications, the District shall provide such notice, which will include the: (1) title of the book; (2) author(s); and (3) date the book must be returned.

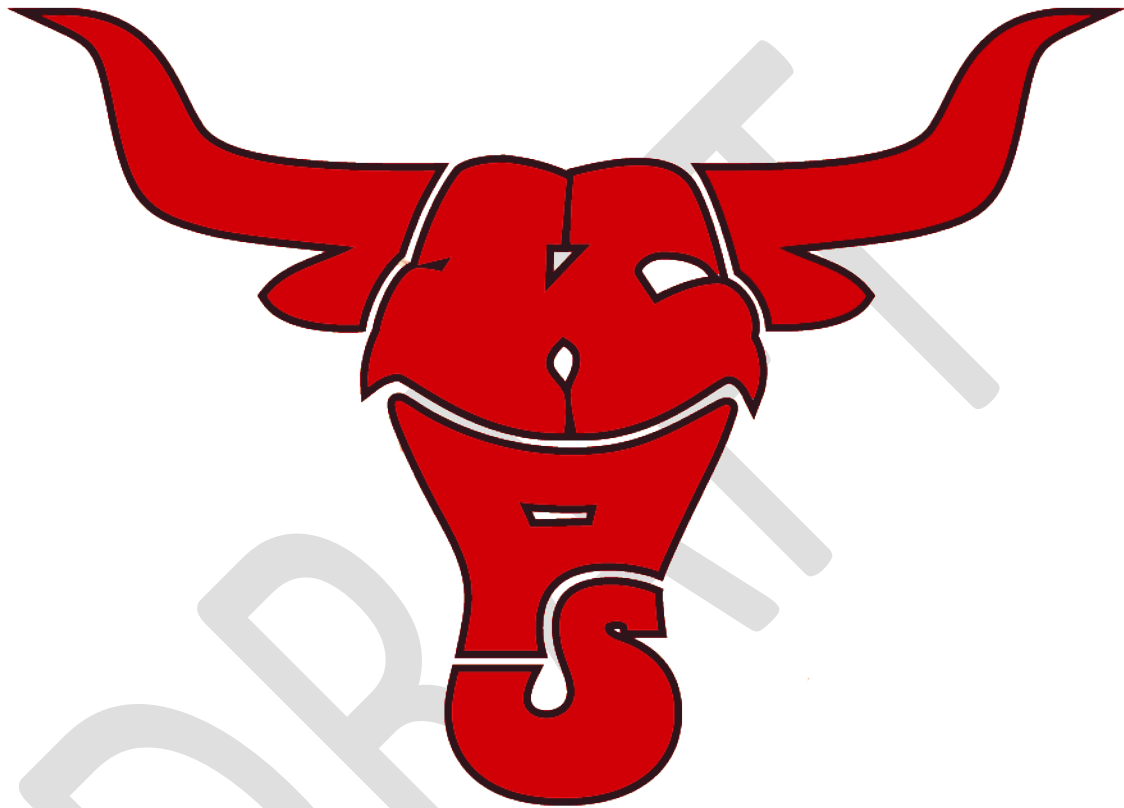
Requests to receive library checkout notifications must be submitted through a written request or through a process identified by the Superintendent or designee.

The Superintendent or designee may develop procedures to implement this Policy, and staff, parents, guardians, and educational decisionmakers must follow these procedures.

Legal Reference: Neb. Rev. Stat. §79-533.04

Date of Adoption: [Insert Date]

Kimball Public Schools Staff Handbook 2026-2027



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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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
Landon Smith – Secretary
Britni Toth – Treasurer
Taylor Brown – Member
Jay Fennell - Member

ADMINISTRATIVE STAFF

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

DISTRICT DIRECTORS

Jaclyn 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/ K-12 Dean of Students

SECONDARY TEACHING STAFF

Faith Aragon – Vocational Agriculture
Jaclyn Burks – Physical Education/ Health
Katie Culek – Special Education
Jenna Enevoldsen - Mathematics
Jeri Ferguson – Social Sciences
Lani Heeg – English Language Arts
Jacob Hoffman – Vocal Music
Darrell Howitt – Physical Education
Mark Jefferis - Art
Tiffany Johnson – Special Education
Molly Kammerer - Science
Stephanie Kitchens – Secondary Counselor
Gene Mohr – Industrial Arts
Jamie Murdoch – Librarian/ Media Specialist
Taryn Reader - Science
Katherine Kriel – Math
Griffin Schleimer – Instrumental Music
Mary Schutz – Family Consumer Science
Matthew Shoup – Social Science
Virginia Splichal – English Language Arts

Brittany Cook – Administrative Assistant
Karissa Markum – Library Para
Amanda Carnicom – 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 Risseuw – First Grade
Kelli Patterson – First Grade
Mark Head – Second Grade
Shelby Thurin – Second Grade
Lisa Gilbert – Third Grade
Regan Hinton – Third Grade
Jolie Dorrell – Fourth Grade
Kristina Segreaves – Fourth Grade
Blythe Diamond – Fifth Grade
Kevin Kilgore – Fifth Grade
Ben Ferguson – Sixth Grade
Katie Fryda – Sixth Grade
Sarah Lewis – Elementary Counselor
Heidi Chesley – Special Education
Samantha Walter – Special Education
Judy Walker – Title 1
Jacob Hoffman – Vocal Music
Griffin Schleimer – 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
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

Darrell Howitt – 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.

KPS staff members are permitted to attend home KPS events at 4:00 PM on contract days to support our KPS students under the following conditions:

- 1) KPS staff members must notify their supervisor in advance of their intent to leave at 4:00 PM to support the KPS students at the home activity.
- 2) Home activities are defined as events taking place in Kimball. Advance is defined as prior to 4:00 PM on the day of the home activity.
- 3) If staff members notify their supervisor in advance, the staff members will not be required to enter leave time or utilize Flex Leave under this provision.
- 4) Hourly staff members must clock out prior to attending the home KPS event.

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. Exceptions to this may include, but not limited to, a building administrator (i.e. principal) directs a staff member to drive a school vehicle to supervise students at an activity due to a lack of available transportation drivers.

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.

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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 2026-27 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
2026-2027

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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	ygriebel@kpslonghorns.org
Landon Smith, Secretary	lsmith@kpslonghorns.org
Britni Toth, Treasurer	btoth@kpslonghorns.org
Taylor Brown	tbrown@kpslonghorns.org
Jay Fennell	jfennell@kpslonghorns.org

Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org	308-235-2188
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org	308-235-4861
Amanda Culek	Elementary Principal/Special Education	aculek@kpslonghorns.org	308-235-4696
Deb Bourlier	Administrative Assistant	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	slewis@kpslonghorns.org
Lauren Wilson	Behavior Support Specialist Behavioral Health Point of Contact	lwilson@kpslonghorns.org
Victoria Ingram	Pre-Kindergarten	vingram@kpslonghorns.org
Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
Cassady Malm	Kindergarten	cmalm@kpslonghorns.org
Rachel Risseuw	First Grade	rlashmett@kpslonghorns.org
Kelli Patterson	First Grade	kpatterson@kpslonghorns.org
Shelby Thurin	Second Grade	sthurin@kpslonghorns.org
Mark Head	Second Grade	mhead@kpslonghorns.org
Regan Hinton	Third Grade	rhinton@kpslonghorns.org
Lisa Gilbert	Third Grade	lgilbert@kpslonghorns.org
Jolie Dorrell	4th-6th Reading	jdorrell@kpslonghorns.org
Krissy Segreaves	4th-6th Reading	kseagreaves@kpslonghorns.org
Ben Ferguson	4th-6th Math	bferguson@kpslonghorns.org
Katie Fryda	4th-6th Math	kfryda@kpslonghorns.org
Blythe Diamond	4th-6th Social Studies	bdiamond@kpslonghorns.org
Kevin Kilgore	4th-6th Science	kkilgore@kpslonghorns.org
Samantha Walter	Special Education	swalter@kpslonghorns.org
Heidi Chesley	Special Education/Assessment Coordinator/Spec. Ed Coordinator	hchesley@kpslonghorns.org
Judy Walker	Title 1	jwalker@kpslonghorns.org
Beth Brown	Speech Pathologist	bbrown@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Griffin Schleimer	Music/Band	gschleimer@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>
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
Darrell Howitt	Bus Route Driver
Brittany Cook	Bus Route Driver

A Message from the Principal

Dear Parents and Students,

Welcome to the 2026–2027 school year at Mary Lynch Elementary! I am excited to begin another year of learning, growth, and celebration alongside our incredible students, families, and staff.

At Mary Lynch, we continue to focus on building a school environment where students feel safe, supported, challenged, and valued. Our staff remains committed to helping every student grow academically, socially, emotionally, and behaviorally while maintaining high expectations and strong relationships.

This year, we will continue strengthening our focus on Longhorn PRIDE — Perseverance, Respect, Integrity, Discipline, and Empathy. These values guide the way we learn, solve problems, build relationships, and support one another throughout the school day. We are proud of the growth we have seen in our students as we continue building a positive school culture centered around accountability, responsibility, and kindness.

We also remain committed to providing families with clear communication and increased transparency regarding curriculum, assessment practices, behavior expectations, and student supports. Strong partnerships between school and home are one of the most important pieces of student success, and we truly value the trust and support of our families.

Our staff continues to work hard to provide high-quality instruction and meaningful supports for all learners through our MTSS framework, intervention systems, restorative practices, and schoolwide behavior supports. We are proud of the work happening inside our classrooms every day and are excited to continue building on that success this year.

As always, my door is open. Please do not hesitate to reach out with questions, concerns, or ideas throughout the year. Thank you for allowing us to be part of your child's educational journey. We are looking forward to another great year at Mary Lynch Elementary!

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 2026-27 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 7:30 AM unless they are participating in the breakfast program, in which case they may enter at 7:20 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 7:30 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
- Optional parent notifications regarding student library book checkouts

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.



School Library Materials and Parent Access

Kimball Public Schools is committed to maintaining transparency regarding materials available in the school library and supporting family involvement in student reading choices.

In accordance with **Board Policy 603.19**, parents, guardians, and educational decisionmakers may access information regarding books available in the Mary Lynch Elementary library/media center.

The district maintains a catalog of books available in the school library. Families may review this information through the process or platform designated by the district.

Parents, guardians, and educational decisionmakers may also request to receive notifications when their student checks out a library book. Notifications may include:

- Title of the book
- Author
- Due date for return

Requests to receive library checkout notifications must be submitted through a written request or another process identified by the district.

For purposes of this policy, the school library refers to books maintained in the school library or media center for student circulation. Classroom libraries, instructional materials, digital resources, and outside library systems are not included under this policy.

For more information or to request access to library notifications, please contact the school office or library/media specialist.



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 student behavior in a way that helps students grow, reflect, repair harm, and successfully participate in the school environment.

Mary Lynch Elementary uses Responsibility-Centered Discipline, including the “Give ‘Em Five” strategy, to coach students through behavioral concerns using respectful, relationship-based communication and problem-solving.

Behavioral expectations are taught, modeled, practiced, and reinforced throughout the school day. When students need additional support, interventions are designed to provide structure, reteaching, accountability, and skill development while maintaining positive relationships.

Supports and interventions may include:

- Check-In/Check-Out (CICO)
- Accountability projects and restorative practices
- Individual behavior plans
- Social skills or self-regulation groups
- Classroom accommodations and Tier 2 interventions
- Behavior Specialist support
- Restricted access or structured support plans
- MTSS behavior team collaboration

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

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 and Philosophy

- Ensure student safety and create a structured, respectful learning environment.
- Promote positive behavior through clear expectations, proactive support, and accountability.
- Behavioral expectations are taught, modeled, and reinforced regularly.
- Discipline is viewed as an opportunity to teach expectations, repair harm, and support student growth.
- Consequences are applied fairly and flexibly to meet student needs while maintaining consistency.
- Discipline at Mary Lynch aligns with Kimball Public Schools Board Policies 504.01–504.21 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

Mary Lynch Elementary utilizes a progressive discipline model designed to reteach expectations, build accountability, and provide increasing levels of support when behaviors continue. The purpose of this system is to maintain a safe and respectful learning environment while helping students learn from mistakes and repair harm.

Behavior incidents are categorized as either classroom-managed or office-managed depending on the severity, frequency, and impact of the behavior.

Classroom-Managed Behaviors

These behaviors are typically handled by the classroom teacher and may include:

- Classroom disruptions
- Inappropriate language
- Refusal to follow expectations
- Minor peer conflict
- Off-task or inappropriate classroom behavior

Progressive Classroom Discipline Process

Offense Level	Response/Intervention	Parent Communication
1st Offense Teacher Managed	• One-on-one teacher conference with the student • Reteaching expectations • Behavior documented in the district behavior tracking system	Parent notification by the teacher
2nd Offense Teacher Managed with Accountability	• Teacher-selected accountability project or reflection activity • Accountability project or reflection activity (examples may include reflection sheets, repair-the-harm activities, positive action plans, or expectation contracts) • Continued reteaching and support	Parent phone call from the teacher

3rd Offense Behavior Specialist Referral	• Referral to the Behavior Support Specialist • Extension or continuation of accountability supports • Increased behavioral support and monitoring • MTSS Behavioral Referral	Parent meeting involving the student, teacher, parent/guardian, and Behavior Support Specialist
4th Offense Administrative Referral	• Office referral to the principal • Individualized loss of privilege or additional consequence • Additional interventions or supports as determined by administration	Parent meeting involving administration, teacher, Behavior Support Specialist, student, and parent/guardian

Classroom-managed behavior levels reset at the beginning of each semester. However, patterns of behavior, previous interventions, and student needs may still be considered when determining appropriate supports and interventions.

Office-Managed Behaviors

Office-managed behaviors involve situations that significantly disrupt the learning environment, create safety concerns, or require administrative investigation and intervention. Examples may include:

- Physical aggression
- Harassment or bullying
- Repeated classroom-managed behaviors
- Discriminatory/Abusive language
- Property destruction
- Cheating/Lying

Certain severe behaviors may result in immediate administrative consequences outside of the progressive discipline process.

Progressive Office Discipline Process

Office Referral Level	Response/Intervention	Parent Communication
1st Office Referral Administrative Intervention	• Student conference with administration • Reflection activity and restorative conversation • Possible temporary loss of privilege • Restorative or problem-solving support as appropriate	Parent contact by administration
2nd Office Referral Accountability and Support	• Student conference with administration • Individualized accountability consequence • Possible Check-In/Check-Out (CICO) or structured support plan • Increased behavioral support and monitoring	Parent communication from administration and/or support staff
3rd Office Referral Parent Meeting and Structured Intervention	• Parent meeting with administration and support staff • Development or revision of behavior intervention supports • Possible restricted access day or structured schedule • Increased monitoring and check-ins • MTSS Behavioral Referral	Parent meeting involving administration, support staff, student, and parent/guardian

4th Office Referral Intensive Administrative Response

- Administrative review of behavior history and previous interventions
- Individualized disciplinary response
- Possible reverse suspension, in-school suspension, short-term suspension, or alternative placement consideration consistent with district policy
- Continued MTSS review and behavior support planning

Continued parent communication and reentry planning when applicable

Office referral levels reset at the beginning of each semester. However, the administration may consider previous incidents, safety concerns, patterns of behavior, and prior interventions when determining appropriate responses and supports.

The school will continue working collaboratively with families to identify supports, interventions, and strategies that help students safely and successfully participate in the school environment.

All behavior incidents, office referrals, interventions, consequences, and parent communication are documented within the district behavior tracking system.

The administration reserves the right to adjust disciplinary responses based on the severity of the behavior, student safety concerns, individual student needs, prior behavior history, and the circumstances of the incident.

Parent Notification Guidelines

Parent communication is an important part of the discipline process. Communication may occur through phone calls, email, Rooms, Longhorn Mail, or meetings. Repeated or significant behaviors may require formal meetings involving school staff, administration, support personnel, students, and families.

Accountability and Restorative Practices

Mary Lynch Elementary believes discipline should help students learn appropriate behaviors, repair harm, and strengthen problem-solving skills. Students may participate in restorative and accountability-based interventions such as reflection activities, problem-solving conferences, restorative conversations, expectation contracts, and positive action planning. These interventions are intended to support student growth while maintaining positive relationships within the school community.

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 Board Policy 504.17 – Anti-Bullying, the school actively promotes cooperation, respect, empathy, and acceptance while taking steps to prevent and respond to bullying, harassment, intimidation, and threatening behavior.

We recognize that conflict, unkind behavior, and bullying are not always the same thing. While all inappropriate behavior will be addressed, bullying typically involves repeated behavior, an imbalance of power, or targeted actions intended to intimidate, harm, or exclude another person.

Student conflicts, peer disagreements, and inappropriate social interactions may still result in school consequences and restorative interventions even if they do not meet the legal definition of bullying.

Reporting and Investigation

Students, parents, and staff are encouraged to report concerns related to bullying, harassment, intimidation, threats, or ongoing peer conflict to a teacher, counselor, behavior specialist, or administrator. When concerns are reported, school staff may:

- Interview students and staff
- Review observations, documentation, and prior incidents
- Collect written statements when appropriate
- Consult with teachers, support staff, and administrators
- Gather other relevant information

The school will investigate reports and determine appropriate responses based on available information, observed behaviors, patterns of conduct, and the impact on the learning environment. The order and timing of interviews may vary depending on the nature of the concern and the needs of the investigation.

Because investigations take time, parent communication may not always occur immediately. The school will make reasonable efforts to communicate with families once sufficient information has been gathered.

Responses and Supports

Harassment, bullying, intimidation, and threatening behaviors are considered office-managed behaviors and will be addressed through the Office Referral Process outlined in this discipline plan.

When appropriate, the school may implement additional supports and interventions, including:

- Safety plans
- Increased supervision or monitoring
- Restricted access plans
- Behavior support plans
- Schedule adjustments
- Restorative interventions
- Counseling or social-emotional supports

Ongoing patterns of harassment, intimidation, or bullying may result in increased administrative involvement, suspension, referral to outside agencies when appropriate, or additional disciplinary action consistent with district policy and Nebraska law.

Retaliation against any individual who reports a concern or participates in an investigation is strictly prohibited and may result in disciplinary action. Knowingly making false reports or intentionally providing misleading information during an investigation may also result in disciplinary consequences.



Types of 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.

Behavioral concerns are addressed through the Mary Lynch Discipline Plan, which outlines classroom-managed behaviors, office-managed behaviors, and progressive intervention processes.

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 such as Check-In/Check-Out (CICO), social skills groups, behavior contracts, accountability projects, and restorative supports.
- Close progress monitoring and feedback.
- Collaboration with families to support consistent home-school behavior strategies.

Targeted behavioral supports may also involve collaboration with the school's Behavior Support Specialist. Supports may include:

- Check-In/Check-Out (CICO)
- Accountability projects and restorative interventions
- Social skills instruction
- Behavior reflection and problem-solving support
- Parent meetings
- Individualized behavior plans
- Restricted access or structured support plans

Students demonstrating repeated behavioral concerns may receive increasingly intensive interventions and supports through the school's MTSS framework.

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, staff may utilize 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 Communication:** Parents/guardians may be contacted based on the severity and circumstances of the incident.
- **Problem-Solving and Restoration:** Staff may conduct restorative conversations, reflection activities, or meetings to repair relationships and develop a plan for success.
- **Behavior Support Review:** Supports, accommodations, or behavior plans may be adjusted as needed.
- **Reintegration Supports:** Students return to class with clear expectations, support, and continued monitoring when appropriate.

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: *\$0.50 per page (up to full cost)*
- Marks/Damage: *\$0.20 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, 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.

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:** Guidance Counselor

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 pares iguales.

Coopere e integre los programas y las actividades de involucradamente paterno con otro programas de Federal, Estado y local, incluyendo los programas preschool 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 ganar 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 2026/2027 PARENT-STUDENT HANDBOOK
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2026/2027 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

2026-2027

Discipline Plan Revision

- **Change:** The student discipline section was reorganized and expanded to clearly define classroom-managed and office-managed behaviors, outline progressive interventions, and establish consistent responses for repeated behaviors.
- **Reason:** To improve consistency across classrooms and buildings, increase transparency for families, and align the handbook with current behavior practices and MTSS supports.

Parent Communication Expectations Clarified

- **Change:** Added clearer expectations regarding parent notification, conferences, and family involvement throughout the discipline process.
- **Reason:** To strengthen communication between school and home and ensure families understand the support process when behavioral concerns arise.

Restorative Practices and Student Accountability Added

- **Change:** Expanded language regarding restorative conversations, reflection activities, accountability measures, behavior contracts, and positive action planning.
- **Reason:** To emphasize teaching appropriate behavior, repairing harm, and helping students develop problem-solving skills while maintaining accountability.

Bullying and Harassment Section Updated

- **Change:** Revised the bullying and harassment section to better distinguish bullying from peer conflict, explain reporting procedures, and outline the school's investigation process.
- **Reason:** To improve parent understanding of how concerns are addressed and ensure alignment with district policy and state requirements.

Behavior Support and MTSS Alignment

- **Change:** Expanded information regarding tiered behavioral supports, intervention systems, and available student supports.
- **Reason:** To better communicate the school's proactive approach to supporting student success and behavioral growth.

Library Materials Transparency and Parent Notification Procedures

- **Change:** Added a new section outlining parent access to school library materials and the ability for parents/guardians to request notifications when their child checks out books from the school library, in accordance with Board Policy 603.19. The section also clarifies what materials are covered under the policy and how families may access library information.
- **Reason:** To comply with Board Policy 603.19, increase transparency regarding library materials, and provide families with additional opportunities to monitor and support their child's reading selections.

Annual Handbook Updates

- **Change:** Updated staffing information, Board of Education membership, principal message, and operational procedures, including student arrival and supervision times.
- **Reason:** To ensure the handbook reflects current personnel, procedures, and school operations for the 2026-2027 school year.

Summary

The primary revisions to the 2026-2027 handbook focused on clarifying student behavior expectations, disciplinary procedures, parent communication, bullying response processes, and behavioral support systems. These updates better align the handbook with current practices while providing greater consistency and transparency for students, staff, and families.



2026-2027
Parent/Student Handbook

Kimball Jr/Sr High School

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**Kimball Jr/Sr High School
Parent-Student Handbook
2026-2027 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 2026-2027 school year at Kimball Jr/Sr High School! Our mission remains the same: **To educate every student for a lifetime of success.** While success may look different for each individual, our goal is to ensure every student leaves our building with a clear direction, a strong work ethic, and the skills needed to pursue a meaningful future.

With the continued partnership of our staff, parents, and community, we are committed to creating an environment where every student is supported, challenged, and prepared for what comes next. This year, we are taking an even more intentional approach to helping students plan for life after high school.

Our building-wide theme for the 2026-2027 school year is **"Own Your Path."**

This theme represents the next step in our journey. In recent years, we have asked students to build courage, to grow, and to raise their level of performance. Now, we are asking them to take ownership. Every student has a path—whether it leads to college, the workforce, the military, or another pursuit—and it is their responsibility to take an active role in shaping it.

At the same time, we will continue to raise and protect our standards. Clear expectations and consistent accountability are essential to a strong school culture. Academic effort, behavior, and responsibility matter—not only for individual success, but for the strength of our entire school community. Being part of Kimball Jr/Sr High School means representing something bigger than yourself.

To our students: Your future is not something that happens to you—it is something you build. The choices you make each day, the effort you give, and the way you respond to challenges will shape where your path leads. Take ownership of your learning, your behavior, and your goals. Be intentional. Be accountable. Be proud of the path you are creating.

To our parents and guardians: Your partnership is critical to this process. We encourage you to stay engaged, ask questions, and take an active role in your child's planning and progress. Together, we can help each student develop a clear vision for their future and the habits needed to achieve it.

As always, relationships remain at the core of what we do. We will continue to use Restorative Practices to support student growth, address challenges, and build a positive school environment where all students feel valued and supported.

Thank you for trusting us with your children. We are excited for the year ahead and the opportunities it brings.

Let's move forward with purpose and take ownership of the journey.

Own Your Path—together.

- Danielle Reader

26-27 BOARD OF EDUCATION, STAFF AND CALENDAR

Members of the Board of Education

Name	Contact Information
Taylor Brown, Secretary	tbrown@kpslonghorns.org
Travis Cook, President	tcook@kpslonghorns.org
Jay Fennell, Member	kgriebel@kpslonghorns.org
Jennifer Griebel, Vice President	tobrien@kpslonghorns.org
Landon Smith, Member	lsmith@kpslonghorns.org
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Administrative Staff

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Waylon Lewis	Transportation Director	wlewis@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Lauren Wilson	Dean of Students	lwilson@kpslonghorns.org

Teaching Staff

Name	Department	E-Mail
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Anita Schwartz	JAG Career Specialist	aschwartz@kpslonghorns.org
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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

2026-2027 School Calendar - See Next Page

KIMBALL PUBLIC SCHOOLS 2026-2027 CALENDAR Bd Approved 3-9-2026

AUGUST 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 - Work Day/ New Employee Orientation
 13,14 - Inservice (All day)
 17 - First Day of School (1:00 PM Dismissal)
 9 Student Days/12 Staff Days

SEPTEMBER 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			

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

October 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

15 - End of First Quarter (36)
 20 - Start of 2nd Quarter
 22 P-T Conference (4:30 - 8:30)
 23 - P-T Conference 8:00 - 12:00/ PD 1:00 - 4:00
 17 Student Days/18.5 Staff Days

November 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					

3 - Inservice (JH Wrestling) (All Day)
 25-26- Thanksgiving Break
 15 Student Days/16 Staff Days

DECEMBER 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 (All day)
 17 - 1:00 PM Dismissal
 17- End of Second Quarter/1st Semester (34/70)
 21-31- Christmas Break
 11 Student Days/12 Staff Days

JANUARY 2027						
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						

1 - Christmas Break
 4 - Inservice (All Day)
 5 - Start of Third Quarter
 16 Student Days/17 Staff Days

FEBRUARY 2027						
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						

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

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 - Inservice (FFA CDE) (All Day)
 11- End of Third Quarter (40)
 15- Start of Fourth Quarter
 18 - P-T Conference (4:30 - 8:30)
 29 - No School (Easter Break)
 18 Student Days/18.5 Staff Days

APRIL 2027						
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)
 18 Student Days/19 Staff Days

MAY 2027						
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						

7 - Inservice (All day)
 15 - Graduation
 20 - Last day of School (1:00 PM Dismissal) (40/80)
 31- Memorial Day
 12 Student Days/13 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 = 163
 Student Hours = 1,102.7
 Days Over Minimum = 3.1
 Staff Inservice/P-T Days = 13.0

Approved by School Board on: 3-09-2026

Note: All make-up days extending the school year after May 20 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 26-27 school year will be dependent on eligibility during fourth quarter of the 25-26 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 2026-2027

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

1:00 Early Out 7:50 - 1:00

1st	7:50 - 8:22
2nd	8:25 - 8:57
3rd	9:00 - 9:32
4th	9:35 - 10:07
5th	10:10 - 10:42
6th	10:45 - 11:17
7th	11:20 - 11:52
8th	11:55 - 12:27
Lunch	12:27 - 1:00

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 absences due to illness to be considered excused, parents must provide documentation from a licensed medical professional. Recognizing that not all illnesses require a medical visit, parents may request a **Request for Excused Absence Due to Illness** form from the school office when a student is absent because of illness but does not see a medical provider.

The completed form must be submitted to the office within one week of the absence for consideration. A student may receive a maximum of **three (3) excused absence days per semester** through the use of these forms. Once the three-day limit has been reached, any additional illness-related absences without medical documentation will be recorded as unexcused.

Parents should note that students are permitted up to six (6) unexcused absences per semester before attendance consequences outlined in this handbook apply.

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. 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 lose credit through excessive absences will be given work to do over the summer that equals the amount of time they missed in class. These assignments will have a due date of August 1st for completion. Failure to complete these assignments can lead to required extra classes during the school year to meet the graduation requirements.

Students who fail one semester with a 65% or higher will be given the opportunity to take credit recovery classes online over the summer. Information for these classes will be given to the student before the end of the school year. Classes will have a finish date of July 31 st . Failure to complete or pass the class will result in the student being required to retake the semester in person at KHS the following year. **This option does not apply to math classes. Students will be required to retake math classes the following year.

Students who fail both semesters of a class will be required to retake the class the following year or pay for an approved class with a completion date of July 31 st . A list of approved classes can be provided upon request. Transcripts will need to be provided to the school by August 2nd .

Seniors with excessive absences will be given the opportunity to complete assignments before graduation. Seniors who fail 1 st semester will be given a plan to make up that class during the 2nd semester.

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: In non-performance classes, teachers will plan and assess an average of 2-3 grades per week, approximately 25 grades per quarter.

- Minimum Number of Assessments in non-performance classes: 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 8th 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 'O' 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 'O'.
- Students will get one free pass per semester when they are unable to attend Longhorn Time; however, they are still expected to do the homework assignment and turn it in during the next day of school resulting in a 10% reduction in grade.
- Students are expected to do all assignments and hand in quality work determined by the teacher.
- Students will be responsible for bringing work to Longhorn Time.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive a 'O' on the missing assignment.
- Students who are unable to attend Longhorn Time due to school business 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 by 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.

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

Student progress can be monitored via Infinite Campus.

Report Cards

Grades are finalized at the end of each quarter, or nine-week sessions. 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. At the end of each quarter, parents and students can access final grades via Infinite Campus.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year at the start of the 1st and 4th quarters. Refer to the school calendar for the schedule. Conferences with teachers at any other time are possible by calling the school office or contacting a teacher directly via Rooms, their school email account or 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.

Junior and National Honor Society

The National Honor Society(NHYS) and National Junior Honor Society (NJHS) Chapters of Kimball Public Schools are duly chartered and affiliated memberships bestowed upon a student meeting the following guidelines.

Selection for Membership:

Selection for membership is by a faculty council and is based on outstanding scholarship, service, leadership, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates become members when inducted at a special ceremony. Either NHS or NJHS members who transfer to another school and bring a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership. NHS and NJHS Members who resign or are dismissed are never again eligible for membership or its benefits.

To be eligible for membership the candidate must have been in attendance at the school the equivalent of one semester. Kimball Public Schools' minimum standard for scholarship shall be a cumulative scholastic average of at least 3.7 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The selection of each member to the chapter shall be by a majority vote of the faculty council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the faculty council's deliberations. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of both NHS and NJHS. The National Association of Secondary School Principals (NASSP) shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Dismissal from the NHS or NJHS:

The faculty council, in compliance with the rules and regulations of the National Honor Society and the National Junior Honor Society, shall determine the procedure for dismissal. NASSP shall hear no appeals in dismissal cases.

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.

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

Response Times

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

Additional Communication Channels

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

- District Calendars
- School Website - www.kpslonghorns.org
- Kimball Public Schools - App
- School Facebook Page
- Email (Mass Emails and Personal Emails)
- Call Alerts
- Phone Calls

Two-Way Communication

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

Hearing Both Sides of the Story

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

Thank you for your cooperation and understanding as we work together to create a supportive and communicative learning environment for our students.

STUDENT CONDUCT AND DISCIPLINE POLICIES

Student Conduct and Discipline

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

The purpose of school discipline is not only to correct inappropriate behavior, but also to teach responsibility, self-control, problem-solving, and respect for others. Whenever

appropriate, restorative practices will be used to help students reflect on behavior, repair harm, and restore relationships.

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.

Reflection Lab

Reflection Lab is a supervised intervention period used to complete restorative activities, reflection assignments, presentations, community service planning, or other behavior-related interventions assigned by administration.

Reflection Lab is separate from Longhorn Time, which is intended primarily for academic support and completion of missing coursework.

A missed Reflection Lab referral without a school approved excuse (i.e., school business) will result in an additional Branching Minds referral by the Dean of Students.

Categories

Category 0 - 0 points (Discipline entered in Branching Minds)

Most classroom behavior concerns will be addressed through progressive restorative interventions before significant disciplinary consequences are assigned. Examples of classroom-managed behaviors may include:

- Disruption of learning
- Excessive talking or off-task behavior
- Failure to follow classroom expectations
- Minor profanity or inappropriate language
- Refusal to participate
- Inappropriate classroom behavior
- Other behaviors that interfere with instruction

Behavior incidents and interventions may be documented in Branching Minds.

Progressive Restorative Process

Level 1- Teacher Conference

- Teacher/student private conference
- Parent contact by teacher

- Documentation in Branching Minds

Level 2- Reflection Activity

- Meeting with Dean of Students
- Reflection activity assigned to be completed in "Reflection Lab." Discussion will follow with the student and Dean of Students.
- Parent notification by teacher
- Documentation in Branching Minds

Level 3- Restorative Project

- Meeting with Dean of Students
- Restorative project assigned during "Reflection Lab." Examples may include reviewing articles or videos, written reflections, goal/plan-setting activities, or a structured paper completed according to a rubric
- Parent meeting scheduled with Dean of Students, student, parent/guardian (s), school counselor, school principal, and/or teachers involved in behavior referrals
- Documentation in Branching Minds

Level 4-Student Presentation

- Meeting with Dean of Students
- Student prepares and presents a lesson related to the behavior. Lesson presentation topics may include respecting property, following directions, appropriate language, school expectations, or positive peer interactions
- Parent notification by Dean of Students
- Documentation in Branching Minds
- Disciplinary points may be assigned

Level 5- Community Service

- Meeting with Dean of Students
- Two-hour supervised community service assignment
- Parent notification by Dean of Students and/or principal
- Documentation in Branching Minds
- Disciplinary points assigned

The administration reserves the right to accelerate consequences when behavior is severe, repeated, threatening, disruptive to school safety, or substantially interferes with the educational environment.

Category N (Nuisance Items) - 5 points

Nuisance items include, but are not limited to: personal stereos, cell phones, laser pointers, airpods, bluetooth devices, 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
- Dress code violations
- Minor classroom disruption
- Other minor misconduct

Possible consequences may include parent contact/conference, Reflection Lab assignment, detention.

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
- Repeated classroom disruption or repeated noncompliance
- Other moderate misconduct

Possible consequences may include parent contact/conference, Reflection Lab assignment, detention.

Category III - 15 points

- Possession of indecent material and/or "sexting message"
- Disruption of school/class (behavior that interrupts instruction, interferes with the learning environment, or distracts others from learning). Examples may include: excessive talking, yelling, horseplay, repeated interruptions, inappropriate noises, throwing objects, or refusing to stop disruptive behavior after redirection.
- Disruption of assemblies or programs
- Inappropriate behavioral gestures
- Disruptive objects
- Excessive Profanity/Vulgarity (use of inappropriate, offensive, or obscene language inconsistent with school expectations). Minor profanity not directed toward another person may be addressed through restorative classroom interventions. Profanity directed toward a staff member or student in an aggressive or confrontational manner may result in more serious disciplinary consequences.
- Refusal to serve detention and/or skipping detention
- Other

Possible consequences may include: restorative contract, community service, parent conference

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/harrassment/intimidation(i.e.,directed profanity, serious insubordination) to staff
- Repeated aggressive behavior
- Other

Possible consequences may include: in-school suspension, out-of-school suspension, restorative contract, community service, parent conference

Category V - 25 points

- Gross misbehavior
- Harassment/Intimidation (verbal, written, physical, or electronic behavior intended to threaten, intimidate, humiliate, or target another individual)
- Major Theft

- Verbal Assault
- Insubordination (a repeated or serious refusal to follow reasonable directions from school staff). Examples may include: refusing repeated directives, leaving an assigned area without permission, openly defying staff authority, or encouraging others not to comply with staff directions.
- Fighting/physical assault/threatening behavior
- Other

Possible consequences may include: out-of-school suspension, law enforcement involvement, restorative contract, recommendation for long-term suspension

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, physical, or electronic threat directed toward a student, to staff members, or school property
- Sexual harassment - verbal
- Other

Possible consequences may include: out-of-school suspension, law enforcement involvement, restorative contract, recommendation for long-term suspension

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
- Severe or repeated violent behavior
- Other(expellable offenses under Nebraska Law)

Possible consequences may include: recommendation for expulsion, law enforcement involvement, emergency removal from school

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).
 - If traveling for a school trip, prescription medication should be kept with a teacher/sponsor.

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 an 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. A preliminary exam will be conducted by trained school staff. The parent/guardian(s) will be contacted following the preliminary exam. If the preliminary exam is completed and it is thought the student may be intoxicated, the student and parent/guardian will be given the option to attend a mandatory meeting following the NE SCIP program, and/or law enforcement will be contacted to further evaluate the student. 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.

The staff member responsible for referring the student to the office for possible intoxication will fill out a referral form.

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.

Homeschooled Students

Kimball Public Schools recognizes the rights of homeschooled students to participate in certain school programs and activities as provided by Nebraska law.

Extracurricular Activities

Homeschooled students who reside within the district or are otherwise eligible under Nebraska law may participate in extracurricular activities offered by Kimball Public Schools, including activities governed by the Nebraska School Activities Association (NSAA), provided they meet all eligibility requirements established by state law, district policy, activity sponsors, and applicable governing organizations.

To participate in eligible extracurricular activities, homeschooled students must:

- Meet all enrollment requirements established by Nebraska law and district policy;
- Maintain academic eligibility standards required by their homeschool program;
- Comply with all activity, conduct, attendance, training, and participation requirements applicable to enrolled students; and
- Follow all district policies while on school grounds or participating in school-sponsored activities or events.

Participation in extracurricular activities does not constitute enrollment as a full-time student of Kimball Public Schools.

School-Sponsored Events and Student Privileges

Participation rights granted under Nebraska law apply only to eligible extracurricular activities and do not extend to all school-sponsored events, ceremonies, privileges, or activities.

Unless otherwise approved by administration, homeschooled students are not eligible to participate in or receive:

- Graduation ceremonies conducted by Kimball Public Schools;
- A diploma issued by Kimball Public Schools unless all district graduation requirements have been met as an enrolled student;
- Senior recognition activities reserved for graduating Kimball Public Schools students;
- School dances, including Homecoming and Prom, except as an approved guest of an enrolled student in accordance with district dance guest procedures;
- Class trips, incentive trips, field trips, or student travel experiences reserved for enrolled students;
- Student privileges available only to enrolled students.

The district reserves the right to determine eligibility for participation in school-sponsored events and activities not specifically governed by Nebraska law.

School Library Materials and Parent Access

Kimball Public Schools is committed to maintaining transparency regarding materials available in the school library and supporting family involvement in student reading choices.

In accordance with Board Policy 603.19, parents, guardians, and educational decisionmakers may access information regarding books available in the Mary Lynch Elementary library/media center.

The district maintains a catalog of books available in the school library. Families may review this information through the process or platform designated by the district.

Parents, guardians, and educational decisionmakers may also request to receive notifications when their student checks out a library book. Notifications may include:

- Title of the book
- Author
- Due date for return

Requests to receive library checkout notifications must be submitted through a written request or another process identified by the district.

For purposes of this policy, the school library refers to books maintained in the school library or media center for student circulation. Classroom libraries, instructional materials, digital resources, and outside library systems are not included under this policy.

For more information or to request access to library notifications, please contact the school office or library/media specialist.

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.



2026-2027

Kimball Jr/Sr High School

EXTRA-CURRICULAR ACTIVITIES
HANDBOOK

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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

Participation in extracurricular activities is a privilege and not a right. Students who choose to participate in extracurricular activities are expected to serve as positive representatives of Kimball Public Schools and to uphold the standards outlined in both this handbook and the Student-Parent Handbook.

Participation in extracurricular activities provides opportunities for leadership, personal growth, teamwork, and school pride. Students who represent Kimball Public Schools through activities are expected to demonstrate good citizenship, integrity, sportsmanship, responsibility, self-discipline, and respect for others at all times.

Because extracurricular participants serve as representatives of the school and community, violations of school rules may result in extracurricular consequences in addition to disciplinary consequences assigned under the Student-Parent Handbook.

The conduct expectations outlined in this handbook apply regardless of whether the behavior occurs on school grounds, at a school-sponsored activity, in a school vehicle, or off campus when the conduct substantially impacts the school environment, activity program, or the reputation of Kimball Public Schools.

Grounds For Extracurricular Discipline

Students participating in extracurricular activities may be subject to extracurricular discipline for:

1. Attendance violations as outlined in this handbook.
2. Behavioral violations resulting in intervention through the Progressive Restorative Process outlined in the Student-Parent Handbook.
3. Any disciplinary offense resulting in the assignment of ten (10) or more disciplinary points under the Student-Parent Handbook, regardless of whether restorative interventions have been completed.
4. Consequences for Level 1-4 Reset after each quarter.
5. Serious Activity Code Violations, including but not limited to:
 - Possession, use, sale, distribution, or being under the influence of alcohol, controlled substances, narcotics, inhalants, or drug paraphernalia;
 - Possession, use, or transmission of firearms, dangerous weapons, or prohibited objects;
 - Sexual assault or attempted sexual assault;
 - Physical assault resulting in injury or conduct that substantially threatens the safety of others;
 - Major theft, extortion, or significant vandalism;
 - Serious violations of local, state, or federal law; or
 - Other conduct determined by administration to substantially interfere with school purposes or endanger the health, safety, or welfare of students or staff.

****Consequences reset every quarter for both JH and HS students****

Consequences

LEVEL 1 – ATTENDANCE VIOLATIONS

Students are expected to maintain regular attendance in all classes.

After four (4) unexcused absences in any class during a single activity season, the student will be ineligible for participation in extracurricular activities for one (1) week.

Each additional unexcused absence will result in an additional week of ineligibility.

Three (3) unexcused tardies in any class shall be counted as one (1) unexcused absence for purposes of activity eligibility.

Ineligibility shall begin on the first school day following notification of the violation.

LEVEL 2 – PROGRESSIVE RESTORATIVE PROCESS CONSEQUENCES

Behavioral violations addressed through the Progressive Restorative Process outlined in the Student-Parent Handbook shall result in the following extracurricular consequences:

First Offense during a single activity season (Corresponding to Level 1 of the Progressive Restorative Process)

- Conference with Coach or Sponsor.

Second Offense during a single activity season (Corresponding to Level 2 of the Progressive Restorative Process)

- Completion of an Accountability Project assigned by the Dean of Students which must be completed before returning to eligible contests; and
- Ineligibility for the next scheduled contest, performance, or activity. The

Third Offense and Subsequent Offenses during a single activity season - (Corresponding to Level 3 of the Progressive Restorative Process)

- Completion of an Accountability Project assigned by the Dean of Students, which must be completed before returning for contests ; and
- Ineligibility for the next two scheduled contests, performances, or activities.

LEVEL 3 – POINT-BASED ACTIVITY CONSEQUENCES

Kimball Public Schools utilizes a Disciplinary Point System as outlined in the Student-Parent Handbook. Because participation in extracurricular activities is a privilege, certain disciplinary violations may result in additional activity consequences.

Any disciplinary offense resulting in the assignment of ten (10) or more disciplinary points under the Student-Parent Handbook during a single activity season shall automatically result in Level 3 activity consequences unless the offense is specifically identified as a Level 4 Activity Code Violation.

Examples may include, but are not limited to:

- Disrespect to Staff

- Bullying or Harassment
- Fighting
- Theft
- Vandalism
- Possession or Use of Tobacco, Nicotine, or Vaping Products
- Repeated Insubordination
- Other conduct resulting in ten (10) or more disciplinary points

Consequences:

- Completion of an Accountability Project assigned by the Dean of Students which must be completed before returning to eligible contests; and
- Ineligibility from extracurricular participation for two (2) calendar weeks; and
- Missing a minimum of two (2) contests, performances, or activities.

If fewer than two contests, performances, or activities occur during the two-week period, the student shall remain ineligible until the minimum activity requirement has been satisfied.

The assignment of a restorative intervention, behavior contract, accountability project, or other school-based consequence does not eliminate or replace activity consequences under this section.

Multiple Level 3 violations within the same school year may result in more severe consequences as determined by administration.

LEVEL 4 – SERIOUS ACTIVITY CODE VIOLATIONS

The following violations shall result in Level 4 consequences:

- Possession, use, sale, distribution, or being under the influence of alcohol, controlled substances, narcotics, inhalants, or drug paraphernalia;
- Possession, use, or transmission of firearms, dangerous weapons, or prohibited objects;
- Sexual assault or attempted sexual assault;
- Physical assault resulting in injury or conduct that substantially threatens the safety of others;
- Major theft, extortion, or significant vandalism;
- Serious violations of local, state, or federal law; or
- Other conduct determined by administration to substantially interfere with school purposes or endanger the health, safety, or welfare of students or staff.

NOTE: If the offense involves alcohol, controlled substances, narcotics, inhalants, or drug paraphernalia and the student has previously received a positive drug test under the Random Drug Testing Policy, consequences shall be cumulative.

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

First Violation

Completion of an Accountability Project assigned by the Dean of Students which must be completed before returning to eligible contests ; and

Suspension from participation in all extracurricular activities and school-sponsored events, including dances and prom, for three (3) calendar weeks and a minimum of two (3) activities.

Second Violation

Completion of an Accountability Project assigned by the Dean of Students which must be completed before returning to eligible contests ; and

Suspension from participation in all extracurricular activities and school-sponsored events, including dances and prom, for four(4) calendar weeks and a minimum of four (4) activities.

Third and Subsequent Violations

Completion of an Accountability Project assigned by the Dean of Students which must be completed before returning to eligible contests ; and

Suspension from participation in all extracurricular activities and school-sponsored events for one (1) calendar year.

Additional requirements related to chemical dependency evaluation, treatment programs, counseling, drug testing, and successful completion of those programs shall remain in effect as outlined in the Random Drug Testing Policy.

ADMINISTRATIVE DISCRETION

Administration retains the authority to assign a more or less severe consequence when circumstances warrant and may consider the nature of

the offense, student history, intent, cooperation, safety concerns, prior activity violations, cumulative disciplinary points, and other relevant factors when determining consequences.

Nothing in this handbook limits the authority of school administrators to assign disciplinary consequences under the Student-Parent Handbook in addition to extracurricular consequences.

Procedures for Extracurricular Discipline

Students may be suspended from participation in extracurricular activities by the Principal, Activities Director, or designee for violations of the standards outlined in this handbook.

Prior to assigning extracurricular consequences, the student will be informed of the alleged violation and provided an opportunity to explain their version of events.

Parents or guardians will be notified of extracurricular suspensions and provided information regarding the violation and resulting consequence.

Students and parents may request an informal conference with administration regarding extracurricular consequences. Requests for review must be made within five (5) school days of notification.

The assignment of extracurricular consequences shall not be delayed while a review is pending unless otherwise determined by administration.

Nothing contained in this section prevents the student, parent, guardian, coach, sponsor, Activities Director, or administration from discussing and resolving matters informally whenever appropriate.

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 Team	Corps/Drill 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 by TPA and a meeting will be scheduled with the Kimball Public School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

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

First Positive Test upon lab confirmation:

DPC & Principal meeting with parent/s and student;

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

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 15

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

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

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

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

Second Positive Test (Grades 7-12):

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

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

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

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

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

Third and Subsequent Offenses (Grades 7-12):

DPC & Principal meeting with parent/s and student;

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

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

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

SELF-REPORT OPTION:

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

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

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

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

this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district.

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

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

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

SEVERABILITY

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

"Team Selection" and "Playing Time"

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

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

Academic Grade Standard for Activities Participation

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

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

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

3. Although junior high extracurricular activities are included in the school day and students receive a grade, this eligibility policy is applicable to junior high activities as well. Junior High student grades are based on participation in practice not attendance outside of the school day.
4. Students and parents will be notified of their preliminary ineligibility via email on Monday of each week and official ineligibility on Tuesday of each week.
5. If a student is failing the same class (e.g., English) for more than three consecutive weeks they will also be considered ineligible.

School Dances/Parties (Including Prom)

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

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

Student Fees Policy (Board Policy 501.06 and 501.07)

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

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

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

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

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

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

7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; (3) are not otherwise required by the district; and (4) any activity that occurs off school property.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

1. Guidelines for Clothing Required for Specified Courses and Activities

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

2. Safety Equipment and Attire

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

3. Personal or Consumable Items

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and

appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

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

5. Extracurricular Activities

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

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

Student activity card	\$30.00
<i>Covers admission to all extracurricular events</i>	

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, 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 shoes. The maximum dollar amount charged will be \$100.00.
Show Choir	Students must purchase outfits and shoes selected by the sp and/or student group. The maximum dollar amount charged 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 as 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.

School Board Policy 904

NAMING SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities.

II. GENERAL STATEMENT OF POLICY

A. School Board Initiated or Renaming of a School Building or Facility

The naming of school buildings or facilities is the responsibility of the School Board. When naming a building or facility, the Board may select the name or appoint a committee to make recommendations to the Board. If the Board appoints a committee, the committee should include community members, school personnel and students.

Schools and sites may be given names that are:

- indicative of the areas in which they are located.
- for individuals who have significant achievements in America, Nebraska, or the school district.
- for entities which have contributed significantly to the school district.

The names of sites which serve a district-wide function and for facilities or portions of facilities may be named to illustrate the nature of their role in the district.

Portions of school facilities, such as libraries, gymnasiums and athletic fields, shall be named according to their educational purpose; however, names of individuals or entities may also be associated with these facility sub-units upon designation by the Board.

1. Nominations may include names of former district employees, citizens who lived within the school district or former students of the school district.
2. Each case shall be acted upon separately by the School Board.
3. Nominations shall be submitted to the Superintendent who will duly inform the Board at the time of nomination and who will maintain a current file of nominations.

When naming a facility or portions of a facility, the following criteria shall be considered:

1. The proposed name shall be appropriate.

2. The name will stand the test of time.

3. If the name involves a person, there shall be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District.

4. Naming a site or facility after a deceased person shall be done after taking the above criteria into consideration and a reasonable waiting period as determined by the School Board following the individual's death.

5. In naming sites or facilities, special consideration may be given to those names that will have some special meaning to the students and citizens and will enhance the educational program of the school district.

B. Citizen Group Initiated Naming or Renaming of a School Building or Facility

The criteria and standards for naming or renaming a building or facility shall be the same as listed in section A of this policy.

To ensure a broad base of support for a nomination, the group must submit a petition signed by at least 100 district residents or former students to the appropriate School Board committee. The Committee will then evaluate the recommendation and either support the recommendation by moving it to the School Board level or deny the recommendation and do nothing further. This step must be done before the School Board will consider naming or renaming a building or facility Initiated by a citizen or citizen group.

Upon receiving a proper request to name or rename a building or facility, the School Board shall wait at least 90 days before making a decision, allowing adequate time for public input on the proposal.

The School Board will make the final decision and reserves the right to reject any proposal to name or rename a building or facility.

C. Periodic Review

Periodically, site or facility names shall be reviewed as to their continued appropriateness. If a particular name is no longer appropriate, the School Board reserves the right to change it.

Adopted: May 11, 2020
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