

To: Lewiston Consolidated School Board of Education
From: Todd Halvorsen
Re: Agenda Summary
Date: Tuesday, July 14, 2026

1. Opening Procedures
 - 1.1. Call Meeting to Order
 - 1.2. Roll Call
 - 1.3. Acknowledge Meeting Notice
 - 1.4. Pledge of Allegiance
 - 1.5. Welcome Visitors
 - 1.6. Approval of Agenda
 - 1.7. Public Comment
 - 1.8. Approval of Minutes
 - 1.9. Claims and Accounts
 - 1.10. Financial Report
2. Reports
 - 2.1. Principal Report
 - 2.2. Committee Reports
 - 2.2.1. Negotiations Committee
 - 2.2.2. Policy Committee
 - 2.2.3. Buildings/Grounds/Technology Committee
 - 2.2.4. Finance Committee
 - 2.2.5. Americanism Committee
 - 2.2.6. Transportation Committee
 - 2.3. Strategic Plan Report
 - 2.4. Superintendent's Report
3. Business
 - 3.1. Non- Action Items
 - 3.1.1. Presentation on Head Start and LCS Pre-School Collaboration.
Angela Antholtz, Head Start Director & Deputy Director
 - 3.1.2. Policy Reviews
4. Action Items
 - 4.1. Discuss, consider, and take all necessary action to revise policies 5016, 2009, 5031 as recommended by legal counsel.
 - 4.2. Discuss, consider, and take all necessary action to adopt Policies 3050,3051,3052,3053,3056,3059,
 - 4.3. Family and Consumer Science Textbooks and Teacher Book
 - 4.4. Discuss renewing Nebraska Rural Community Schools Association (NRCSA) membership for the 2026-2027 school year.
 - 4.5. Agreement with Johnson County Hospital to provide therapy services for Physical and Occupational Therapy.

- 4.6. Approve and Adopt the 2026-2027 Student Handbook, Preschool Handbook and Chromebook Handbook.
- 4.7. Review and Discuss the 2026-2027 Staff Handbook
- 4.8. Review the Superintendent Evaluation to set goals.
- 4.9. Give permission for the superintendent, per Policy 3019, to recycle or dispose of used textbooks and materials.
- 4.10. Personnel
- 4.11. Custodial Contract
- 4.12. Executive Session
- 4.13. Executive Session Action Items
5. Announcements
6. Adjournment

** Closed Session: If during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting the board will conduct a closed meeting in accordance with the Nebraska Open Meeting Act Statute 84-1410(1).*

Sequence of Agenda: The sequence of topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

Lewiston Consolidated School Board of
Education
Thursday, June 11, 2026 7:30 PM Central

Lewiston Consolidated Schools Library
306 West Tiger Avenue
Lewiston, NE 68380-0074

Rae Bredemeier: Present
Sharon Mencl: Present
Aaron Rule: Present
Linda Searcey: Present
Julie Stake: Present
Tyler Wehrbein: Present
Present: 6.

1. Opening Procedures

1.1. Call Meeting to Order

1.2. Roll Call

1.3. Acknowledge Meeting Notice

1.4. Pledge of Allegiance

1.5. Welcome Visitors

1.6. Approval of Agenda

Moved by Tyler Wehrbein and seconded by Rae Bredemeier "To approve the agenda as presented." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

1.7. Public Comment

1.8. Approval of Minutes

Moved by Julie Stake and seconded by Linda Searcey "Motion to approve the June 9, 2026 as presented and May 14, 2026 Regular Board of Education minutes with alterations made to the time of meeting." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

1.9. Claims and Accounts

Moved by Rae Bredemeier and seconded by Sharon Mencl "Motion to approve the Consolidated Claims." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:

Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

1.10. Financial Report

Moved by Rae Bredemeier and seconded by Linda Searcey "Motion to approve the Financial Report." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried
Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:
Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

2. Reports

2.1. Principal Report

2.2. Special Education Report

2.3. Committee Reports

2.3.1. Negotiations Committee

2.3.2. Policy Committee

2.3.3. Buildings/Grounds/Technology Committee

2.3.4. Finance Committee

2.3.5. Americanism Committee

2.3.6. Transportation Committee

2.4. Strategic Plan Report

2.5. Superintendent's Report

3. Business

3.1. Non- Action Items

3.1.1. National FFA Convention

4. Action Items

4.1. Resolution Adoption

Moved by Rae Bredemeier and seconded by Linda Searcey "Motion to approve the resolution presented by Northland Securities not to exceed \$1,080,000.00." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried
Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:
Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

4.2. Consider and possibly take action to extend Series 2023 Lease Purchases.

Consider and possibly take action to extend Series 2023 Lease Purchases. No action was taken.

4.3. Discuss and consider adopting the Resolution of the Board of Education To Increase Base Growth Percentage to Determine Its Property Tax Request Authority

Moved by Aaron Rule and seconded by Rae Bredemeier "Motion to have a special meeting to discuss the Increase Base Growth Percentage To Determine the Property Tax Request Authority." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

4.4. Adoption of enVision + K-6 Math Curriculum

Moved by Julie Stake and seconded by Linda Searcey "Motion to approve the purchase of enVision + K-6 Math Curriculum not to exceed \$55,000." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

4.5. Purchase of Student, Teacher, workbooks for FCS classes.

Motion to purchase textbooks for FCS classes not to exceed \$7000.00. We will table until the next regular meeting.

4.6. Consideration and possible action to approve Policy 5057

Moved by Tyler Wehrbein and seconded by Julie Stake "Motion to approve Policy 5057 Parental Involvement In the Title I Program." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

4.7. Consideration and possible action to approve Policy 5052.

Moved by Tyler Wehrbein and seconded by Rae Bredemeier "Motion to approve Policy 5052." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

4.8. Required Policy Adoptions per Legal Counsel

Moved by Rae Bredemeier and seconded by Julie Stake "Motion to adopt Policy 3061 ACH Originator and Policy 6046 Right to Access to School Library." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea
Yea: 6, Nay: 0

4.9. Required Policy Revisions per Legal Counsel

Moved by Tyler Wehrbein and seconded by Rae Bredemeier "Motion to make changes per KSB 3003, 3003.1, 3004.1, 3048, 3057, 4017." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

Moved by Rae Bredemeier and seconded by Linda Searcey "Motion to make changes per KSB for 4019, 4065, 4056, 5035, 6038, 2008, 5001." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

4.10. Purchase additional classroom chairs

Moved by Julie Stake and seconded by Rae Bredemeier "Motion to purchase 20 black Hercules Series 880 lb. capacity plastic stack chair with open back." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

4.11. Consider and take possible action to rekey exterior doors and to replace the second grade lock with an entry lever handle to make it ADA compliant.

Moved by Linda Searcey and seconded by Tyler Wehrbein "Motion to approve Lincoln Lock & Safe to rekey exterior doors and to replace the second grade lock with an entry lever handle to make it ADA compliant. Not to exceed \$1062.00." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

4.12. Personnel

4.12.1. Consider and possibly take action to approve Technology Integrator Contract
Consider and possibly take action to approve Technology Integrator Contract. This item will be tabled until the June 26th meeting.

4.12.2. Conduct hearing on the grievance of Catie Niedermeyer and receive legal advice concerning the same. [closed session possible]

4.13. Executive Session

Executive Session was entered into at 9:21pm.

The Board left Executive Session at 11:41pm.

4.14. Executive Session Action Items

4.15. Authorize the Board President and Legal Counsel to prepare a board written response consistent with the board deliberation in closed session.

Moved by Linda Searcey and seconded by Julie Stake "Motion to authorize the Board President and Legal Counsel to prepare a board written response consistent with the board deliberation in closed session." Those voting in favor of said motion: . Those opposed: none.

Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:

Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

5. Announcements

Special Board Meeting will be on Friday, June 26, 2026 at 5:30

Next Regular Board meeting on Tuesday, July 14, 2026 at 7:30.

Board Retreat will be on Friday, June 26, 2026 following the Special Meeting.

6. Adjournment

Moved by Julie Stake and seconded by Linda Searcey "Motion to adjourn at 11:54pm." Those voting in favor of said motion: . Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:

Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

Lewiston Consolidated School Board of
Education – Special Meeting
Friday, June 26, 2026 5:30 PM Central

Lewiston Consolidated Schools Library
306 West Tiger Avenue
Lewiston, NE 68380-0074

Rae Bredemeier: Present
Sharon Mencl: Present
Aaron Rule: Present
Linda Searcey: Present
Julie Stake: Present
Tyler Wehrbein: Present
Present: 6.

1. Opening Procedures

1.1. Call Meeting to Order

1.2. Roll Call

1.3. Acknowledge Meeting Notice

1.4. Pledge of Allegiance

1.5. Welcome Visitors

1.6. Approval of Agenda

Moved by Julie Stake and seconded by Linda Searcey "To approve the agenda as presented."

Those voting in favor of said motion: 6 Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:
Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

1.7. Public Comment

2. Action Items

2.1. Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage, used to determine the school district's property tax request authority, by up to 7%.

Moved by Rae Bredemeier and seconded by Sharon Mencl "To adopt the resolution, as presented, to increase the school district's base growth percentage used to determine the school district's property tax request authority by 7%." Those voting in favor of said motion: 6. Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake:
Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

2.2. Discuss, consider, and take all necessary action to approve the monthly installment of \$6300.00 with the Department of Treasury-Internal Revenue Service beginning on September 20th, 2026.

Moved by Linda Searcey and seconded by Rae Bredemeier "Motion to approve, as presented, paying monthly installments of 6300.00 to the Department of Treasury-Internal Revenue Service beginning on September 20th, 2026." Those voting in favor of said motion: 6. Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

2.3. Discuss, consider, and take all necessary action for water damage repair from Paul Davis Restoration.

Moved by Tyler Wehrbein and seconded by Linda Searcey "Motion to accept the repair estimate, as presented, from Paul Davis Restoration." Those voting in favor of said motion: 6. Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

2.4. Discuss, consider, and take all necessary action to approve a contract for the Technology Integrator position for the 2026-2027 school year.

Moved by Julie Stake and seconded by Rae Bredemeier "Approve the contract for Mitch Clements as the Technology Integrator for the 2026-2027 school year." Those voting in favor of said motion: 6. Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

3. Non- Action Items

The board discussed Board Governance and procedures with NASB.

Discussion was held in regard to the custodial staff.

4. Announcements

Next Regular Board meeting will be Tuesday, July 14th, 2026 at 7:30pm

5. Adjournment

Moved by Julie Stake and seconded by Tyler Wehrbein "To Adjourn the Special Board Meeting at 8:40pm." Those voting in favor of said motion: 6. Those opposed: none. Motion passed, Carried

Rae Bredemeier: Yea, Sharon Mencl: Yea, Aaron Rule: Yea, Linda Searcey: Yea, Julie Stake: Yea, Tyler Wehrbein: Yea

Yea: 6, Nay: 0

		Check Listing		
Check Date	Check #	Vendor Name	Check Description	Amount
07/08/2026	34019	Arbor Ink LLC	July Newsletters	\$ 1,377.90
07/08/2026	34020	BLUE CROSS BLUE SHIELD OF NEBR.	Health Ins - Kentfield	\$ 837.82
07/08/2026	34021	Capital Business Systems, Inc.	Copier Expense	\$ 1,139.70
07/08/2026	34022	Carl Dietz Consulting, LLC	Financial Consulting	\$ 15,000.00
07/08/2026	34023	Chase Card Services	Survey Monkey	\$ 468.00
07/08/2026	34023	Chase Card Services	FCS Supplies	\$ 39.42
07/08/2026	34023	Chase Card Services	Finance Charge	\$ 133.66
07/08/2026	34024	Cornhusker International Trucks, Inc	'20 Int Bus Repair	\$ 3,097.90
07/08/2026	34025	DAS State Accounting - Central Finance	Distance Learning - Apr, May	\$ 635.74
07/08/2026	34026	Egan Supply Co	Supplies - Egan's	\$ 1,813.31
07/08/2026	34027	ESU 4	SPED services	\$ 7,586.80
07/08/2026	34028	Farmers Cooperative Corporation	Gas & Oil	\$ 4,042.89
07/08/2026	34029	Fiber Platform, LLC	Distance Ed	\$ 1,066.37
07/08/2026	34030	First Concord Benefits Group, LLC	June Fees	\$ 100.00
07/08/2026	34031	Gage Co. Clerk	2026 Primary Election	\$ 100.00
07/08/2026	34032	HM Harcourt Publishing Co.	Geometry/Algebra Materials	\$ 1,508.52
07/08/2026	34033	HOLIDAY INN	Perkins Grant Conf lodging - Springer	\$ 398.00
07/08/2026	34034	Husker Rehab & Wellness Ctr PC	H. Rohr - Bus Physical	\$ 495.00
07/08/2026	34035	Intermedia.net.Inc	Phone Services - acct 1693050	\$ 102.57
07/08/2026	34036	Johnson County Hospital	Student Therapy Services	\$ 1,947.01
07/08/2026	34037	Jump Cloud Inc	Cyber Security - Annual	\$ 2,410.00
07/08/2026	34038	KSB School Law	Services	\$ 6,285.00
07/08/2026	34039	Lewiston Village	Water & Sewer	\$ 1,673.40
07/08/2026	34040	Matheson Tri Gas, Inc	Welding Supplies	\$ 272.69
07/08/2026	34041	NASB	Law Conf - Smith	\$ 185.00
07/08/2026	34042	NCSA	Perkins Grant Conf - Springer/Wissnburg	\$ 707.00
07/08/2026	34043	Nebraska Public Power District	Electricity	\$ 1,476.80
07/08/2026	34044	Noakes Heating & AC Service, Inc	Condenser Fan Motor	\$ 525.71
07/08/2026	34045	Northwest Evaluation Assoc.	Map Growth K-12	\$ 2,343.75
07/08/2026	34046	NRCSA	26-27 Membership Dues	\$ 850.00
07/08/2026	34047	O'Reilly	Light Bulb	\$ 9.39
07/08/2026	34048	Paper Tiger Shredding	Services	\$ 75.00
07/08/2026	34049	Pawnee Co Rural Water District #1	Football Field - Water	\$ 261.00
07/08/2026	34050	Pawnee Republican	June 2026 Board Minute	\$ 146.25
07/08/2026	34051	Renaissance	eduClimber 26-27 & Educator Academy	\$ 14,957.20
07/08/2026	34052	Mark Rinne	Custodial Services	\$ 4,541.34
07/08/2026	34053	Rules South 40 Auto Repair	'14 Int Bus Repair	\$ 3,589.50
07/08/2026	34054	Russ's Market	Summer Library Snacks	\$ 14.96
07/08/2026	34055	Sam's Club/ Synchrony Bank	Interest Charge	\$ 106.72
07/08/2026	34056	Katelyn Sanders	NCA Dues	\$ 85.00
07/08/2026	34057	Meagan Sanders	NCA Dues	\$ 85.00
07/08/2026	34058	Security Services	Fire Alarm Mounting	\$ 239.66
07/08/2026	34059	Sherwin Williams Co.	Paint - Enns	\$ 219.08
07/08/2026	34060	Student Assurance Services, Inc.	26-27 Premium	\$ 500.00
07/08/2026	34061	T.O. Haas	'11 Van Tire Repair	\$ 24.99
07/08/2026	34062	Temps Disposal Service, Inc	Trash Services	\$ 992.00
07/08/2026	34063	Time Management Systems, Inc	Time & Attendance	\$ 188.40
07/08/2026	34064	U.S. Cellular	Services	\$ 87.58
07/08/2026	34065	US Bank Corporate Payment Systems	Seniors Lunch	\$ 173.04
07/08/2026	34065	US Bank Corporate Payment Systems	7th-11th skate party	\$ 185.40
07/08/2026	34065	US Bank Corporate Payment Systems	3rd- 6th skate party	\$ 376.98
07/08/2026	34065	US Bank Corporate Payment Systems	4th-5th field trip	\$ 256.50
07/08/2026	34065	US Bank Corporate Payment Systems	State Horse Event - Fuel	\$ 75.25
07/08/2026	34065	US Bank Corporate Payment Systems	Pre-K graduation cookies	\$ 35.82
07/08/2026	34065	US Bank Corporate Payment Systems	6th grade field trip	\$ 371.87
07/08/2026	34065	US Bank Corporate Payment Systems	Summer Literacy Institute- Smith	\$ 190.00
07/08/2026	34065	US Bank Corporate Payment Systems	Planner - Joe	\$ 15.36
07/08/2026	34065	US Bank Corporate Payment Systems	Building Supplies	\$ 46.97
07/08/2026	34065	US Bank Corporate Payment Systems	Flags & Outlet Covers	\$ 100.24
07/08/2026	34065	US Bank Corporate Payment Systems	Painters Tape	\$ 26.40
07/08/2026	34065	US Bank Corporate Payment Systems	Dryer Repair Kit	\$ 29.77
07/08/2026	34065	US Bank Corporate Payment Systems	Dryer Pulleys	\$ 16.45

07/08/2026	34065	US Bank Corporate Payment Systems	No Pets signs	\$ 20.44
07/08/2026	34065	US Bank Corporate Payment Systems	No Pets on Play Ground signs	\$ 30.94
			Total General Fund	\$ 86,694.46
	Checking Account ID: QCPUF			
<u>Check Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Check Description</u>	<u>Amount</u>
07/06/2026	519	Lincoln Lock & Safe Inc.	Re-Key Outside Locks	\$ 1,012.00
<u>Check Date</u>	<u>Check #</u>	<u>Additional US Bank Expenses</u>	<u>Paid by Activity Fund</u>	
05/29/2026	21233	US Bank Corporate Payment Systems	Cheddars - State Track	\$ 124.91
05/29/2026	21233	US Bank Corporate Payment Systems	Chick fil A - State Track	\$ 37.20



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/18	Payment ThankYou - Image Check	-4,217.69
05/24	Payment ThankYou Image Check	-80.49
06/07	PURCHASE INTEREST CHARGE RICK KENTFIELD TRANSACTIONS THIS CYCLE (CARD 6456) \$4164.52- INCLUDING PAYMENTS RECEIVED	133.66
05/15	SMK*SURVEYMONKEY.COM 971-2311154 CA SHANNON BURGETT TRANSACTIONS THIS CYCLE (CARD 3866) \$468.00	468.00
05/18	WALMART.COM 800-925-6278 AR EMILY BOHLING TRANSACTIONS THIS CYCLE (CARD 7578) \$39.42	39.42

2026 Totals Year-to-Date

Total fees charged in 2026	\$0.00
Total interest charged in 2026	\$1,139.90

Year-to-date totals do not reflect any fee or interest refunds
you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	13.74%(v)(d)	\$11,454.81	\$133.66
CASH ADVANCES			
Cash Advances	28.49%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfers	13.74%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

IMPORTANT NEWS

Your account is a business account,
to be used only for business transactions.
It is not intended for personal, family
or household purposes.

New Activity cont				
05-11	05-09	24455016129141007012283	WAL-MART #2784 BEATRICE NE	35.82
05-14	05-13	24692166133407550665466	SQ *ROLLA-RENA SKATE CENT BEATRICE NE	376.98
05-14	05-13	24765016134749848492981	PLAYA AZUL BEATRICE BEATRICE NE	173.04
05-18	05-15	24692166135409468788438	SQ *ROLLA-RENA SKATE CENT BEATRICE NE	185.40
05-20	05-20	24793386140001347181219	NEBRASKA STATE LITERAC LINCOLN NE	190.00
JOE COX			Purchases	\$286.57
Account Number: 4866 9100 7657 3547			Cash Advances	\$0.00
Unique ID: XXXX XXXX XXXX 7856			Cash Advances Fees	\$0.00
			Credits	\$0.00 CR
			Total Activity	\$286.57

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-07	05-06	24692166126400691301694	AMAZON MKTPL*BF11K43P2 AMZN.COM/BILL WA	30.94
05-11	05-08	24692166128402397216844	AMAZON MKTPL*BV8JJ2881 AMZN.COM/BILL WA	20.44
05-14	05-13	24692166133407535702624	AMAZON MKTPL*BV81K4S70 AMZN.COM/BILL WA	16.45
05-19	05-18	24692166138402175972277	AMAZON MKTPL*3A1Y71J43 AMZN.COM/BILL WA	29.77
05-20	05-19	24011346139100103049207	AMAZON RETA* 8L25G1HN3 WWW.AMAZON.CO WA	26.40
05-21	05-20	24692166140401290195141	AMAZON MKTPL*TV9DG1PE3 AMZN.COM/BILL WA	100.24
05-25	05-22	24011346142100144778124	AMAZON RETA* O85UM2UK3 WWW.AMAZON.CO WA	15.36
05-25	05-23	24137466144501344356228	WESTLAKE HARDWARE #103 BEATRICE NE	46.97

LEWISTON ACTIVITIES		Purchases	\$609.23	Total Activity	\$609.23
Account Number: 4866 9100 7657 3554		Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 7862		Cash Advances Fees	\$0.00		
		Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-13	05-11	24801666132030025348043	STRATEGIC AIR COMMAND & A ASHLAND NE	371.87
05-19	05-18	24941666139311982251261	PRIME STOP NORFOLK SOUTH NORFOLK NE	75.25
05-25	05-23	24427336144710021781517	CHICK-FIL-A #03606 OMAHA NE	37.20
05-25	05-23	24431066143436192247322	CHEDDAR'S ZK 0202216 OMAHA NE	124.91

(transactions continued on next page)



New Activity cont

EMILY BOHLING	Purchases	\$256.50	Total Activity	\$256.50
Account Number: 4866 9130 2974 6608	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 8824	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-18	05-15	24071056135939192582198	OMAHA'S HENRY DOORLY Z OMAHA NE	256.50
			Department: 00000	Total: \$2,113.54
			Division: 00000	Total: \$2,113.54

June 2026 Expenses

Lunch Fund		
Bank Card	Monthly fee	\$201.56
		\$201.56

Activity Fund		
Chris Erickson	FB Official Assigner	\$200.00
Freeman	Softball Co-op 25-26	\$1,189.09
Blossom Khart	FFA/Senior Flowers	\$503.00
Sunrise Bakery	Donuts- Pioneer Conf. Track Coaches	\$90.42
NSAA	Registration & Membership	\$1,300.00
USBank	FFA Officer Retreat- Escape Rooms for team building	\$190.94
Kayleigh Wehrbein	reimbursement for 2026-27 NCA membership (Volleyball)	\$145.00
		\$3,618.45

MONTHLY FINANCIAL REPORT

Payroll and Bills Breakdown (June)

	2023-2024	2024-2025	2025-2026
GF Bills Payable	\$62,768	\$80,864	\$86,694
GF Payroll	\$225,621	\$288,870	\$254,845
Total GF Expenses	\$288,389	\$369,735	\$341,539
Expense Running Total	\$3,352,649	\$3,952,495	\$4,236,174

Total Expenses (Three Year Comparison)

Month	2023-2024	2024-2025	2025-2026
September	\$517,270	\$456,219	\$506,479
October	\$392,957	\$424,805	\$451,285
November	\$375,235	\$406,791	\$416,009
December	\$332,842	\$369,030	\$394,428
January	\$312,763	\$379,686	\$448,756
February	\$346,866	\$367,220	\$416,690
March	\$335,022	\$426,903	\$459,776
April	\$319,572	\$376,590	\$409,784
May	\$331,731	\$375,516	\$391,428
June	\$288,389	\$369,735	\$341,539
July	\$299,416	\$311,440	
August	\$407,789	\$344,739	
Total Through May	\$2,932,529	\$3,207,244	\$4,236,174

Percent of Budget Spent

	23-24	24-25	25-26
Monthly Expense Totals	\$288,389	\$369,735	\$341,539
Running Expense Totals	\$3,352,649	\$3,952,495	\$4,236,174
Annual budget	\$3,991,432	\$4,235,228	\$4,717,279
Remaining Total	\$638,783	\$282,733	\$481,105
% Spent	84.00%	93.32%	89.80%
% Remaining	16.00%	6.68%	10.20%

General Fund Revenue (Three Year Comparison)

Month	2023-2024	2024-2025	2025-2026
September	\$557,568	\$571,038	\$346,985
October	\$240,690	\$196,041	\$126,018
November	\$108,981	\$88,111	\$180,768
December	\$165,182	\$475,538	\$188,748
January	\$869,446	\$521,580	\$715,277
February	\$397,708	\$731,368	\$722,120
March	\$246,406	\$260,245	\$143,215
April	\$258,169	\$246,936	\$169,379
May	\$866,772	\$1,016,168	\$953,578
June	\$258,640	\$272,284	\$180,929
July	\$83,716	\$70,376	
August	\$61,977	\$64,511	
Running Total	\$4,115,255	\$4,514,196	\$3,727,017

Reconciled Cash Balances (June)

	2023-2024	2024-2025	2025-2026
General	\$1,279,965	\$1,056,590	\$318,904
Depreciation	\$338	\$341	\$343
Activity Fund	\$12,824	\$11,834	\$8,764
Nutrition	\$11,775	\$36,566	\$18,566
Building	\$216,844	\$84,768	\$241,105
QCPUF	\$13,448	\$13,571	\$107,826
Funds Total	\$1,535,194	\$1,203,670	\$695,507

JUNE 2026 OTHER FUNDS BALANCE

Other Funds	Beg. Bal	Budget			Balance
QCPUF	\$13,571	\$134,000	Expend.	\$117,372	\$105,695
			Revenue	\$209,495	
Building Fund	\$84,768	\$2,060,600	Expend.	\$281,027	\$506,875
			Revenue	\$703,134	
Depreciation	\$341	\$350	Expend.	\$10	\$343
			Revenue	\$12	
Activity Account	\$11,834	\$150,000	Expend.	\$88,966	\$13,572
			Revenue	\$90,703	
Lunch Account	\$36,566	\$236,039	Expend.	\$183,627	\$14,866
			Revenue	\$161,927	

JUNE 2025 OTHER FUNDS BALANCE

Other Funds	Beg. Bal	Budget			Balance
QCPUF	\$13,447	\$13,659	Expend.	\$0	13,571
			Revenue	\$124	
Building Fund	\$216,833	\$1,783,807	Expend.	\$878,521	84,768
			Revenue	\$746,456	
Depreciation	\$338	\$61,706	Expend.	\$10	341
			Revenue	\$13	
Activity Account	\$12,824	\$217,180	Expend.	\$99,373	11,834
			Revenue	\$98,383	
Lunch Account	\$11,776	\$225,270	Expend.	\$187,753	36,566
			Revenue	\$212,543	

Revenue Summary Report - June's Revenue					
Account Number	Description	Month	Last Year	To Date	YTD Last Year
01 1100	Property Taxes	68,607.42	113,247.36	1,445,061.04	1,757,000.53
01 1125	Motor Vehicle Taxes	7,528.04	8,608.15	87,660.19	88,168.39
01 1510	Interest On Investments	103.59	225.70	6,809.82	7,783.34
01 1911	Local License Fees	0.00	192.00	195.79	199.36
01 2110	County Fines & License Fees	317.05	282.21	3,078.34	2,595.23
01 2130	Other County Receipts	0.00	0.00	56.87	12.00
01 2210	ESU Receipts	0.00	506.52	6,251.26	6,755.52
01 3110	State Aid	59,161.00	67,249.00	591,574.00	672,463.00
01 3120	Special Education	4,663.00	76,330.00	213,023.00	253,813.00
01 3130	Homestead Exemption	2,789.81	3,433.54	11,159.24	13,734.16
01 3131	Relief To Taxpayers	0.00	0.00	984,523.52	1,064,067.42
01 3180	Pro Rate Motor Vehicles	0.00	0.00	2,209.19	5,279.48
01 3400	State Apportionment	525.97	375.20	38,796.36	57,844.43
01 3535	Payments/high Ability Learner	0.00	0.00	3,574.00	3,583.00
01 3990	Other State Receipts	0.00	0.00	0.00	25,527.23
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	10,104.00
01 4310	R E A P Grant	0.00	0.00	37,184.00	32,101.00
01 4416	IDEA Part C Planning Regina Team (PRT)	0.00	0.00	0.00	1,534.38
01 4505	Fiscal Year Funds-title I	0.00	0.00	0.00	41,053.00
01 4516	IDEA BASE AGE 3-5	0.00	0.00	2,169.00	0.00
01 4518	IDEA Part B (611) Base & Enrollmt Poverty	0.00	0.00	95,478.00	44,043.00
01 4525	Voc-Ed-fed-Share	0.00	0.00	0.00	300.00
01 4708	Medicaid in Public Schools	283.00	0.00	3,690.76	958.65
01 4709	Medicaid	0.00	0.00	393.51	1,647.80
01 4969	Title IV-A	0.00	0.00	0.00	10,000.00
01 4998	ESSER III	0.00	0.00	0.00	148,052.00
01 5600	Other Non-revenue Receipt	0.00	0.00	364.00	240.88
01 5690	OTHER NON-REVENUE RECEIPTS	2,272.75	1,834.75	55,859.91	58548.61
01 6301	CLSD Grant	34,677.00	0.00	77,904.00	0
01 6990	Other Federal Programs	0.00	0.00	0.00	6,044.02
01 9003	Interfund Loan From Special Building	0.00	0.00	60,000.00	0.00
		180,928.63	272,284.43	3,727,015.80	4,313,453.43

Lewiston Schools		25-26 Monthly Expense Summary					
Fund	Function					% of Budget Spent	
		Jun-26	YTD	25-26 Budget	Available		
1100	REGULAR INSTRUCTIONAL PROGRAMS	160,133.01	1,953,419.22	\$ 2,241,904.00	\$ 288,484.78	87%	
1200	SPECIAL EDUCATION INSTRUCTIONAL	27,569.83	326,267.84	\$ 411,860.00	\$ 85,592.16	79%	
1291	Age 3-5 SP ED SVC	0.00	4,888.50	\$ -	\$ (4,888.50)	0%	This is SPED reimbursable
2120	GUIDANCE SERVICES	8,367.04	71,254.72	\$ 89,486.00	\$ 18,231.28	80%	
2141	Psychological Svc - High School	0.00	48,884.36	\$ 40,000.00	\$ (8,884.36)	122%	This is SPED reimbursable
2151	SPED SVC HS (AUDIO/SPCH)	9,258.13	66,890.67	\$ 40,000.00	\$ (26,890.67)	167%	This is SPED reimbursable
2161	SA OCCUPATIONAL SVC	730.40	12,715.08	\$ 13,000.00	\$ 284.92	98%	This is SPED reimbursable
2162	AGE 3-5 OT SVC	0.00	0.00	\$ 150.00	\$ 150.00	0%	This is SPED reimbursable
2163	Age 0-2 Ot Service	0.00	0.00	\$ -	\$ -	0%	This is SPED reimbursable
2171	SA PHYS THERAPY SVC	378.93	3,010.66	\$ 2,750.00	\$ (260.66)	109%	This is SPED reimbursable
2172	AGE 3-5 PT SVC	0.00	0.00	\$ 2,500.00	\$ 2,500.00	0%	Transfers for SPED reimburse
2173	AGE 0-2 PT SVC	0.00	0.00	\$ 500.00	\$ 500.00	0%	Transfers for SPED reimburse
2213	SCHOOL IMPROVEMENT	4,569.00	9,781.90	\$ 5,500.00	\$ (4,281.90)	178%	
2220	Library Media Services	14,974.64	74,459.92	\$ 74,232.00	\$ (227.92)	100%	
2310	BOARD OF EDUCATION	83.63	143,925.04	\$ 119,100.00	\$ (24,825.04)	121%	
2320	EXECUTIVE ADMINISTRATION	22,227.82	218,265.50	\$ 268,920.00	\$ 50,654.50	81%	
2330	Legal Services	4,757.50	45,217.12	\$ 40,000.00	\$ (5,217.12)	113%	
2410	OFFICE OF PRINCIPAL	15,183.24	166,047.23	\$ 203,100.00	\$ 37,052.77	82%	
2510	GENERAL ADMIN-BUSINESS SERVICE	4,325.32	42,752.19	\$ 42,000.00	\$ (752.19)	102%	
2580	Administrative Technology	102.58	1,145.03	\$ 1,400.00	\$ 254.97	82%	
2610	Operation of Buildings	19,697.14	173,630.93	\$ 245,908.00	\$ 72,277.07	71%	
2620	Maintenance of Bldg	5,147.80	147,220.05	\$ 116,000.00	\$ (31,220.05)	127%	
2630	CARE AND UPKEEP OF GROUNDS	350.00	1,180.00	\$ 800.00	\$ (380.00)	148%	
2710	Vehicle Operation	6,173.74	369,316.19	\$ 330,956.00	\$ (38,360.19)	112%	
2730	Vehicle Svc & Maint	1,275.00	38,602.07	\$ 49,000.00	\$ 10,397.93	79%	
3100	FOOD SERVICE OPERATIONS	0.00	12,353.95	\$ 4,000.00	\$ (8,353.95)	309%	This is Lunch fund reimbursable
3535	High Ability Learning	595.65	6,128.13	\$ 7,265.00	\$ 1,136.87	84%	
3540	STATE EARLY CHILDHOOD	13,201.26	187,137.68	\$ 223,621.00	\$ 36,483.32	84%	
6200	Federal Services - Title I	9,248.00	94,909.88	\$ 102,527.00	\$ 7,617.12	93%	
6301	Comp Literacy State Dev Grant	0.00	77,904.00	\$ -	\$ (77,904.00)	0%	This is a new code for Literacy Grant
6406	IDEA PRESCHOOL(619) BASE ALLOC	0.00	1,046.32	\$ 2,000.00	\$ 953.68	52%	
6408	IDEA	4,228.11	27,261.38	\$ 38,800.00	\$ 11,538.62	70%	
9000	NON-PROGRAM EXPENDITURES	3,698.13	66,230.65	\$ -	\$ (66,230.65)	0%	This is Lunch fund reimbursable
01	GENERAL FUND	336,275.90	4,391,846.21	\$ 4,717,279.00	\$ 325,432.79		

LEWISTON CONSOLIDATED SCHOOLS

STUDENT HANDBOOK



PreK-12th Grades

2026-2027

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Dear Students and Parents:

Welcome to Lewiston Consolidated Schools!

Our work at Lewiston is grounded in three critical words: relationships, engagement, and acceptance. Each staff member is committed to building a strong relationship with students in an engaging environment. At the same time, we work to inspire students to do more than they ever thought they could.

Our district is committed to providing a safe, secure, respectful and inclusive environment where everyone feels accepted and respected. We ask our students to do two things: Be respectful and give your best effort.

Lewiston Consolidated Schools offers many opportunities for our students to be engaged in Arts, Activities, and Athletics. This results in a school experience marked by considerable academic and personal growth, preparing our students for whatever their futures may bring.

Parents, we appreciate that you trust us to educate your child. We do not take the responsibility lightly. We want our school to be safe, fun, and an exceptional learning experience for all of our students.

Please take the time to review the Parent Student Handbook, as it has some very important and useful information for you and your student. Please know my door is always open, and I welcome the opportunity to meet all of you.

With thanks for your support,

Todd Halvorsen, Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age 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 nondiscrimination policies:

Name: Todd Halvorsen
Title: Superintendent
Address: 306 Tiger Avenue, Lewiston, NE 68380
Telephone: 402-865-4675
E-mail: thalvorsen@lewistonschool.net

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001–Nondiscrimination

EDUCATIONAL PHILOSOPHY OF THE LEWISTON CONSOLIDATED SCHOOLS

The purpose of the Lewiston Consolidated Schools is to provide equal learning opportunity for all students. This learning opportunity will prepare them to become responsible adults in a rapidly changing society.

Such a program will afford EACH student an equal opportunity for a sound basic education and the stimulus to develop the individual's interests, talents, and other potentials.

The style and mode will be such that it will provide a safe, healthy, moral, and pleasant environment.

The policies of the Board of Education shall be designed to provide the foundations for such educational programs and to promote the continual improvement of our educational system.

VISION

Every Lewiston student educated for success

MISSION

Empowering students to become confident and creative builders of their future

DISTRICT GOALS

Provide programs and courses that inspire and prepare Lewiston students for success in learning, work, and life.

Establish high expectations for all students and provide support and resources to create positive, safe, and successful learning environments.

Develop systems of support that build collaborative learning among parents, students, and staff.

STUDENT RESPONSIBILITIES

The staff of Lewiston Consolidated Schools wishes to WELCOME you as we begin this school year. We are trying to help each child maintain his/her early eagerness for learning, to teach each child the fundamental skills necessary for effective learning, to help each child establish attitudes of pride and satisfaction of work, and to help each child establish values that contribute in a positive way to others.

It is our common goal to achieve a school atmosphere which is most conducive to the successful operation of the school. Each employee of the school has a job description listing his/her specific job responsibilities. Your responsibilities as a student are as follows:

Student responsibilities include:

- To apply yourself to the best of your ability to the learning tasks assigned.
- To attend school regularly and punctually.

- To act in a manner that will enhance the learning environment usefulness.
- To abide by school regulations and to assist in their enforcement and development.

S

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that

students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form.

The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

Severe weather

Medical appointments for the student or for a child whom the student is parenting

Death or serious illness of the student's family member

Attending a funeral, wedding or graduation

Appearance at court or for other legal matters

Observance of religious holidays of the student's own faith

College planning visits

Personal or family vacations

An excused absence allows the student to make their school work up, however the time missed is still considered an absence from school.

Excessive Absenteeism

When a student has excessive absences, excused or unexcused, during any semester, the Attendance Officer will follow procedures for addressing barriers to the student's attendance.

When a student receives **5** unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives **10** unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives **15** unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Tardies

If the student is not in the appropriate room as assigned when the bell rings, because he/she was detained by a school official (school tardies), it is the responsibility of the student to obtain a pass from that staff member explaining their tardiness. This type of tardy will not be counted against the student. Other tardiness will result in corrective action. Students may only have three "non-school" tardies per semester per class. On the fourth tardy, the student will be assigned one lunch detention. On the fifth tardy, the student will be assigned two lunch detentions. On the sixth tardy, the students will be assigned three lunch detentions. If a seventh tardy is given, the student will receive an in-school suspension and additional suspensions will be given for additional tardies.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences that are approved by administration.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

- 5) JH/HS students are to obtain a blue slip from the office if they know they will be absent on a certain day.

Parents are obligated to:

- 1) A parent/guardian must call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.
- 3) Upon returning to school after an absence, a note must accompany the student with date absent, reason, and signed by parent/guardian. A phone call to the school about the absence is needed and does not replace or eliminate the note.
- 4) If a parent/guardian fails to call in regarding the absence or tardiness, the secretary will place a call to the child's home to find out the reason for the child's absence.

Making Up Absences

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance before or after school.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Band

Students may participate in the elementary band and begin taking band in the 5th grade. Students in grades 7-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Lewiston Consolidated Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students may not carry their backpacks to class. They must be left in the school assigned lockers.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Report Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform on the school website to make this report. Students may always confer with their parents or guardian about bullying they experience or witness (parents may also make an anonymous on the school website), but the students must also report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary actions.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy, Gum, Food, Drinks

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration. No energy drinks or pop will be allowed at school. Only pre-approved snacks and drinks from the school vending machines will be allowed. Water will only be allowed in clear water bottles. No outside cups will be allowed at school.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices (this includes earbuds, headphones, Smart watches) while at school, except as permitted in this handbook. Students may use cell phones and other electronic devices on the school sidewalks, in the common areas of the school before and after school and in the cafeteria, and at their lockers between classes, so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions. Students may not use cell phones or other electronic devices while they are in locker rooms or

restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. Cell phones (and other electronic devices) will remain in the students' lockers during the school day. However, students may bring cell phones to lunch. When lunch is finished, cell phones will be returned to the lockers. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone. Students may check out a school lock in the office if they would like to lock their lockers. If they bring their own lock, the office needs to be notified and an extra key or combination needs to be given to the office.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately by any staff member. First offense, the cell phone or electronic device will be turned in to the administration, and the student may pick up the device at the end of the school day from the administrator. Second offense, the device will be turned in to the administration, and the student will serve a 30 minute after school detention and parents will be called. Third offense, the administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Elementary students may not take their cell phones on field trips unless there is prior permission from administration.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school office.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing.

The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
- 4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
- 5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provide a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource.

The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III.

Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Rick Kentfield at 402-865-4675, or rkentfield@lewistonschool.net or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Rick Kentfield at 402-865-4675, or rkentfield@lewistonschool.net or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Rick Kentfield at 402-865-4675, or rkentfield@lewistonschool.net or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

1. Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

2. Students may not wear attire that shows private parts, presents or promotes a health or safety hazard, and/or would contribute to a hostile or intimidating school environment. See-through clothing or clothing revealing excessive skin is deemed inappropriate. Underclothing may not be worn as outer clothing.

3. Students may not wear attire that displays inappropriate comments/words, obscene/vulgar writing or symbols, or products that are illegal for students to use. Any clothing or slogan that may cause a disruption to the school environment is prohibited.

4. Students are prohibited from wearing scarves, hoods, bandanas, hats, caps, and/or other headgear of any type, unless part of an individual education plan. All student hats, ball caps, and headgear worn to school must be kept in a locker or book bag and are not to be seen.
5. Chains (even if attached to a wallet), pliers, or other objects that could be used as a weapon are not to be worn to school or school activities.
6. Clothing that promotes guns and/or other weapons or promotes violence cannot be worn at school.
7. Sleepwear, blankets, costumes, pajama pants are prohibited.
8. Sunglasses are not allowed to be worn in the school building, unless part of a medical plan.
9. Coaches, sponsors, or teachers may have additional requirements for students in class, performing groups, or representing the school as part of an extracurricular activity program.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily at 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges PK-6 students \$1.70. Breakfast for 7-12 is \$1.90 and \$2.25 for adults.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK-6 is \$2.45. Lunch for 7-12 is \$2.95 for students and \$3.65 for adults.

Milk break

The school may offer a milk program to students in grades PK-2. All milk served to a student (except the initial carton served with lunch) will cost \$0.40 per half pint. The price for milk may change during the school year. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no full school lunch will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral

communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. The school will not provide transportation or lunches for parents wanting to attend the field trip (unless otherwise approved by the administration).

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school 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 in the district to jointly develop an educational program for the child. The district's homeless coordinator is Rick Kentfield, who may be contacted at 402-865-4675.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention, but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Please keep your child home if they are feeling ill. **Students sent home with a fever (100.3 or higher), vomiting or diarrhea must remain home for 24 hours. If your child has had a fever, vomiting, or diarrhea while at home, please also follow the rule of being home 24 hours illness free.**

Students who become ill at school will be sent to the nurses office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted,

school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced

consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication. (4) The school will only

administer medications to students that have been provided by parents or guardians and will no longer keep school-purchased over-the-counter medications on hand for students.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students

or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will 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.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled to take place at the beginning of the school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:00 A.M. and ends at 3:45 P.M. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds between 8:00 a.m. and 3:45. **There will be no supervision provided by the school before or after these times unless arrangements have been made prior with the administration.** Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the administration.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The Measurement of Academic Performance (MAP) testing is administered annually in grades K-11 to determine the students' achievement probability for individual success. Tests may be administered in Fall, Winter, and Spring, and the results are discussed at Parent/Teacher conferences.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the MTSS Team. The MTSS team can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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.

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.

Listing of Fees Charged by this District.

- 1. 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 does provide students on an as needed basis 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 school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices. The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$35.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required to purchase insurance coverage for devices.

6. Extracurricular Activities. The school 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. 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: \$ 0
 - Covers admission to all extracurricular events
- Student Participation Fee: \$ 0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$ 0
- National Honor Society: \$ 0
- Cheerleading: \$ TBD
 - 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:
- Football: \$ 0
 - Students must provide their own football shoes, undergarments, and mouthguards

- Golf: \$ 0
 - Students must provide their own golf shoes, undergarments, and clubs
- Track and Volleyball: \$ 0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$ TBD
 - Students must purchase their own jackets and pay dues

7. Post-Secondary Education Costs.

SENCAP/Career Academy courses are offered to eligible Junior and Senior students capable of handling a college/high school dual credit course. Southeast Community College will cover 50% of the tuition. Lewiston Consolidated School covers the other 50% of the tuition. Students are responsible for the purchase of all books, materials, and other fees required for the course. Upon approval by administration to enroll in the class, students will be required to pay 50% of the tuition of the class (payable to Lewiston Consolidated School) on the first day of the semester in which the student is enrolled in the class. Upon successful completion of the college portion of the class with a grade of C or better, Lewiston Consolidated School will refund the deposit to the student.

- Only Juniors and Seniors are eligible to take college courses unless otherwise approved by the administration.
- Juniors/Seniors will only be allowed 1 class period in their schedule to take a college course. However, students may take multiple college courses on their own time.
- All students need to have taken either the ACT or ACCUPLACER test before enrolling in college courses that require prerequisite scores.
- If a student drops/withdraws from the class after the drop/add time period, the school will keep the deposit for the class to cover the cost of the class.
- Any classes taken in the summer are the responsibility of the student, including the 50% of tuition and books/materials.
- College courses will not be counted towards the student's GPA or credit hours for graduation requirements. They will not be added to or appear on the student's transcript.

8. Copies of Student Files or Records. The school district will not charge a fee for making one copy of a student's file or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents 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 for additional reproductions of student records.

9. Participation in Summer School or Credit Recovery. The district may charge reasonable fees for participation in summer school or credit recovery and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$ 50.

10. 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 is as follows:

- ☐ Breakfast Program – Grades PK-6
Regular Price \$ 1.95
- ☐ Breakfast Program – Grades 7-12
Regular Price \$ 2.15
- ☐ Lunch Program – Grades PK-6
Regular Price \$ 2.70
- Lunch Program – Grades 7-12
Regular Price \$ 3.20
- ☐ Second milk (each) \$ 0.75
- ☐ Second entrée (each) \$ 2.75
- ☐ PBJ \$ 2.25
- ☐ Second Side (each) \$ 1.00
- ☐ Adult lunch \$ 5.00
- ☐ PreK-2nd snack/milk \$.75
- ☐ (updated 7/9/26)

11. 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 as available. 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 unless a school instrument is available.

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. Students are not required to participate in the free or reduced-price lunch program 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. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs

When appropriate, the district will 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 communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 31, 2026.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college

entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.

- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other

devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio station 99.5 FM (Ol' Red) or 1450 AM (KWBE) and television station 10/11 KOLN/KGIN or KETV and automated school texts. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

Work Base Learning Program

A work study program is an option for seniors who are in their 8th semester. Students must be on track to graduate and have a 2.0 GPA or higher. Students must apply for the program through the Principal/School CTE coordinator.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status in any three of the four quarters in a year.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last four semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Grades

Students will receive letter grades for their academic core classes.

The grading system for Lewiston Consolidated School is as follows:

GRADE	Percentage Scale	Numerical Scale
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70*	0

Incomplete

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with an incomplete will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Requirements

The minimum number of credit hours required for graduation is 250. To receive credit a student must have, at the end of each semester class a minimum grade average of 70%. (60% in a modified educational plan)

Eight semesters of attendance are required. Students **may not** graduate before the end of the 8 semesters without board approval. Exceptions by the BOE may also be made for alternative school students.

If after 8 semesters a student is deficient in completion of the necessary requirements for graduation, we offer credit recovery in the form of online classes. The exact classes for credit recovery and graduation requirements will be determined by the administration. Only after successful completion of the online class will the student be given credit on their transcript and their diploma issued.

Core Curriculum Area Requirements:

Language Arts	40 credit hours
Social Sciences	35 credit hours
Mathematics	30 credit hours
Science	30 credit hour

Core Related Curriculum Requirements:

Fine Arts (Art, Band, Choir)	10 credit hours
P.E.	10 credit hours
Health	5 credit hours
Computer Apps	5 credit hours
Speech	5 credit hours
Personal Finance	5 credit hours (2023-2024)
ACT Prep (Juniors)	5 credit hours (pending board approval)

Specific Grade Schedule Requirements:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English I	English II	English III	English IV
Math	Math	Math	US Gov/Economics
Biology/Lab	Science	Science	Senior Skills
World Geography	World History	American History	Personal Finance
Health		ACT Prep	(2026-2027)
PE			

Physical Education, Fine Arts, and Speech requirements may be fulfilled at any time in the high school years.

Additional Requirements and Classification:

All students will carry 8 classes per semester except in special cases. These special cases would include junior and senior students that want to be an office/teacher aide and students with an IEP that are determined to need a study hall. Students failing a required core class will make up that class in the next year unless administrative approval is secured.

Eight semesters of attendance are required to graduate from the Lewiston Consolidated Schools (exceptions can be made for alternative school students with BOE approval).

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may

be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Superior Honor Roll is a distinction given to students who maintain a high percentage on all school work. Students that have a 93% or better average, with no grade lower than a 93% in any one class are recognized.

Honor Roll is given to students who maintain a 93% or better average with no grade lower than 85% in any one class.

Honorable Mention is given to a student who maintains an average between 86% and 92% with no grade lower than 77% in any one class.

Mid-Term Graduation (Board Policy 5066)

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Elementary Evaluation

The purpose of evaluation is to provide information to parents concerning their child's progress in school. In grades 2-6 we have a dual grading system. There will be numerical grades given for student achievement in each area.

(A+) 99-100	(A) 95-98	(A-) 93-94
(B+) 91-92	(B) 87-90	(B-) 85-86
(C+) 83-84	(C) 79-82	(C-) 77-78
(D+) 75-76	(D) 71-74	(D-) 70
(F) 69 and below		

These grades will take into account the student abilities and will measure how well the student is doing when compared with the overall average. If you have any questions in regard to your child's progress at any time during the year, please contact the school and set up a time with the classroom teacher.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent

of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Illegal Activity

Any illegal activity or possessions that are on or happen on school grounds will be reported to law enforcement.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who

fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. 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:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and/or written notice of the charges against the student. They will be advised of what the student is

accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

4. Students who are short-term suspended will be given the opportunity to complete classwork.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by a nonstudent adult in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar

year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section

28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. 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, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
- 5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.
- 6. The report is required or requested by law enforcement or the county attorney.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of

the witnesses to appear at the hearing and the substance of their testimony; and

- h. A form on which the student, the student's Parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parentParent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardianParent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent Parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to

- the principal, the student, and the student's parent or guardian, 8. except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parentParent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
 9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
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11. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 12. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 13. A statement that the principal, legal counsel for the school, the student, the student's parentParent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing

concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

14. A form on which the student, the student's parentParent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

15. Resources the school is able to provide or recommend to assist the student;

16. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;

- a. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- b. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

17. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

18. Nothing in this policy shall preclude the student, student's parents, guardian, or

representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Members of the Board of Education

Name	Contact Information
Aaron Rule President	402-806-6743
Linda Searcy Vice President	402-223-8237
Sharon Mencil Member	402-520-8898
Tyler Wehrbein Member	402-914-0066
Julie Stake Member	402-862-5291
Rae Lynn Bredemeier Treasurer	402-239-9699

Administrative Staff

Name	Position	School
Todd Halvorsen	Superintendent	402-865-4675 ext. 211
Juli Smith	PK-12 Principal	402-865-4675 ext. 212
	Athletic Director	402-865-4675 ext. 248

Office Staff:

Business Manager	Emily Bohling
Principal's Secretary	Shannon Burgett
Office Aide/Nurse	Brenda Nouzovsky

Child Nutrition Program:

Cafeteria Manager	Michelle Baker
Assistant Cook	Paula Howe
Assistant Cook	Michelle Snyder

Buildings & Grounds / Custodian:

Buildings & Grounds	Joe Cox
Custodian	Mark Rhinne

Transportation Department:

Transportation Coordinator	Joe Cox
Route Driver	Steve Oltman
Route Driver	Dana Steinacher
Route Driver	Brenda Nouzovsky
Route Driver	Troyal Burris
Route Driver	Leann Baker

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Certified Staff

Pre-K 3	Lana Hege
Pre-K 4	Dawn Enns
Kindergarten	Caitlin Armstrong
First grade	Pandora Worthey
Second grade	Lisa Sanders
Third grade	Kerry Spence
Fourth grade	Tiffany Whitmore
Fifth grade	Brooke Liberty
Sixth grade	Alex Callan
K-3 PE	Kyle Asche
Title I	Tracie Wehrbein
K-6 Special Education	Joan Stutesman
JH/HS Social Studies	Austin Barnes
JH ELA	Angie Huzeker
HS ELA	Heather Johnsen
JH/HS Math	Andrew Paquett
FCS	Alyssa Springer
JH/HS Business/Comp	Kyle Asche
4-5 & HS PE	Gavin Sheen
K-12 Music/Band	Devin Rethman
K-12 Art	Heather Campbell
JH/HS Science	Alex McNeil
7-12 Special Education	Tanner Merwin
7-12 Ag Education	Cari Burris
7-12 Ag Education	Kurt Wissenburg
Librarian	Shelby Crowe
Counselor	Allison Nissen
Athletic Director	

Support Staff

Paraprofessional	Issabel Jimenez
Paraprofessional	Jessica Cutshall
Paraprofessional	Mandy deKoning
Paraprofessional	Rebecca Janssen
Paraprofessional	Leandra Rohmeyer
Paraprofessional	Cara Thomas
Paraprofessional	Jessica deKoning
Paraprofessional	Andrew Diehl
Paraprofessional	Katelyn Sanders



Lewiston Consolidated School

Policies and Procedures

For Chromebooks

Lewiston Consolidated School District Student Laptop Handbook

The purpose of this handbook is to define expectations for all users.

The focus of the 1:1 Laptop program at Lewiston Consolidated School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the use of the Chromebook Laptop. The individual use of laptops is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with a Chromebook Laptop integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all Chromebook Laptops used at Lewiston Consolidated School District, including any other device considered by the Administration to come under these guidelines. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING & CHECK-IN OF YOUR Chromebook LAPTOP

1.1 Receiving Your Chromebook Laptop

Chromebook Laptops will be distributed each fall following instruction for use to Lewiston students. Parents and students must sign and return *Policies and Procedures for Chromebook Laptop Agreement*, the *Insurance Agreement*, *Student Pledge*, and Media Release Form. Forms not returned by a given date will require students to give up their rights to a laptop computer.

1.2 Chromebook Check-in

Chromebook Laptops will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Lewiston Consolidated School District during the school year, the Chromebook Laptop will be returned at that time.

1.3 Check-in Fines

Individual school Chromebook Laptops and accessories must be returned to the Lewiston Consolidated Technology Department at the end of each school year.

Students who withdraw, are suspended or expelled, or terminate enrollment at Lewiston Consolidated School for any other reason must return their individual school Chromebook Laptop on the date of termination. If a student fails to return the Chromebook Laptop at the end of the school year or upon termination of enrollment at Lewiston Consolidated School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook Laptop, or if applicable, any fees that are deemed necessary. Failure to return the Chromebook Laptop will result in a theft report being filed with the Pawnee County Sheriff Department.

Furthermore, the student will be responsible for any damage to the Chromebook Laptop, consistent with the District's Chromebook Laptop guidelines and must return the Chromebook Laptop and accessories to the Lewiston Consolidated School Technology Department in satisfactory condition. Students who did not purchase the insurance will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook Laptop and accessories.

2. TAKING CARE OF YOUR Chromebook LAPTOP

Students are responsible for the general care of the Chromebook Laptop they have been issued by the school. Chromebook Laptops that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

2.1 General Precaution

- Follow the Policies and Procedures for Chromebook Laptops and Student Pledge Agreement.
- Carefully insert/remove cords and cables to avoid damage - don't wind cords tightly.
- Responsibly keep your Chromebook Laptop battery charged for school each day.
- Maintain a clean Chromebook Laptop and case by keeping the unit free of any writing, drawing, stickers, or labels that are not the property of Lewiston Consolidated School.
- Food/drink is not recommended while using the Chromebook Laptop.

2.2 Storing your Chromebook Laptop

Secure your Chromebook Laptop at all times. Never leave the Chromebook laptop in an unlocked locker, any vehicle at home or school, or any unsupervised area.

Unsupervised areas: (include but are not limited to)

- School grounds and campus
- Lunchroom, locker rooms, library, unlocked classrooms, locker rooms, and hallways.
- Chromebook Laptops are not to be taken outside during free time or while watching athletic activities.
- Chromebook Laptops will not be taken to school activities unless approved by the administration.

Any Chromebook Laptop left in these areas is in danger of being stolen. A Chromebook Laptop found in an unsupervised area will be turned into the Main Office. A discussion will be held with the student regarding responsible care.

- When not using the Chromebook Laptop, students should store the Chromebook Laptop, in its case, in a locked locker or in an area designated by the classroom teacher.
- The laptop must never be left unattended.
- Bookbags and backpacks with Chromebook Laptops in the case should not be thrown or stepped on.

2.3 Carrying Your Chromebook Laptop

- Chromebook Laptops must be kept in the computer case issued from the school with the laptop at all times when not in use.
- Chromebook Laptops are to be closed and in the computer case when walking in the halls and moving from room to room.

2.4 Screen Care

- The screens can be damaged if subjected to rough treatment.
- Clean the screen with a clean, soft, dry cloth or anti-static cloth.
- Avoid “bumping” the Chromebook Laptop against lockers, walls, car doors, floors, etc, as it will eventually break the screen.
- Screen cleaner will be available for your use.

3. USING YOUR Chromebook LAPTOP AT SCHOOL

The Chromebook laptop is intended for use at school each day. Students must be responsible to bring their Chromebook Laptops to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Laptop Left at Home

If students leave their Chromebook Laptops at home, they are responsible for getting the course work completed as if they had their Chromebook Laptop present. A student who repeatedly (3 or more times as determined by Teacher/Administrator) leaves the Chromebook Laptop at home, will be required to “check out” his/her laptop from the office for a specified time period.

3.2 Chromebook Laptop Undergoing Repair

Loaner Chromebook Laptops may be issued to students from the Technology Department when they leave their Chromebook Laptop for repair.

3.3 Charging Your Chromebook Laptop Battery

Students are responsible to have their computer and adapter at school each day, fully charged.

3.4 Screensavers/Background Photos

- Inappropriate or copyrighted media may not be used as a screensaver or background photo
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have their own headphones and abide by copyright laws.
- If explicit songs are found the songs will be removed and disciplinary action will be taken.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Repeat infractions will result in a loss of computer privileges.

3.6 Home Internet Access

Students are allowed to connect to other wireless networks on their Chromebook . Student's internet use is also filtered at home and any inappropriate use of the chromebook at home is not permitted. Student computers are monitored by Linewize and any inappropriate usage sends an email directly to administration. Inappropriate use of the chromebook will be subject to disciplinary action by administration.

This will assist them with Chromebook Laptop use while at home.

4. MANAGING CONTENT & SAVING WORK

4.1 Saving to the Chromebook Laptop

Lewiston Consolidated School will not back up information. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook Laptop malfunctions are not an acceptable excuse for not submitting work.

It is the student's responsibility to manage the allotted laptop storage space. If the Chromebook Laptop becomes full, the student will need to delete any personal items to make room for Lewiston Consolidated School required items or apps. Students may save data to their individual Google Drive account.

4.2 Network Connectivity

The Lewiston Consolidated School makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. APPS AND DIGITAL BOOKS

5.1 Lewiston Consolidated Installed Apps

- The applications originally installed by Lewiston Consolidated School must remain on the Chromebook Laptop in usable condition and be easily accessible at all times.
- Lewiston Consolidated School personnel will determine adoption or discontinued use of apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

5.2 Inspection

Students will be selected at random to provide their Chromebook Laptop for inspection by Administrators or Technology personnel. Students will be required to give school personal passcodes upon request.

5.3 Procedure for Reloading Apps

If technical difficulties occur or if non-authorized or inappropriate apps are identified the Chromebook Laptop will be restored to original settings and apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a Restoration.

5.4 Digital Books

Presence of pornographic materials, inappropriate language, alcohol, drug and gang related material or pictures will result in disciplinary actions.

6. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use Lewiston Consolidated School Chromebook Laptops.

The use of the Lewiston Consolidated School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Lewiston Consolidated School District is not transferable by students to people or groups outside the school and terminates when a student is no longer enrolled in the Lewiston Consolidated School District. If a person violates any of the policies or procedures, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The Lewiston Consolidated School Students Handbook shall be applied to student infractions. The ultimate responsibility of use or misuse of the Chromebook Laptop rests with the student.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Student Responsibilities

- Read the Lewiston Consolidated School Chromebook Laptop Policies and Procedures and discuss it with my parent/guardian.
- Use the Chromebook Laptop in a responsible and ethical manner.
- Recharge the Chromebook Laptop nightly and begin the school day with a fully charged battery.
- Keep the Chromebook Laptop in its assigned case and closed.
- Bring the Chromebook Laptop to school every day.
- Make the Chromebook Laptop available for inspection by an administrator, teacher, or technology department upon request.
- Obey general school rules concerning behavior and communication that applies to technology use. This means use of appropriate language in all communications.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
- Assist the Lewiston Consolidated School District in protecting our Chromebook Laptops by contacting an administrator about any security problems they may encounter.
- Monitor all activities on their accounts.
- Follow all the timelines for collection of Chromebook laptops at the end of the school year and as requested by District personnel.
- Students who terminate enrollment at Lewiston Consolidated School for any reason must return their Chromebook Laptop on the date of termination.
- Report to teachers and /or technology department any malfunctioning Chromebook Laptops or damages.

- Students will be required to provide passcodes upon request.
- Students who are suspended or expelled may lose Chromebook Laptop privileges.
- If a student loses or misplaces the charger and a new one is issued, it will cost the student \$15 (each new charger will have this charge). If the student does not pay for a new charger, then they will not be issued one.

6.2 Parent/Guardian Responsibilities and Terms

- Will read the Chromebook Laptop Policies and Procedures and discuss it with my child.
- Will supervise my child's use of the Chromebook Laptop at home.
- Will make sure my child charges the Chromebook Laptop nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the Chromebook Laptop to school each day.
- Will discuss appropriate use of the internet and supervise my child's use of the internet. Consider the use of internet filters for home online networks.
- Will not attempt to repair the Chromebook Laptop.
- Will report problems or damage to the Chromebook Laptop to the building administrator, teacher, and/or technology department.
- Will report loss/theft of Chromebook laptop to school and proper authorities within 24 hours if occurrence happens outside of school.
- Will not change or attempt to change the configuration of software or hardware.
- Will not remove any apps or certificates on the Chromebook Laptop except for student pps.
- Will not alter or remove the school device management certificates at any time.
- Allow the school administration, teacher, or technology department to examine the Chromebook Laptop, apps and content at any time.
- Make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Lewiston Consolidated School.
- Signing this agreement gives permission to the student to create online accounts under Lewiston Consolidated School staff direction and guidance only for accepted purposes.

6.3 School Responsibilities

- Provide internet and email access to all qualified students during the school day.
- Utilize an internet filter to block inappropriate materials as able on and off campus.
- Provide staff guidance to aid students in doing research and help assure student compliance to the Lewiston Consolidated School Chromebook Laptop Policies and Procedures.

6.4 Student Activities Strictly Prohibited:

- Illegal installation the use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing Lewiston Consolidated Schools policies or public law

- Accessing, uploading, downloading, or distributing offense profane, threatening, pornographic, obscene, or sexually explicit materials.
- Accessing other student's accounts, files, and/or data.
- Use of the school's internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason over the internet, including, but not limited to, setting up internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter, harm or destroy hardware, apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Bypassing the Lewiston Consolidated School web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
 1. Show a teacher or administrator immediately.
 2. Save a copy for the teacher/administrator.
 3. Delete the material from the Chromebook Laptop in the presence of the teacher/administrator.
- Students will report loss/theft of the Chromebook Laptop to parents, school and proper authorities within 24 hours.
- Students will not:
 1. Change or attempt to change the configuration or settings of the Chromebook Laptop. Any attempt will result in disciplinary action.
 2. Attempt to repair, alter, or make additions to the Chromebook Laptop.
 3. Deface Chromebook Laptop and/or case with any type of stickers or marking pens.

Violations of these prohibited activities will result in consequences as shown in section 6.5 student discipline.

6.5 Student Discipline

The discipline procedures in the Lewiston Consolidated School handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the Chromebook Laptop. Depending on the seriousness of the offense, students may lose Chromebook Laptop and/or network privileges as well as being held for detention suspension, or even in extreme cases, expulsion.

Consequences in no particular order:

- Conference with the teacher and teacher documentation.
- Written warning and/or detention.

- Contact with the parents.
- Parent conference.
- Suspension from Chromebook Laptop use for a period of time determined by administration.
- Expulsion
- In School Suspension
- Out of School Suspension
- Notification of outside agency and/or law enforcement with filing of charges where appropriate.
- Permanent loss of Chromebook Laptop.

7. ACCEPTABLE USE POLICY FOR GUEST NETWORK

The Lewiston Consolidated School District is pleased to make available to guests access to interconnected computer systems within the District and the Internet, that provides various means of accessing significant educational materials and opportunities. In order for the Lewiston Consolidated School District to be able to continue to make its computer network and Internet access available, all guests must take responsibility for appropriate and lawful use of the access.

Guests must understand that one's misuse of the network and Internet access may jeopardize the ability of all guests to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise the use of network and Internet access, they must have cooperation from all users in exercising and promoting responsible use of this access. Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about the provisions, you should contact the superintendent. If any user violates this policy, the guests access will be denied, if not already provided, or withdrawn and he or she may be subject to additional action.

7.1 Personal Responsibility

- By agreeing to the acknowledgement you are agreeing to follow the rules in this Policy, and are agreeing to report any misuse of the network to the superintendent and/or Technology Department. Misuse means any violations of this Policy and/or any other use that is not included in the Policy, but has the effect of harming another or his or her property.
- Any violation of the above mentioned rules will result in suspension of ALL network privileges and could result in disciplinary and/or notification of authorities for appropriate action.
- Acceptable uses of the Lewiston Consolidated School includes using the guest network for educational purposes only.
- All users must abide by the rules of network etiquette:
 1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users.

3. Don't use access privileges to make, distribute, or redistribute jokes, stories, or other materials which are based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
4. Forwarding or redistributing an email message to third parties or giving his/her email address to third parties should only be done with permission or when you know that the individual would have no objection.

**LEWISTON CONSOLIDATED SCHOOL DISTRICT STUDENT PLEDGE FOR
Chromebook LAPTOP USE**

Please return both page 13 and 14 to the office with signatures by August 18th

1. I will take good care of my Chromebook Laptop.
2. I will never leave the Chromebook Laptop unattended.
3. I will never loan out my Chromebook Laptop to other individuals.
4. I will know where my Chromebook Laptop is at all times.
5. I will charge my Chromebook Laptop battery every evening at home.
6. I will keep food and beverages away from my Chromebook Laptop since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook Laptop or attempt any repairs.
8. I will protect my Chromebook Laptop by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the Chromebook Laptop.
I will not deface the serial number or Lewiston Consolidated School District tags on any Chromebook Laptop.
10. I understand that my Chromebook Laptop is subject to inspection at any time without notice and remains the property of Lewiston Consolidated School District.
11. I will follow the Chromebook Laptop Policies and Procedures while at school, as well as outside the school day.
12. I will be responsible for all damage or loss of the Chromebook Laptop (including case, charger and cord) that is caused by neglect or abuse.
13. I agree to return the Chromebook Laptop and accessories in good working condition.
14. I will use my locked school locker to secure the Chromebook Laptop when the device is not in use.
15. I will use my Chromebook Laptop in ways that are appropriate, meet Lewiston Consolidated School expectations and are educational.
16. I will not use another student's Chromebook Laptop without the student's authorization.

Student Name (Print)	
Student Signature:	
Date:	

Please sign and return to the Office to retain access to a laptop by Aug. 18th.

Laptop Deposit and Media Release Form Signature Sheet

Name _____ Grade _____ Date _____

Laptop Fee \$20.00

Chromebook Serial # _____

Power Supply & Cord _____

Chromebook Cover _____

The Lewiston Consolidated School District acknowledges receipt of the sum of \$20.00 for this year from the student and or parent/guardian in consideration of the use of District #69 technology equipment. The equipment will need to be turned in at a designated time determined by the school administration and in good working condition. Signatures below indicate the parent/guardian and student understand and agree to follow the loan agreement as well as the acceptable use guidelines. If you cannot pay this at the time designated (Aug. 16), please call the office to make other arrangements.

_____ I give permission for my child to bring the laptop assigned to her/him home each day. I agree to take full responsibility for supervising my child's use of the computer while she/he has it at home.

Date _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Student Signature: _____

Student Printed Name: _____

Check # _____ or Cash _____

I have read the Overview, Acceptable Use, Unacceptable Use & Internet Safety Policy of the Lewiston Consolidated School District. I understand the contents, and agree to all of the stated information.

Date _____

Student Signature: _____

Student Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name _____

Please sign and return by to retain access to a laptop computer by Aug. 18th. If you cannot pay the fee, please return both forms signed and call the office to make other arrangements.

Tiny Tigers Preschool



Pre-K Parent Handbook

Lewiston Tigers Pre-Kindergarten

Lewiston Consolidated Schools

District No. 69, Pawnee County

306 Tiger Avenue

Lewiston, NE 68380

Phone: (402)865-4675

Pre-Kindergarten Staff

- Mr. Todd Halvorsen - Superintendent
 - Mrs. Juli Smith - Principal
 - Mrs. Dawn Enns - Pre-K 4's & 5's Teacher
 - Mrs. Lana Hege- Preschool –3's Teacher
-
- The Lewiston Pre-Kindergarten is under the umbrella of the District No. 69 Public School. All policies set forth by District no. 69 Board of Education in the district's handbook are also in effect for the pre-kindergarten.
 - The additional guidelines set forth in this handbook are solely for the Lewiston pre-kindergarten and address issues that only pertain to pre-kindergarten students.
 - Lewiston pre-kindergarten pre-registration is open to all potty trained 3 and 4 year old children.** Each classroom may include up to 20 children. Entrance criterion is as follows:
 1. Children who are 3 or 4 years of age by July 31st of the current year and reside within the Lewiston School District.
 2. Children who are 3 or 4 years of age by July 31st of the current year and reside outside of the Lewiston School District.
 - 2a. Family of a Lewiston Consolidated School employee
 - 2b. Sibling of an option enrolled K-12 student
 - 2c. Date of birth (oldest to youngest)

**Not all students of preschool age are ready for the school environment. Lewiston Schools reserves the right to determine student readiness at the beginning of the year or any time after the school year has started.*

***At risk students as defined by the Nebraska Rule 11 Guide will be given priority in situations where enrollment becomes full.*

Lewiston Pre-Kindergarten Philosophy

Lewiston Consolidated Schools, the parent district of Lewiston Tiny Tigers Pre-Kindergarten, acknowledges and respects the uniqueness of each child. It also supports the belief that a child's strong sense of self esteem comes from experiencing success within an age

appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences.

Our overall goals for the children enrolled in Lewiston pre-kindergarten are:

1. A strong sense of self-confidence
2. Development of the whole child.
3. Development of social emotional skills.

Specifically these goals include:

Development of Self-Confidence and Self-Esteem

- Positive identity and self respect
- Trust of others and in his/herself
- Empowerment to make choices and show initiative
- Expressing creativity
- Willingness to try new experiences
- Expressing needs, feelings, and ideas in an appropriate manner

Development of the Whole Child

- Communication skills
- Language development
- Physical skills—(Gross and Fine motor skills)
- Intellectual abilities/Cognitive skills
- Creativity

Development of Social Emotional Skills

- Problem solving and conflict resolution
- Cooperating in play and work
- Developing trust in peers and adults
- Belonging to and participating in groups
- Learning to take turns and to share
- Becoming both a leader and a follower
- Expressing feelings to peers and adults appropriately
- Developing good listening skills
- Making friends, being friends, and sharing friends.

The Values and Goals We Use to Implement Our Philosophy

- Maintain a safe, supportive, and stimulating environment.
- Respect children's uniqueness and recognize and celebrate their individual differences.
- Create a trusting and predictable environment.

- Development of an environment that says “yes” to exploring and experimenting, discovering, having fun with friends, and being a child.
- Emphasis on the “process” (which is the immersion in the “doing”) rather than the “product”
- Use of positive language.
- Modeling of empathy and compassion.
- Encourage children to take risks so they can experience new successes.
- Help children learn to make choices and develop responsibility for those choices.
- Keep a sense of humor and create laughter.
- Provide a child centered program which comes from a blend of the interests of the children together with a successfully planned and organized facility and use of our adopted curriculum *World of Wonders and Learning Without Tears along with thematic components*..
- Continually cultivate curriculum which is updated and revised to ensure a variety of developmentally appropriate experiences for children.

Curriculum and Assessment

The Lewiston Tiny Tigers curriculum will consist of a combination of the *World of Wonders* curriculum for our 4 year old preschool program. As well as the Creative Curriculum, which aligns with the assessment tool Teaching Strategies Gold. They will supplement with *Handwriting Without Tears*. The 3 year olds will use a combination of *Learning without Tears*, Creative Curriculum and supplement the curriculum with thematic components.

Assessments are submitted to the state through Teaching Strategies Gold. This includes objectives in social-emotional, physical, language, cognitive, literacy, mathematics, and English language acquisition (for learners whose primary language is not English). Outcomes will be reported during our advisory committee meeting, and released in the summer to our Board.

Within the framework of our curriculum your child will be exposed to a variety of experiences. Some of these may include but are not limited to:

- Field trips, both walking and driving to other locations.
- A sufficient amount of outdoor time.
- Immersion in literature, in a variety of formats.
- Group time, both large and small group settings.
- Math, Pre-reading, Pre-writing, reading, writing.
- Other experiences based on student interest.

The Lewiston Tiny Tigers Pre-Kindergarten will follow their own calendar which will be provided for you. We will have the same days off as the district calendar with some extra days built in for required training and environmental enrichment.

Kindergarten Transition

During the last semester of Pre-K4, students will begin transition plans including practicing lunch in the cafeteria, and specials (PE, music, art, etc.) in their corresponding elementary environments. This enables students to acclimate to new environments, rules, and procedures to ease the transition process in Kindergarten.

Parent Concerns and Contacting the Teacher

Teachers will contact parents via PARENT SQUARE, email, notes home or a phone call. This would include things like a minor injury (involving more than a band aid), behavior issues, concerns about a situation that involved your child, etc.

If you wish to visit with the teacher about something concerning your child in depth, it would be best to call when class is not in session and you can arrange a time that works for everyone or visit on the phone.

The pickup and drop off times each day are quite busy and the teacher's focus needs to be on the students during that time, she will not be able to give you the time and attention you need during this time.

Signed Release for Pictures and Videos of Your Child

Pictures (digital) and videos of our students, activities, and classroom will be taken and used for various projects from time to time.

You will be given a permission form allowing your child's picture to be taken and to be used in a variety of ways (both public and in the classroom) projects. Please return the permission form to the school as soon as possible.

Child Pick up Authorization

You will be required to fill out a paper listing the person(s) that you authorize the school to release your child to. Your child will never be released to someone not on that list unless we receive a signed note from you giving your permission.

If the staff does not know the person who is picking up your child, that person will be asked to show identification. If there is any question, you will be called. **PLEASE call the school ahead of time when your child's daily routine changes.** We take the safety of your child very seriously and good communication between home and school makes this much easier for the staff.

Bringing Items and Pets to School From Home

Children need to leave personal toys/items at home. Blankets/stuffed animals for nap time are an exception, as some children have special blankets to help them sleep. If a blanket is not brought from home, your child will be provided a blanket to use at school. If bringing a pet, please make arrangements with the teacher so she can clear it with administration.

Mid-Day Pick Up and Drop Offs

Please be considerate of the rest of the class and schedule your mid-day pick-ups and drop-offs before or after our scheduled nap time.

Field Trips

The pre-kindergarten students will have field trips to various points of interest throughout the year. A permission slip with trip information will be sent home in advance of each outing planned. Please sign and return this slip promptly.

Families may be invited to participate. Details concerning family member transportation and meal options will be provided based on the field trip schedule.

Clothing

Your child will spend a great deal of each day on the floor inside, playing outside, and just being very active. Please dress your child for this type of activity each day. Tennis shoes are the best footwear to wear for both outdoor play as well as times we are in the gym.

Please label all of your children's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc.

We will play outside each day unless there is precipitation falling or the temperature is dangerously cold. Your child will need snow boots that he/she can easily pull on and off, shoes to change back into, warm clothing, hats and mittens when winter arrives. We would ask that you send some type of jacket each day in fall and spring so your child is prepared for outdoor time.

Toilet Issues

Your child must be toilet trained when they begin school. Pull-up pants or diapers are not an option. The only exception to this policy is if a child has an identified handicap that interferes with the toilet training process, and are also receiving district services or have a medical release.

Children not potty trained will be excused from preschool for a period of nine weeks (the equivalent of one-quarter period of school) to focus on potty training. After that time has elapsed children who are fully potty trained may be permitted to return. However, students still not potty trained will be sent home again, and excused for an additional nine weeks.

We understand that accidents happen to all children. With this in mind, we ask that an extra change of clothes be sent to school to be kept in each child's cubby at school. Any wet clothing will be sent home in a plastic bag in your child's backpack. Please replace it with a new change of clothes for the following day.

Behavioral Expectations

Be Respectful
Be Responsible
Be Safe

In addition to the expectations, each classroom has a set of rules that align with the school expectations. Students are taught the rules and expectations along with strategies to help solve problems in an appropriate way.

Teaching young children requires a lot of patience, as they often need to be reminded about rules and guidelines. Each behavior expectation is clearly stated and your child will be helped to follow the rules through modeling and practicing acceptable choices. Most guidance will take the form of redirection and helping the child put his /her own feelings into words instead of actions.

Data is collected on problem behaviors and every effort will be made to help the student be successful in the classroom environment with his/her peers. You will be notified of ongoing persistent behavioral issues.

Examples of unacceptable behavior would include: hitting, kicking, throwing objects, defiance, profanity, abuse of materials or school facilities. If your child is not responsive to teacher and or administrator interventions or poses a threat to other students we will contact you to help make a plan for your student's success.

A successful Pre-K experience is necessary to be considered for option enrollment within the Lewiston Consolidated School District.

Birth Certificates/Immunizations:

State law requires that parents provide a *certified* copy of their child's birth certificate or other documentation in compliance with the Missing Children's Identification act within 30 days of enrollment. State law also requires that students in the 3-5 year old age group enrolled in a school based program have the following immunizations prior to attending. You will need to provide the following immunization information when you enroll your child.

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

When Should You Keep Your Child Home?

Please do not send your child to school if they appear to be sick. While some students may not have specific symptoms, if a student is unable to participate in the daily routines due to not feeling well, the school nurse/teachers may reserve the right to send the student home. Also we request that you do not send your child to school for 24 hours AFTER he/she has had a fever, vomiting, or diarrhea. Your child must be symptom free without medication for 24 hours. Students will be sent home at the school's discretion.

For your own child's protection as well as other children and the staff, you will need to ***Keep your child home if he/she has any of the following:***

- Fever (Ear or temporal artery: 100.4°F, Oral: 100.3°F)
- Vomiting
- Diarrhea
- Unexplained rashes
- Discharge from eyes, ears, or severe nasal drainage
- Sore throat
- Severe cough
- Head lice

In case of a contagious disease please contact your child's teacher immediately. If your child contracts any of the following, notification is necessary: Strep throat, influenza, pink eye, fifth disease or any easily transmitted childhood sickness.

We will do our best to help prevent the spread of infections, but we must be informed to do so.

Please allow your child to return to school only after he/she is well enough to participate in all activities both indoors and outdoors.

Request and Reminders–Wrapping It Up

- Complete all forms and return them before your child begins pre-kindergarten.
- Keep the pre-kindergarten staff informed of any phone number/contact information changes.
- If your child is sick please let the school office know and keep him/her home until symptom free without medication for 24 hours.

This parent handbook has given you a great deal of information to help you know what to expect as you prepare to send your child to school. There will be, without a doubt, questions that arise

that are not covered in here. We will be happy to talk over any of those questions with you at any time.

Now we begin the important journey of instilling in your child a wish to learn, a sense of delight in each new discovery, and a growing confidence in him/herself as a learner.

Please read this handbook carefully, if you have any questions please call us at 402-865-4675.

Please sign below & return this form to school.

I hereby acknowledge that with my signature, that _____
(Student's Name)

Received the procedures & regulations outlined in this Lewiston Consolidated Schools
Preschool handbook, and that I _____ have read and understand them.
(Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

Lewiston Consolidated Schools

Board of Education

Board Norms

- **Be Prepared and Engaged**
 - *Review meeting materials in advance, arrive on time and actively participate in agenda items discussions.*
- **Communicate with respect and professionalism**
 - *Listen with patience, remain professional*
- **Keep Discussions Focused**
 - *Remain on topic and work toward effective decision making*
- **Maintain an Open Mind**
 - *Be willing to learn and grow, ask thoughtful questions*
- **Address Concerns Appropriately**
 - *Bring questions and concerns to the superintendent*
- **Commit to Learning**
 - *Continue building knowledge about board issues*

Built by the Board of Education, June 26, 2026



CLOSING MEMORANDUM

- FINAL -

\$1,080,000
Pawnee County SD 0069 (Lewiston Consolidated Schools)
General Fund Promissory Notes
Series 2026

TODAY'S DATE: July 1, 2026
DATED DATE/SETTLEMENT DATE: July 8, 2026

SOURCES

Par Amount of Series 2026 Certificates of Participation	\$1,080,000.00
Total Sources	\$1,080,000.00

USES

Deposit to Project Fund (1)	\$1,062,070.00
Underwriter's Discount (1.250%), Retained by Northland Securities (4)	13,500.00
Bond Counsel, Wired to Kutak Rock LLP (2)	3,000.00
Paying Agent, Wired to BOKF (3)	750.00
Rounding Amount (1)	680.00
Total Uses	\$1,080,000.00

On Wednesday, July 8, 2026, funds will be transferred as follows:

1. NORTHLAND SECURITIES TO WIRE TO LEWISTON CONSOLIDATED SCHOOLS

On settlement date, Wednesday, July 8, 2026, Northland Securities will wire the following funds to Lewiston Consolidated Schools in the amount of **\$1,062,750.00**, which includes the Deposit to Project Fund of \$1,062,070.00 and the Rounding Amount of \$680.00 as follows:

Wire Date: July 8, 2026 (Prior to 10 AM)

Amount: \$1,062,750.00
Receiving Bank ABA: 104913912
Receiving Bank Name: Pinnacle Bank
Receiving Bank Address: 523 Court Street
Beatrice, NE 68310

Beneficiary Account #: 6101038633
Beneficiary Name: Pawnee County School District #69
Beneficiary Address: 306 Tiger Avenue
Lewiston, NE 68380

Reference: Lewiston Consolidated Schools Series 2026 TANs
Attn: Todd Halvorsen (Superintendent)

Wire Instructions Continued on Next Page

Wire Instructions Continued from Prior Page

2. NORTHLAND SECURITIES TO WIRE TO KUTAK ROCK LLP

On the settlement date, Wednesday, July 8, 2026, Northland will wire the funds on behalf of the Lewiston Consolidated Schools to Kutak Rock LLP for Bond Counsel Services in the amount of \$3,000.00 as follows:

Wire Date: July 8, 2026 (Prior to 10 AM)
Amount: \$3,000.00
Receiving Bank ABA: 104000016
Receiving Bank Name: First National Bank of Omaha
Receiving Bank Address: 1620 Dodge Street
Omaha, NE 68197
Beneficiary Account #: 24-690470
Beneficiary Name: Kutak Rock LLP
Beneficiary Address: 1650 Farnam Street
Omaha, NE 68102
Reference: 1260201-373
Attn: Jed Herblan

3. NORTHLAND SECURITIES TO WIRE TO BOKF (PA&R)

On settlement date, Wednesday, July 8, 2026, Northland Securities will wire funds on behalf of Lewiston Consolidated Schools to BOKF for Paying Agent Services in the amount of \$750.00 as follows:

Wire Date: July 8, 2026 (Prior to 10 AM)
Amount: \$750.00
Receiving Bank ABA: 103900036
Receiving Bank Name: BOKF, NA
Receiving Bank Address: 1248 O Street Suite 764
Lincoln, NE 68508
Beneficiary Account #: 600024642
Beneficiary Name: BOK Trust Funds
Beneficiary Address: 1248 O Street Suite 764
Lincoln, NE 68508
Reference: Lewiston Consolidated Schools Series 2026 TANs
Attn: Chad Shirk

4. NORTHLAND SECURITIES TO RETAIN FUNDS FOR UNDERWRITER'S DISCOUNT

On settlement date, Wednesday, July 8, 2026, Northland Securities will retain funds in the amount of \$13,500.00 for underwriting services.

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CliftonStrengths® Top 5 for Todd Halvorsen

This report presents your five most dominant CliftonStrengths revealed by your responses to the CliftonStrengths assessment. Use this report to learn more about these strengths, how they uniquely show up in your life and how you can use them to fulfill your potential.

1. Consistency®

You are keenly aware of the need to treat people the same. You crave stable routines and clear rules and procedures that everyone can follow.

2. Harmony®

You look for consensus. You have no use for unnecessary friction and guide others toward practical solutions.

3. Deliberative®

You are best described by the serious care you take in making decisions. You anticipate risks and move forward cautiously.

4. Relator®

You enjoy close relationships. You find deep satisfaction in working hard with friends to achieve a goal.

5. Responsibility®

You take psychological ownership of your commitments. You are dependable and embrace values such as honesty and loyalty.

■ **EXECUTING** themes help you make things happen.

■ **INFLUENCING** themes help you take charge, speak up and make sure others are heard.

■ **RELATIONSHIP BUILDING** themes help you build strong relationships that hold a team together.

■ **STRATEGIC THINKING** themes help you absorb and analyze information that informs better decisions.

2025-2026

Year in Review

Superintendent Todd Halvorsen

Provided a Weekly Update to the School Board to inform them of what was happening in the district and to give them a heads up on future endeavors that the district may be facing.

Started to utilize Committees to have board members more involved in decision making such as finance and budget planning, had an Americanism Committee meeting to review the Social Studies Curriculum, utilized the Building/Grounds committee to make decisions in regard to facility updates, and provided information to the Negotiations Committee during Negotiations.

Upon completion of the Yearly Audit I had the auditors come in and present our audit findings. It is my understanding that the auditors didn't generally come in and present. I would like to make this a yearly habit so the board can ask questions of the auditor..

Worked alongside the Safety Auditor and Maintenance to develop a security plan that included adding cameras in the hallways and secure door locking security at four exterior doors. When the security locks were installed the exterior doors were also rekeyed. By doing these things it provides a more secure and safe learning environment for our students and staff.

I am working with our Transportation Director to get maintenance updated and to ensure the quarterly inspections are being completed as required by NDE.

Held quarterly Safety Committee meetings to address any safety concerns within the district and will continue to work on updating the district Emergency Operation Plan and Standard Response Protocol.

Worked with the Nebraska Association of School Boards, teachers, staff, administrators, parents, community members, and school board to gather data about our district to provide guidance for a Five Year Strategic Plan. During this process I led a Strategic Oversight Committee that developed a group of Mission Statements that will be reviewed and voted on in the fall.

Based on what I had observed and heard from students I introduced the thought of having an Advisory Period to Mrs. Smith and Ms. Nissen to allow students the opportunity to get additional academic support, additional study time and

study skills, and college/ career education. This next school year we will have an Advisory Period for our 7-12 students.

I have been working on getting several Policies updated per Nebraska Statute and adopting new policy per KSB School. Updating the present Staff Handbook to reflect the change in policies and align with the suggestions from KSB School Law.

Worked with Mrs. Smith and Ms. Nissen to develop a block schedule for seventh and eighth grade English and Language Arts. The goal will be to allow students additional time to strengthen their reading and writing skills. Along with providing additional instruction time for teachers to have a more targeted focus in low areas.

Introduced the transition from paper requisitions to online requisitions. This has led to a quicker and more efficient way to do a requisition, along with cost savings, and also as a follow up to monitor the purchase in the process.

Worked with Emily in developing monthly financial reports showing historical data from last year's receipts and disbursements to this year's receipts and disbursements, along with the percentage of the budget available to provide the board with a clearer view of what the budget looks like from month to month. This helped identify the overspending that had occurred and was occurring based on past budgets.

Attended and participated in Foundation Meetings. Helped lead the Alumni Banquet along with my wife and I serving Root Beer Floats. Worked with the community in developing a community coffee, refereed basketball games, and attended several school activities.

4030

Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once every other school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: November 12, 2018

Revised on: March 16, 2023

Reviewed on: March 16, 2023

4031

Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: November 12, 2018

Revised on:

Reviewed on: April 13, 2023

4057

Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual observation for an event or period of time at least twice during his or her first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire event or period of time" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: November 12, 2018

Revised on: September 11, 2025

Reviewed on: April 13, 2023

4034
Staff Handbook

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: November 12, 2018

Revised on:

Reviewed on: April 13, 2023

4038
Classified Staff Defined

The term “classified staff” means all employees other than certificated teachers and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

Adopted on: November 12, 2018

Revised on:

Reviewed on: April 13, 2023

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

~~For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is POWERSCHOOL.~~

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

~~Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on~~

~~behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.~~

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: February 2019

Revised on:

Reviewed on: May 10, 2023

2009 Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name and address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to 5 or 3 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the

number of speakers. These time limits may be extended by the board president.

- **Personnel or Student Topic:** If you are planning to speak about personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Adopted on: April 16, 2018

Revised on:

Reviewed on: December 2022, March 12, 2026

5031

Student Appearance

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire

or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3050

Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

- A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below.

Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
 2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.
- B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that actively or passively create or transmit audio or video recordings must

have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

- C. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

- C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3051

Opioid Overdose Prevention and Response

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

Procurement and Storage. The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

Training. Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall

review the DHHS standing order and applicable naloxone administration protocols as needed.

Recordkeeping and Reporting. Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3052
Leasing Personal Property

I. Leases of Personal Property by the District

A. Applicability of this policy.

Leases of personal property using any federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other leases of personal property made by the school district other than construction, remodeling, repair and site improvements.

B. General Leasing Policy

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.
4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

C. Leasing Procedures

1. School personnel must secure the approval of the board or superintendent before entering into a lease for personal property.
2. For lease of more than \$_____, the district will secure written quotes and/or estimates from a reasonable number of vendors. The district will lease from a responsible vendor with the lowest price unless the board approves the lease from the more expensive vendor.

D. Relations with Vendors

1. The board wishes to maintain good working relations with vendors who lease equipment, goods, and other personal property to the school system. The school shall not extend favoritism to any vendors. Each lease shall be entered into on the basis of quality, price and delivery, with past experiences being a factor if all other considerations are equal.
2. No lease shall be made that violates any conflict of interest policy or law.
3. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the lease will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

II. Lease of District-Owned Personal Property to Others

A. Personal Property Valued at No More Than \$_____

If the Superintendent determines that any personal property that is owned by the school district and has a fair market value of no more than \$_____ is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes and in no event longer than _____ days. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned personal property,

provided however that Superintendent will avoid leasing such personal property at a rate that is significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property.

B. Personal Property Valued in Excess of \$_____

If the board of education determines that any personal property that is owned by the school district and has a fair market value of at least \$_____ is not needed for school district use, the board may lease such property, or portion thereof, upon such terms and conditions as it determines.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3053

Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

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

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3059

Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities

without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (*e.g.*, AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3056

Guest Speakers

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

Classroom or School-Sponsored Activity Guest Speakers. Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least 30 days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least 7 days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.

9. Remain with the speaker and students to facilitate and monitor the discussion.
10. Provide appropriate follow-up activities and education.

Assembly Speakers. Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least 30 days prior to the proposed appearance and the speaker submitted materials upon receipt.

Request Consideration. The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

Controversial Issues. If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least 7 days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

Other Requirements. The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on:

Revised on:

Reviewed on:



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QUOTE

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Quote Date

6/11/2026

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LEWISTON NE 68380-0136
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Ship To

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LEWISTON CONSOLIDATED SCHOOLS
306 TIGER AVE
LEWISTON NE 68380-0136
United States

Customer Account No.	Date	Expires	Sales Rep	Shipping Method
0006838000	6/11/2026	10/31/2026	Laura Adamson	FedEx Ground

Quantity	Item	List Price	Disc. %	Net Rate	Amount
5	9798897370368 TXT HOUSING INTERIOR DESIGN (2027)	\$158.00	25%	\$118.50	\$592.50
1	9798897374762 WB HOUSING INTERIOR DESIGN (2027)	\$34.64	25%	\$25.98	\$25.98
1	9798897370658 OIR HOUSING INTERIOR 6YR EMAIL (2027)	\$800.00	25%	\$600.00	\$600.00
5	9781685842284 TXT CHILD DEVELOPMENT (2024)	\$160.00	25%	\$120.00	\$600.00
1	9781685848491 WB CHILD DEVELOPMENT (2024)	\$34.64	25%	\$25.98	\$25.98
15	9798894486444 TXT DISCOVERING CAREERS (2027)	\$130.00	25%	\$97.50	\$1,462.50
1	9798897370740 OIR DISCOVERING CAREERS 6YR EM (2027)	\$800.00	25%	\$600.00	\$600.00
1	9781685844912 OIR CHILD DEVELOPMENT 6YR EMAIL (2024)	\$800.00	25%	\$600.00	\$600.00

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EBS Ebook Student
LM Lab Manual

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OLS Online Learning Suite
OSC Online Student Center
OT Online Textbook
PP PowerPoint
RCD Instructor's Resource CD
SDG Software Design Guide

SG Study Guide
SHP Shop Manual
TAW Teacher's Annotated Workbook
TE Teacher's Edition
TSE Exam View Test Software
TXT Textbook
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QUOTE

Quote No.

#QT15015600

Quote Date

6/11/2026

Shipping Charges are good for 30 days from date of quote.

Free items available only with purchase of student items direct from Goodheart-Willcox.

Notes:

Subtotal	\$4,506.96
Shipping Cost	\$69.78
Estimated Tax Total	\$0.00
Total	\$4,576.74

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LM Lab Manual

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OSC Online Student Center
OT Online Textbook
PP PowerPoint
RCD Instructor's Resource CD
SDG Software Design Guide

SG Study Guide
SHP Shop Manual
TAW Teacher's Annotated Workbook
TE Teacher's Edition
TSE Exam View Test Software
TXT Textbook
WB Workbook



QT15015600

QUOTE



Pearson Education, Inc

221 River St
Hoboken, NJ 07030

E-mail: pearsoncareerready@pearson.com

Sales Consultant Details:

Thomas Kennedy

thomas.kennedy@pearson.com

The fees & terms in this document are valid until expiration date.

Expiration Date 8/25/2026

Quote Number 00388675

Customer Bill To Details:

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306 TIGER AVE
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PAWNEE
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United States
Julie Smith

Customer Ship To Details:

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United States
Julie Smith

Product	ISBN	Quantity	List Price	Sales Price	Total Price
Food and Nutrition for You Student Editon with Student Activity Guide	9780138283124	12.00	USD 109.99	USD 109.99	USD 1,319.88
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*All prices in this Document in USD

Subtotal	USD 1 429 87
Freight Cost	USD 128 69
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***Freight cost is an estimate.**

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Title _____

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Is a PO required prior to billing? _____ If yes, please provide PO with signed quote.

Tax exempt? _____ If yes, please attach Tax Exempt Certificate.

Why Remain a Member of NRCSA?

We are the only organization focused on rural community K-12 school districts and their role in Nebraska's public education system. Depth of membership matters when talking to Senators and other officials. Senators view NRCSA as representing all “rural community districts”. The more members we have, the larger the true number of districts and students represented, the stronger our voice. The common theme for membership is being a rural community school, an ESU with a number of rural districts, or a higher ed institution that works closely with rural districts. .

NRCSA can act as a forum for advancing ideas and concerns, whether legislative, Department of Education, or any entity having a role in public education. This has included representing members to groups such as Senators, rural education research groups, rural membership advocacy groups, rural interest groups, collaborative groups, Nebraska Department of Education, and NREA (national) committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer members the chance to learn about issues affecting rural schools, the opportunity to develop professionally, network with personnel representing other districts and interact directly with policymakers and providers as well as NRCSA leaders. Both events are focused on our rural community schools' issues and interests. The Spring Conference is also the event that highlights awards, speakers, scholarships, exhibitors, music groups, many learning and information opportunities, and of course NRCSA food.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs. In 2026, NRCSA awarded twenty-five \$2,000 scholarships (up from 16 \$2,000 in 2021) to graduating students from NRCSA-member school districts.. Twenty-three of the scholarships went to rural school students who intend to enter college to become an educator, with the other two going to students who plan to major in fine arts. The NRCSA awards program annually recognizes eight outstanding individuals for their efforts in our member districts and ESUs. Two years ago, NRCSA added six \$1,000 scholarships that go to employees of member districts or ESUs who are working toward attaining a teaching certificate through “para to teacher”

programs such as offered by the three state colleges or through a transitional program such as offered by UNK.

NRCSA provides, exclusively sent to Superintendents/ESU Administrator and Board of Education members of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. In the past the updates have gone only to the Superintendents and Board Presidents. We have expanded our updates to include all Board of Ed members. We are requesting the district Superintendent provide board member email contact information, or at least for the Board President, so the NRCSA communications can be sent to a larger audience directly. We encourage our updates to be used as board meeting information, as well.

NRCSA currently offers leadership roles, ten elected and 59 appointed positions, for superintendents/ESU administrators of member districts to be further involved. Elected opportunities include six NRCSA district (regional) representatives, three presidency cycle offices, and one secretary office as the ten-member Executive Committee. There are ten appointed members of the Scholarship & Recognition Committee, twenty-two appointed members of the Legislative Committee (as well as ex-officio past NRCSA presidents), twelve appointed members of the Rural Teacher Committee, and fifteen members of the NRCSA Closing the Gap Project Team. The Rural Teacher Committee also includes six representatives from the State Colleges. The Legislative Committee also includes six Board of Education members, one each from NRCSA's six geographic districts.

NRCSA offers the NRCSA-USbank OneCard program to all member entities statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district, thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. The Superintendent pre-loads the card and all transactions are clearly identified on the monthly statements. It is easy, clean, secure, and can be used for any purchase of any size. NRCSA receives a portion of the interchange income generated by use of the cards. One Hundred eleven districts and the NRCSA office use the OneCard. This income provides critical support for NRCSA scholarships and awards.

NRCSA provides elective services such as OneCard Purchase Card, Superintendent Search, Principal Search, and Planning Support. Information regarding these services is provided on the NRCSA website and via emails to member districts and will be included as Facebook information.

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the Superintendent and Board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrca.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. Member entity dues for 2025-26 remain at \$850.00, due September 15. ***Please note that we are asking for the mobile phone numbers of administrators and board presidents, so please share that information with us. Also we would like to know the day and time on which your regular board meeting occurs (ie. second Monday of the month: 7:00 PM).***

Again this year, NRCSA is offering a discounted membership in the National Rural Education Association (NREA). NRCSA is one of forty-two state affiliates of the NREA and as such, can offer NRCSA member schools a twenty-five percent discount on NREA memberships. There are two membership options: An individual membership (cost \$100.00 per year) and a school district membership (cost \$400.00 per year). The individual membership allows a single person to maintain membership in the NREA, while a district membership allows up to four (4) people (such as board members or other staff) to be listed as members under the school district's membership. If you would like to join the NREA, as well as NRCSA, simply complete the enclosed registration form and return it to NRCSA along with a check for the cost of membership dues. **A separate check must be submitted for NREA dues, made out to NREA.** The checks and information collected will be forwarded to the NREA. Joining the NREA is an optional addition to NRCSA membership dues, but we encourage you to join the NREA.

Thank you in advance for your continued support of NRCSA and quality education for all students in rural Nebraska. Your membership and voice toward growing your rural and outstate specific education association is vital to our relationships and our efforts on behalf of your schools, students, and communities.

Nebraska Rural Community Schools Association

Invoice



Nebraska Rural Community Schools Association
440 S.13th St, Ste B
Lincoln, NE 68508

Invoice #: 1713

Date: 7/1/2026

Bill To:

Lewiston Consolidated Schools
306 W Tiger Ave
Lewiston NE 68380

For: 2026-27 NRCSA Membership Dues

Item

Amount

2026-27 NRCSA Dues Renewal

\$850.00

Invoice Total

\$850.00

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail: jbundy@nrca.net

AGREEMENT TO PROVIDE THERAPY SERVICES

LEWISTON CONSOLIDATED SCHOOL AND JOHNSON COUNTY HOSPITAL

This Agreement is entered into on July 1, 2026, between JOHNSON COUNTY HOSPITAL, hereinafter referred to as “Hospital”, and LEWISTON CONSOLIDATED SCHOOL, hereinafter referred to as “School”.

WITNESSETH:

WHEREAS, the Hospital employs personnel who are duly qualified to practice Physical and Occupational Therapy in the State of Nebraska; and

WHEREAS, the School is in need of Physical and Occupational Therapy services for eligible students; and

WHEREAS, the Hospital and School desire to enter into a service agreement whereby the Hospital shall furnish the following described Physical and Occupational Therapy services (the “Services”) under the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is understood and agreed as follows:

The Hospital shall provide Services to eligible students at Lewiston Consolidated School. The Chief Executive Officer of the Hospital and the Superintendent, or a designee, for the School, shall determine the schedule of days, hours, and location(s) for the Services performed under this agreement.

1. The Hospital shall provide Physical and Occupational Therapists licensed in the State of Nebraska to perform the Services set forth in Schedule “A” attached hereto and made a part hereof.
2. The School shall perform the administrative functions set forth in Schedule “B” attached hereto. The School shall provide equipment and the Services as agreed upon by the Hospital and the School and listed in Schedule “B” attached hereto.
3. The Hospital shall ensure that each employee provided by the Hospital is licensed by the State of Nebraska in the performance of the Services provided herein and during the term of this Agreement.
4. Employees of the Hospital shall not provide private Physical or Occupational Therapy services to any Lewiston Consolidated School Student of the School receiving the Services under the terms of the Agreement unless such therapy services have been mutually agreed to by the School and the Hospital.
5. The Hospital agrees that before any of its employees or agents will be permitted on school grounds while students are present, such employees or agents will have their backgrounds checked as provided by Nebraska law, to include Adult Protective Services Central Registry, Central Registry of Child Protection Cases, Nebraska State Patrol Criminal Background Check, Nebraska State Patrol Sex Offender Registry, OIG/GSA list of Parties Excluded from Federal, and state licensing records. The Hospital will bear the cost of the background checks. The School has

the right to refuse entry onto its school grounds to any individual whose background check does not meet the requirements established by the School pursuant to Nebraska law.

6. The term of this Agreement shall commence on July 1, 2026, and expire on June 30, 2027, unless thirty (30) days' written notice is given.
7. Services provided by the Hospital and authorized by the School shall be compensated at a Rate of \$82.00 per hour for Physical and Occupational Therapists and \$58.00 per hour for Physical Therapist Assistants.

School Year 2026- 2027
July 1, 2026 – June 30, 2027

Service	Code	Rate/Hour
Physical Therapy	4005	\$82.00
Occupational Therapy	4006	\$82.00
Physical Therapy Assistant	8022	\$58.00
Occupational Therapy Assistant	8023	\$58.00
Mileage - Federal Standard Mileage Rate	6001	\$0.70

8. Each Physical or Occupational Therapist shall maintain a student schedule, including the hours of service for each student served. A monthly statement of services rendered by the Hospital shall be submitted to the School by the fifteenth (15th) of each month. Upon verification of the services, the School will make payments to the Hospital within forty-five (45) days from the date of receipt of the Hospital's statement. Statements should be mailed to:

Lewiston Consolidated School Attn: Superintendent
306 Tiger Ave
Lewiston, NE 68380

9. During the term of this Agreement, the Hospital shall maintain professional liability insurance in the minimum amount of one million dollars (\$1,000,000) and three million dollars (\$3,000,000). As evidence of such insurance coverage, the Hospital shall furnish the School with a Certificate of Insurance prior to commencing the Services under this Agreement.
10. This Agreement shall be construed for all purposes under the laws of the State of Nebraska and may not be changed, modified, altered, or amended except by a written instrument signed by both parties to this Agreement. If any provisions of this Agreement are declared void, such provisions shall be deemed severed so that all of the remaining terms and conditions of this Agreement shall otherwise remain in full force and effect. Any dispute in connection with the Agreement may be submitted to arbitration if mutually agreed upon by both parties.
11. The failure of either party to object to or take affirmative action with respect to any conduct of the other party which is in violation of the terms hereof shall not be construed as a waiver thereof, or any future breach or subsequent misconduct.
12. The Hospital will provide employees and services consistent with the highest degree of care, and its employees shall comply with all medical and ethical requirements imposed by the Nebraska

Department of Education, or any other applicable regulatory agency, and shall comply with requirements of the Nebraska Department of Education and the School pertaining to its students.

13. The Hospital shall provide the School with copies of the professional license of Physical and Occupational Therapists who provide the Services under this agreement.
14. Neither the Hospital nor the School shall assign or transfer any interest in this Agreement without the written consent of the other party.
15. The Chief Executive Officer of the Hospital and the Superintendent of the School, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration performance of the Agreement, before any litigation is instituted.
16. The relationship between the School and the Hospital, its employees and agents, shall be that of an independent contractor, and not that of employer/employee.
17. Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party.
18. Any notice given or requested to be given pursuant to the Agreement shall be hand delivered or mailed, first class postage, pre-paid, to the School at 306 Tiger Ave, Lewiston, NE 68380, to the attention of the Superintendent, and to the Hospital at 202 High Street, Tecumseh, NE 68450, to the attention of the Chief Executive Officer, or at such other address as either party may direct in writing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this day and year written above.

LEWISTON CONSOLIDATED SCHOOL

BY: _____
Superintendent

Date

JOHNSON COUNTY HOSPITAL

BY: _____
Mary Kent, Chief Executive Officer

Date

SCHEDULE A

Services provided by Physical and Occupational Therapists in accordance with Nebraska State licensure requirements:

1. Physical and/or Occupational Therapy Treatments/Evaluations.
2. Consultative Services as related to Physical and Occupational Therapy.
3. Evaluations and quarterly reports on all students in the Program.
4. Participation in IEPs and eligibility staffing as necessary.
5. Provision of written home programs when appropriate.
6. Professional development activities as agreed upon by the Hospital and the School.
7. The School will be responsible for the cost of VMI and SPM testing measures.
 - a. These testing items will be the property of the School and will only be used in their Reimbursement Rates:
 - i. \$82.00 per hour for Physical and Occupational Therapist and \$58.00 for Physical Therapist Assistants, billable in 15-minute increments, the School will be charged for the time they are on school premises. This will include travel to and from schools, direct student care, and documentation time. The mileage charge will be at the Federal Standard Mileage rate of \$0.725.

Non-Reimbursable Activities:

1. Sick Days
2. Holidays
3. Vacation Days
4. Lunch Time (30 minutes)
5. Continuing education activities other than those included in item 6 above.

SCHEDULE B

The School will provide the Physical and Occupational Therapist with the following:

1. Environment
 - a. Adequate space, i.e., gym, cafeteria, clinic, and empty classrooms.
 - b. Utilities (lights, water, A/C).
 - c. Housekeeping.
2. Equipment
 - a. Mats
 - b. Sandbag weights
 - c. Walking adaptive equipment
 - d. Balls- balance boards (for coordination).
 - e. Small supplies as needed.
 - f. Other equipment and supplies as agreed upon by the Board and the Vendor.
3. Administration:
 - a. Coordination of the overall program
 - b. Communication with school district staff as appropriate.

**Lewiston Consolidated
Schools
Staff Handbook**

2026-2027



INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age 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 nondiscrimination policies:

Name: Todd Halvorsen
Title: Superintendent
Address: 306 Tiger Avenue, Lewiston, NE 68380
Telephone: 402-865-4675
E-mail: thalvorsen@lewistonschool.net

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001–Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Passes

All staff, spouses, and their school-age children will be admitted to home games free of charge. Conference activity passes will be issued to staff through the Activities Director.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

	<u>Bell Schedule</u>	
	Begin	End
First Period	8:00	8:46
Second Period	8:48	9:34
Third Period	9:36	10:22
Fourth Period	10:24	11:10
Fifth Period	11:12	11:58
Lunch	12:00	12:46
Sixth Period	12:46	1:17
Seventh Period	1:19	2:05
Eighth Period	2:07	2:53
Advisory	2:55	3:45

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be

submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves

discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;

b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear

a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or,

at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team

or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Todd Halvorsen at 402-865-4675, or thalvorsen@lewistonschool.net or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Todd Halvorsen at 402-865-4675, or thalvorsen@lewistonschool.net or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Todd Halvorsen at 402-865-4675, or thalvorsen@lewistonschool.net or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Hats, except when worn outside for sun coverage.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide

a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12- month period measured backward from the date an employee uses an FMLA leave.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or

her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Maintenance & Cleaning Request Forms

Staff members should report maintenance requests as soon as they need or see a maintenance problem. These requests must be turned into the Principal or Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for the amount set by the Board of Education annually. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an

employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities, provide information regarding upcoming events, and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of

behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must participate in professional growth activities and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the Superintendent. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisitions should be placed on line through SUI. Once the order is online the Superintendent will get a notice that there is a requisition needing approval. The superintendent will review the order and approve or deny it at that time. The superintendent may also request an edited amount for the order. Orders should not be placed until the Superintendent has issued a signed purchase order. If a credit card is needed staff member(s) should pick up a credit card from the superintendent. If a credit card is used it should be

returned with a receipt and your signature on the receipt stating what the purchase was for. STAFF MEMBERS WHO PURCHASE SUPPLIES WITHOUT AUTHORIZATION WITH THEIR OWN CREDIT CARDS WILL BE RESPONSIBLE FOR PAYMENT.

When routine supplies are needed for immediate use, staff should contact the secretary.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance

management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with **the board's policies** regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of **board policy** to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds. Except as approved by the superintendent.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Staff Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;

3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment. The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually

harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION

SHOULD BE REPORTED TO THE POLICE AT 911.3. Threat Assessment Team

3. Threat Assessment Team

The threat assessment team (team) shall consist of Superintendent, Principal, school counselor, and law enforcement as needed. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period

- ☐ children under the age of 10 years must be accompanied by a parent or guardian
- ☐ all visitors must have the prior approval of the principal or superintendent
- ☐ salespeople and other such agents will not be allowed to solicit staff members during school hours
- ☐ visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, notification will be sent by text message to all staff and parents, reported to TV channels 10 and KWBE.

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

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members are expected to arrange a substitute when absent and to communicate with administration when necessary regarding their substitute.

2. Personal Leave

Personal Leave: Three (3) days personal leave will be granted per year unquestioned, provided that they are scheduled with the principal three days in advance and not more than two teachers per building request leave on the same day unless adequate substitutes can be obtained. Unused Personal Days will be reimbursed at the certified substitute teacher daily rate for each unused whole or fractional hour (fractional will be defined as a 15 minute Increment). The reimbursement will be made in the July payroll. No personal leave will be allowed during in-service workdays without the approval of the superintendent, in addition to the approval of the building principal.

Certified staff who wish to take personal leave must submit a leave request on the district's Time Management System (TMS) at least three days in advance of the proposed leave. The Superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

3. Professional Leave

Professional Leave: All certified staff members will be granted two days, noncumulative, of professional leave per year for the purpose of attending professionally related workshops, clinics, and/or meetings. Such leave will be granted upon approval of the Superintendent with no loss of pay and will not count as sick leave. The Superintendent must grant approval at least two days in advance. Teachers may receive an additional three days of professional leave by trading one sick day for one professional day, accumulating to five professional days per year. If the administration asks teachers to go, it does not count as professional leave. Professional leave days may be used consecutively during the school year.

Activity Leave: Certified employees covered by this agreement shall be

eligible for up to 24 hours of activity leave to attend a LCS-sponsored activity in which a son or daughter, or a student for whom the employee is a guardian or holds power of attorney, participates as a LCS student. These days will be taken from the individual employee's accumulated sick leave. The days utilized to attend a LCS school sponsored activity cannot be drawn from the Sick Leave Bank for the school calendar year in which the activity leave occurs. Employees may be asked to work at the event if needed. In the event there is no coverage for the number of requests on a particular day, priority for activity leave will be based on the order in which the requests were submitted, with priority given to the earliest submission date(s). This leave shall be scheduled no less than 5 days in advance and not more than 2 teachers per building request leave on the same day/same time. No activity leave will be allowed during in-service workdays without the approval of the Superintendent, in addition to the approval of the Principal. Activity leave must be used in four-hour increments. Additionally, employees that have exhausted their available sick leave due to illness or activity leave shall not be able to access the sick leave bank, except for the purpose of a long-term or catastrophic illness or a serious health issue that has been confirmed in writing by a licensed physician.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks

Assignment Notebooks may be used and function as student make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook or a pass signed by the instructor. This way, other staff can ascertain where the student has permission.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events that take place during the contract day.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give

the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the required signatures on the form prior to departing for the summer. Classroom repairs and needs must be listed on the checkout, as necessary. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not complete the checkout process and clean their work area before departing for the summer will not receive their paycheck until both of these requirements are completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each classroom has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal whenever necessary.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel

students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation with their parents prior to being kept after school. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom when assigned.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the principal.

Staff members may never send a student off school grounds without the authorization of the principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Lewiston Consolidated Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase ANY item through the school district, they must pay for the item BEFORE the order is sent.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computers

Students and staff who use computers owned by the district must abide by the district's acceptable use policies.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may display student work in the hallways. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.

- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Monday of each semester, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA,

- FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
 3. Music competition, performances (except Christmas and Spring concerts), and clinics.
 4. All school dances.
 5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least two weeks before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal and activities director prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and report any missing student to the administration.

The signal to return to the school building will be a verbal "all clear" over the intercom. The "all clear" will be given upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

Tornado drills are required by law and will be held at regular intervals during the school year. In the event of a tornado, everyone needs to take shelter. Evacuate the classroom and/or work area and seek safer shelter. An evacuation diagram is posted by the exit in each room. Everyone must move quietly, quickly, and orderly to the designated shelter areas. Following the direction of staff and administration and working together will make evacuation efforts safe and successful.

All Students and Staff:

- Precede to the high school boys locker room located at the north end of the hallway on the west side of the new gymnasium. This area has been secured as a "tornado shelter" and is where all students and staff must go in the event of a tornado.

- This transition works best if HS students proceed in a single file line to the right of the hallway and elementary students stay in a single file line on the left side of the hallway.
- Staff should stay with the group of students they are supervising at the time of the drill and proceed into the locker room with their students.
- The back and shower area of the locker room should be filled first, continuing to the hallway door.

REMINDER TO THE TEACHERS:

Electricity may be off and lights may be off. **ONLY** the emergency lights will be on.

Leave windows and doors open **IF POSSIBLE**. Students should walk quickly and quietly to the assigned area. Stand in the upright position until everyone is secure. If space permits, sit down, put your head down and cover their head with their hands. If necessary, remain standing in the secured area.

The signal for a tornado warning will be the city civil defense siren followed by an announcement over the P.A. system to take cover due to a tornado.

EVERYONE WILL REMAIN IN THE SHELTER UNTIL THE ADMINISTRATOR GIVES AN ALL CLEAR ANNOUNCEMENT.

Please inform all students of this procedure and instruct them that they must move as quickly and quietly as possible. They must also be quiet in the shelter area to maximize the need for communication by those in charge.¹

Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate

Examinations

Semester examinations can be given by individual teachers. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principal will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least two weeks prior to the date of the requested activity. Upon approval, a field trip checklist must be completed.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grades

Students will receive letter grades for their academic core classes. The grading system for Lewiston Consolidated School is as follows:

GRADE	Percentage Scale	Numerical Scale
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70*	0
Incomplete		

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school

districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

Classroom or School-Sponsored Activity Guest Speakers. Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least 30 days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least 7 days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.
10. Provide appropriate follow-up activities and education.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the

media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the street south of the school reserved for them. **Students are not to park their cars in the area reserved for staff.** No one is allowed to park between the visitor parking signs in front of the school office.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool

All teachers/classroom aides will be required to use PowerSchool. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the Technology Coordinator.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain

holidays, vacations, or school events, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not

be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the staff member(s) designated to dispense medications may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may NOT search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Secondary teachers will be paid \$15.00 when they use their planning period to supervise another teacher's class. Elementary teachers will be paid \$7.50 per special when they use their planning time to supervise an elementary special class. Supervision hours must be submitted within 5 days after the semester ends.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.

- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees may trade sick days for bereavement days as necessary. All requests for bereavement leave should be submitted to the Superintendent.

Holidays

Employees who are 12 month employees will receive paid time off on the following 6 holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member’s department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district’s employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must clock in and out on the district’s Time Management System (TMS). The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Classified employees may be given unpaid personal leave requested in advance at the discretion of the employee's immediate supervisor or the Superintendent.

Reporting When School is Closed

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Sick Leave

Classified employees will receive 7 days of sick leave per year cumulative to 20 days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor as soon as possible. Classified employees shall not be paid for accrued unused sick leave in the event of termination of employment.

Vacation

12 month classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

STAFF DIRECTORY

Members of the Board of Education:

President	Aaron Rule
Vice-President	Linda Searcy
Treasurer	Rae Lynn Bredemeier
Member	Julie Stake
Member	Sharon Mencl
Member	Tyler Wehrbein
Secretary	Emily Bohling

Administrative Staff:

Superintendent	Todd Halvorsen
Principal	Juli Smith

Office Staff:

Business Manager/Human Resources	Emily Bohling
Principal's Secretary	Shannon Burgett
Office Aide/Nurse	Brenda Nouzovsky

Child Nutrition Program:

Cafeteria Manager	Michelle Baker
Assistant Cook	Paula Howell
Assistant Cook	Michelle Snyder

Buildings & Grounds / Custodian:

Buildings & Grounds	Joe Cox
House Keeping	Mark Rhinne

Transportation Department:

Transportation Coordinator	Joe Cox
Route Driver	Steve Oltman
Route Driver	Dana Steinacher
Route Driver	Brenda Nouzovsky
Route Driver	Troyal Burris
Route Driver	Leann Baker

Certified Staff

Pre-K 3	Lana Hege
Pre-K 4	Dawn Enns
Kindergarten	Caitlin Armstrong
First grade	Pandora Worthey
Second grade	Lisa Sanders
Third grade	Kerry Spence
Fourth grade	Tiffany Whitmore
Fifth grade	Brooke Liberty
Sixth grade	Alex Callan
PE	Kyle Asche
Title I	Tracie Wehrbein
K-6 Special Education	Joan Stutesman
JH/HS Social Studies	Austin Barnes
JH ELA	Angie Huzeker
HS ELA	Heather Johnsen
JH/HS Math	Andrew Paquett
FCS	Alyssa Springer
JH/HS Business/Comp	Kyle Asche
PE	Gavin Sheen
K-12 Music/Band	Devin Rethman
K-12 Art	Heather Campbell
JH/HS Science	Alex McNeil
7-12 Special Education	Tanner Merwin
7-12 Ag Education	Cari Burris
7-12 Ag Education	Kurt Wissenburg
Librarian	Shelby Crowe
Counselor	Allison Nissen
Assistant Athletic Director	Andrew Diehl

Support Staff

IT	Mitch Clements
Paraprofessional	Jessica Cutshall
Paraprofessional	Jessica deKoning
Paraprofessional	Mandy deKoning
Para Professional/Sub	Andrew Diehl
Paraprofessional	Rebecca Janssen
Paraprofessional	Isabelle Jimenez
Paraprofessional	Andrew Nickels
Paraprofessional	Leandra Rohmeyer
Paraprofessional/Sub	Katelyn Sanders
Paraprofessional	Cara Thomas
Paraprofessional	Isabelle Jimenez

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a

proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at 306 Tiger Avenue, Lewiston, Nebraska 68380, thelvorsen@lewistonschool.net, 402-865-4675 Number. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- Formal complaint means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.
- Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- Sexual harassment means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - Sex Offenses,—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - Rape—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
 - Criminal Sexual Contact—The intentional touching of the clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation
 - Unlawful Sexual intercourse.
 - Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent
- Dating violence, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
- Domestic violence, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Stalking, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.
- Supportive measures are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon

as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute “substantial control” over the respondent and the context. The district’s response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law

enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district must dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district may dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a

question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does

not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students,

employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the

more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Lewiston Consolidated Schools Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date



Lewiston Consolidated School Superintendent Transition Evaluation

Spring 2026



Superintendent

Todd Halvorsen

Board of Education

Aaron Rule, President

Rae Bredemeier

Sharon Mencil

Linda Searcey

Julie Stake

Tyler Wehrbein

Self-Evaluation Standard Averages

(listed highest to lowest)

5.00 - Standard VI: Board-Superintendent Relations
4.50 - Standard V: Educational Leadership
4.25 - Standard II: Policy
4.00 - Standard I: Mission, Vision, and Goals
4.00 - Standard III: Community Relations
3.60 - Standard IV: Budget Planning and Management

Board Evaluation Standard Averages

(listed highest to lowest)

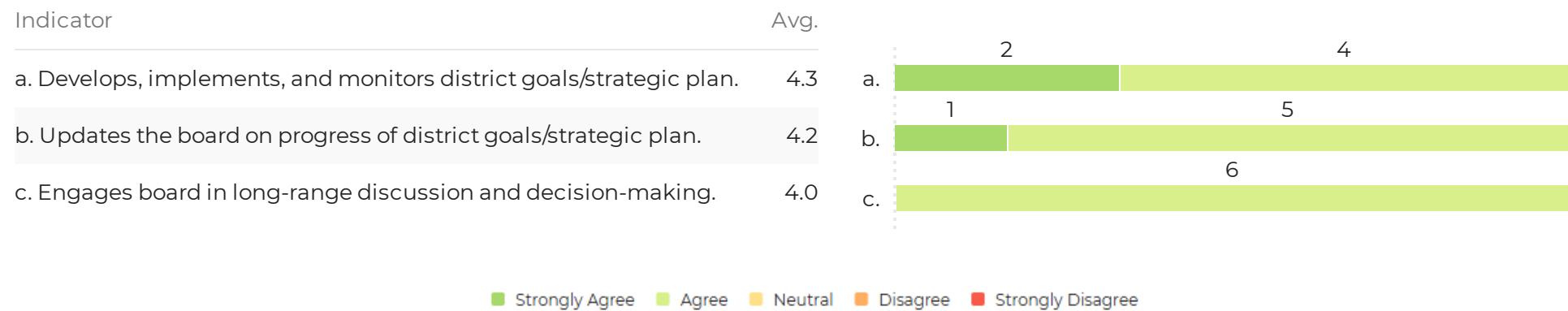
4.20 - Standard III: Community Relations
4.17 - Standard I: Mission, Vision, and Goals
4.03 - Standard VI: Board-Superintendent Relations
3.76 - Standard IV: Budget Planning and Management
3.68 - Standard II: Policy
3.47 - Standard V: Educational Leadership

*Averages range from 1.00-5.00 with averages closer to 5.00 indicating strengths and averages closer to 1.00 indicating areas for growth.
Scale: Strongly Agree (5.00); Agree (4.00); Neutral (3.00); Disagree (2.00); Strongly Disagree (1.00)*

Standard I: Mission, Vision, and Goals

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent ...



Comments (Optional):

Mr. Halvorsen has done a great job informing the board of goals/plans. In light of recent events I hope to see the continued Details he has been sharing recently.

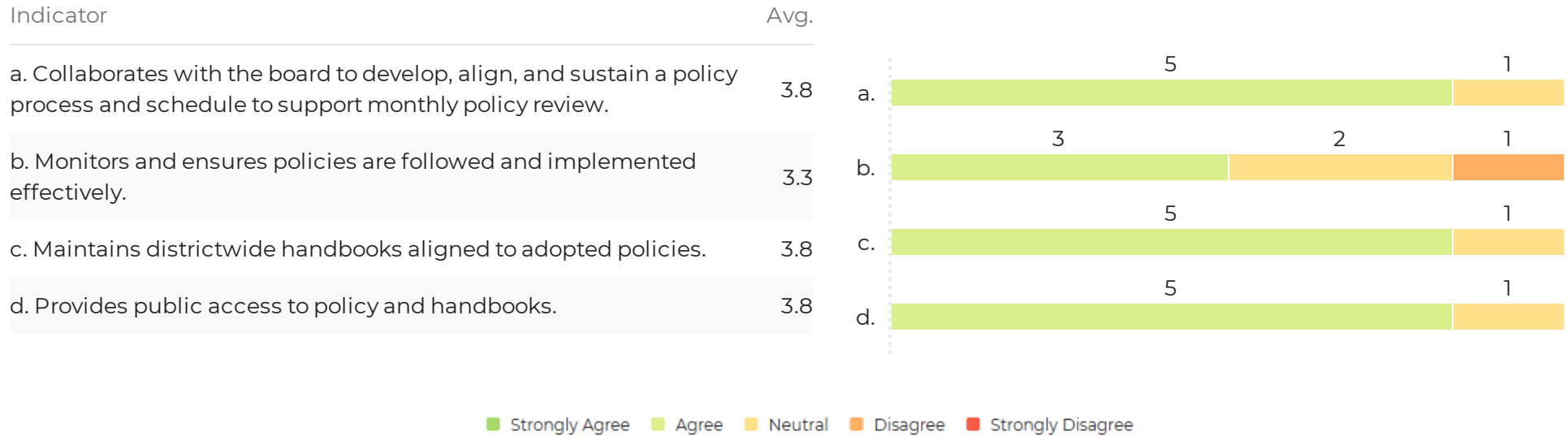
Communicates effectively to the board re: district goals, strategic plan.

Since Todd was part of starting the strategic plan, I feel he should score high in this area.

Standard II: Policy

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .



Comments (Optional):

There are alot of moving parts - I want to feel more confident Staff are following policies and that there is constructive/professional conversations happening.

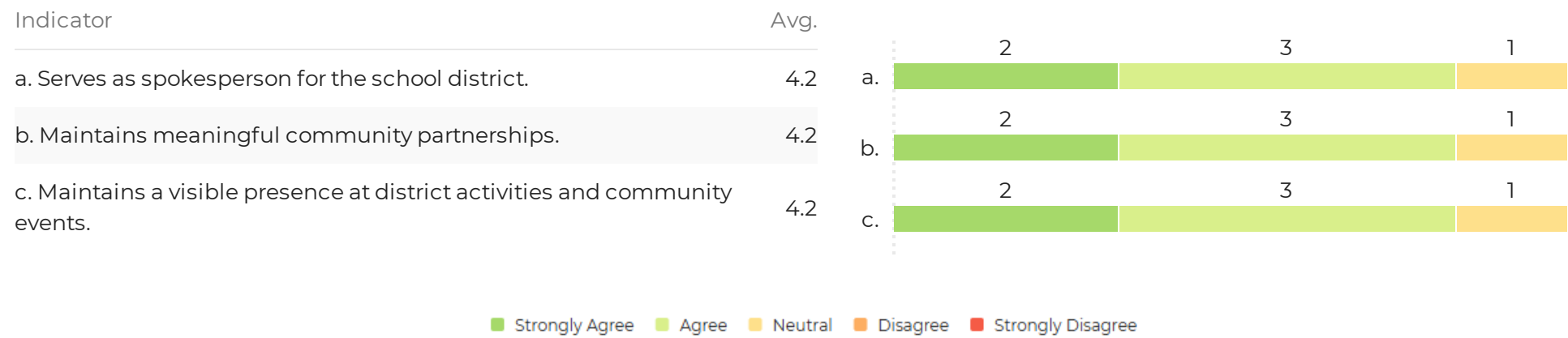
Evaluations not completed per board policy.

Todd scores well, however, I believe strongly agree means no room for improvement and we all are still learning

Standard III: Community Relations

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .



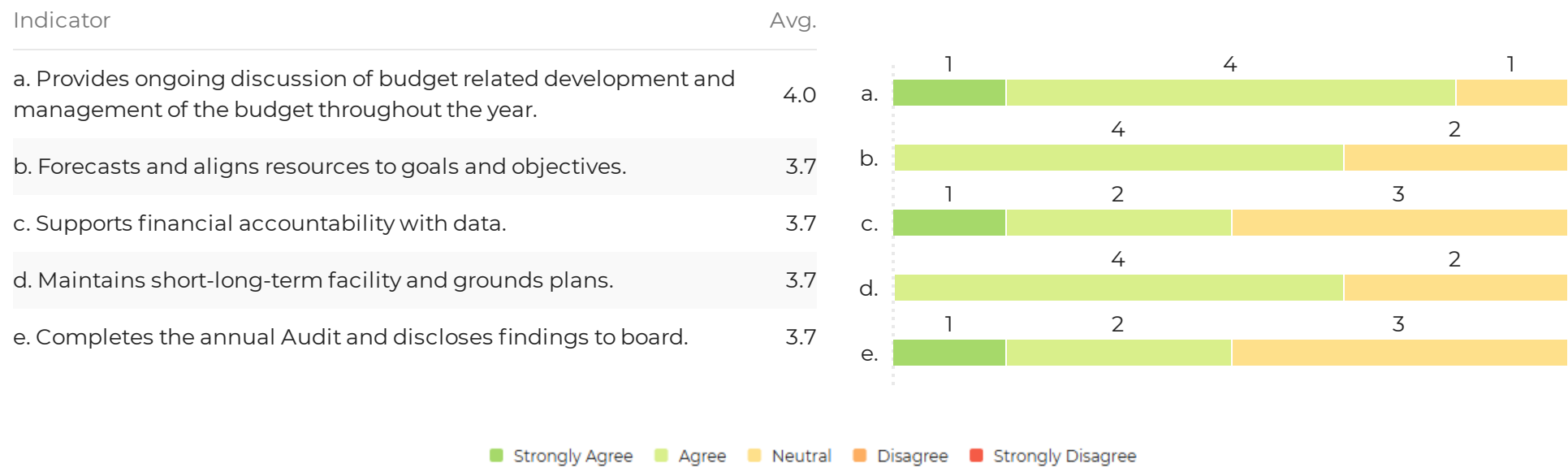
Comments (Optional):

- Appreciate the attitude and commitment to the district! I have heard some comments Mr. Halvorsen can come off as supercilious. I don't believe this is the case, but it is something to be aware of.
- Todd has had coffee shop meetings with patrons and I have personally seen him at school events

Standard IV: Budget Planning and Management

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent ...



Comments (Optional):

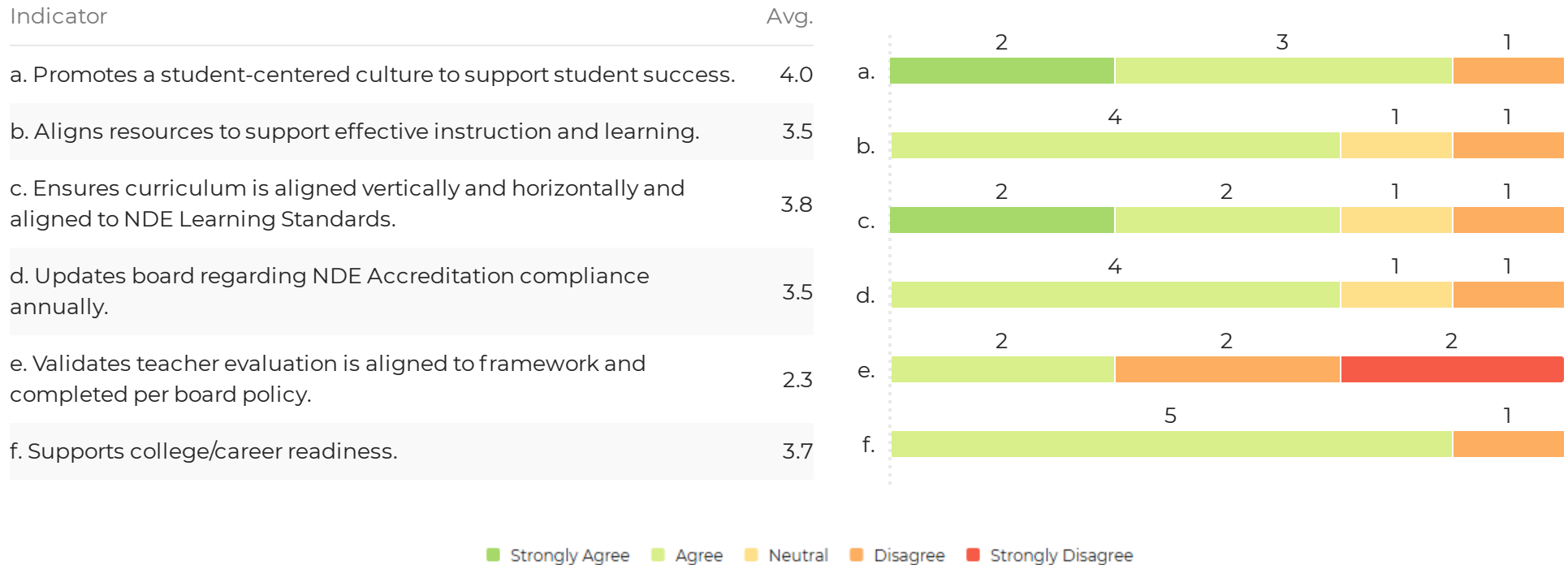
Finance needs to be more transparent with supported data. This has been a concern prior to Todd, going forward Todd will be held to a higher expectations because I know he has the capabilities to do so.

There has recently been a financial hiccup. A lot of it was before todd was employed. I believe the he is heading in the right direction to reverse the issue. This section of forecast and aligned resources more grants could be done, though would probably be delegating on his part.

Standard V: Educational Leadership

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .



Comments (Optional):

From what I have seen. He is a boss and not a leader. Is not open minded in conversations and decisions.

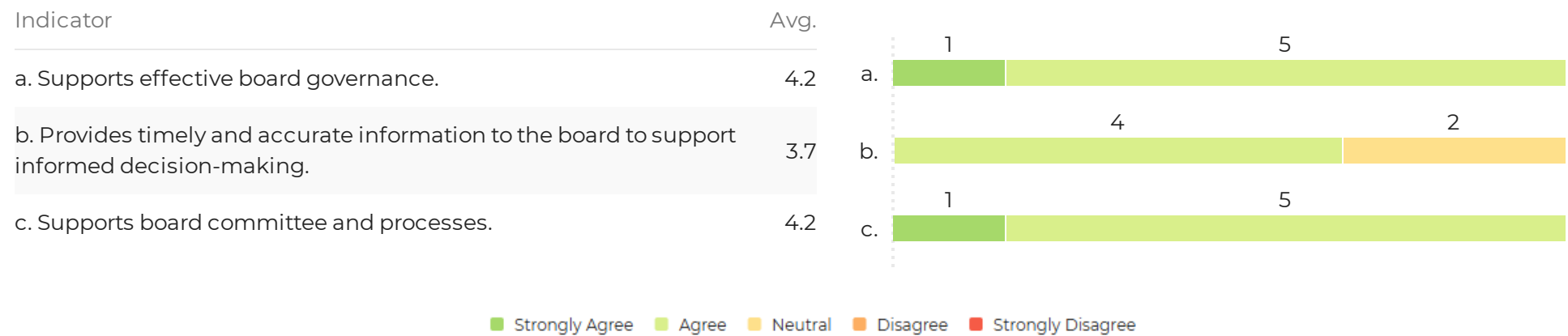
EVALUATIONS! Need to be done! It can't be stressed enough Teachers & Staff need to know where they stand and what is expected!

As a newer superintendent, ensuring evals are completed is an area for growth. We recently dealt with a grievance, which indicates, they were not done for that staff member

Standard VI: Board-Superintendent Relations

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .



Comments (Optional):

We have recently fired up all committees which were hardly if not ever used before

Continued efforts for Timely Information to make informed decisions

Summary

Provide specific strengths and areas for growth based on the evaluation above.

I GREATLY appreciate the efforts being put forth and the attitude for success.
Details for the board is very important, if something feels off it will be questioned.

Accountability - we need to make sure ALL Staff understand their roles in the district.
That there aren't staff putting themselves in higher credentials than they are. Staff need to know who their supervisors are. Continued complaints regarding certain members need to be addressed.
Errors need to be handled with follow-ups action plans and need to be re-evaluated
All Teachers/Staff need to fully understand their roles and responsibilities, in writing. It can't be verbally agreed upon or assumed.
Doing a good job overall with all the challenges this year .

Mr. Halvorson needs to make sure that the teachers are being evaluated annually and following the NDE requirements. Mr. Halvorson along with the school board needs to work to strengthen the budget process.
I believe that Mr. Halvorson is working hard to develop Lewiston School and make it a success. He has been given a task to overcome many short comings that I feel may have been left by previous administration. With the support of the district and the schoolboard I believe he can be a very successful administrator.

- *Board communication is excellent on most fronts, appreciate weekly updates and emails when something comes up.
- *Follows up in a timely manner when there is a question or request for more information.
- *Appreciate the work done w/ Emily to provide financial reports and fiscal information to the board.
- *Appreciate the communication re: general upkeep of the school/vehicles and maintenance/repairs as needed.
- *Evaluations MUST BE COMPLETED per board policy.
- *Request that the principal is in the classrooms more frequently for observation and support of the staff.
- *Concerned with the morale within the building, unnecessary drama and employees feeling unappreciated per conversations w/ staff and the completed exit interviews. I suggest that the board initiate staff surveys (certified/non-certified/support) that assess workplace morale, administrative support, and for general feedback.

Todd clearly has a passion for the school. A passion to learn and grow. As a new superintendent, it is expected there are areas for growth. I feel like they are being addressed and I am confident growth will be seen in those areas.

Areas of growth that I would like to see improved are communication, better understanding of the budget and relation amongst staff.

Superintendent’s Response

Superintendent Evaluation Summary

The superintendent should identify no more than four performance areas on which to focus their growth professionally. Note: Targeting in excess of four performance areas will make it difficult for the individual to address the areas adequately. When his/her performance is at a high-level, sustaining, refining, and replicating the performance is the goal. Follow through will ensure the success of the superintendent and the board.

The Performance Plan should consist of:

- goals (**what** must he/she do to achieve the objective or what is the intended result)
- performance indicators (**how** will the board measure progress and/or success)
- timeline (**when** will progress/success be assessed or completion date)
- signature (once the Performance Plan has been completed and reviewed the board president and superintendent will both sign and date placing a copy in the superintendent’s personnel file and a copy will be retained by the board president)

Note: The Performance Plan should be reviewed and updated throughout the year to assess progress and success. Modifications should only be made if the board/superintendent discuss and agree upon appropriate changes.

(Signature of Superintendent)

(Date)

(Signature of Board President)

(Date)



LEWISTON CONSOLIDATED SCHOOL

SUPERINTENDENT EVALUATION EXECUTIVE SUMMARY

Spring 2026

EXECUTIVE SUMMARY

Both Superintendent Halvorsen and the Board identified **Board-Superintendent Relations** as an area of strength. The Board also identified **Community Relations** and **Mission, Vision, and Goals** as areas of strength, though they were low-scoring standards by Superintendent Halvorsen. The Board noted Superintendent Halvorsen's efforts in the Strategic Plan as well as his presence at district activities and community events. The Board also noted that committee work has increased under Superintendent Halvorsen's leadership. Overall, the Board is pleased with Superintendent Halvorsen's work during his first year.

The Board identified **Educational Leadership, Policy, and Budget Planning and Management** as areas of growth. Specific areas of focus include ensuring policies are followed and implemented effectively, facility management, improvements in budget processes, staff accountability, completion of staff evaluations, and overall communication with all stakeholders. Specific areas related to **Educational Leadership** can be found in the proposed goal below.

Superintendent and Board open-ended comments for each standard can be found in the Superintendent Self-Evaluation and Board Evaluation, respectively.

TOP (3) PRIORITY AREAS OF GROWTH: to be addressed through superintendent goals.

1. Educational Leadership
2. Policy
3. Budget Planning and Management

NASB PROPOSED SUPERINTENDENT GOAL

NASB has identified one superintendent goal for the district to consider based upon the standard **Educational Leadership**. We recommend that the district utilizes the other identified areas of improvement from the evaluation to develop additional superintendent goals going forward.

Superintendent Goal 1: The superintendent ensures resources align and support best practice for instructional standards, as well as implementation of current and applicable curriculum and assessments to support student success and well-being.

- a. Validate that the teacher evaluation is aligned to framework and completed per board policy.
- b. Update board regarding NDE Accreditation compliance annually.
- c. Align resources to support effective instruction and learning.



SUPERINTENDENT EVALUATION COMPARISON ANALYSIS

Scale: 1.00-5.00; 5.00=Strongly Agree; 1.00=Strongly Disagree

The standards of the Nebraska Association of School Boards (NASB) Superintendent Evaluation describe the structures and dynamics of an effective Superintendent. These standards were influenced by decades of educational research and are aligned to the Professional Standards for Educational Leaders (PSEL). The PSEL standards emphasize foundational principles of leadership, reflecting the interdependent relationship between educational leadership and student learning.

STANDARD I: MISSION, VISION, & GOALS

PSEL STANDARD I: Mission, Vision, and Core Values

The Superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

	2026
Average Board Score	4.17
Average Self Score	4.00
Lowest Board Indicator(s)	c. Engages board in long-range discussion and decision-making. (4.0)

STANDARD II: POLICY

PSEL STANDARD IX: Operations and Management

The Superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

	2026
Average Board Score	3.68
Average Self Score	4.25
Lowest Board Indicator(s)	b. Monitors and ensures policies are followed and implemented effectively. (3.3)

STANDARD III: COMMUNITY RELATIONS

PSEL STANDARD VIII: Meaningful Engagement of Families and Community

The Superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

	2026
Average Board Score	4.20 – Highest Standard
Average Self Score	4.00
Lowest Board Indicator(s)	N/A – All indicators scored 4.2.

STANDARD IV: BUDGET PLANNING & MANAGEMENT

PSEL STANDARD IX: Operations and Management

The Superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management by allocating, using, and investing district resources to support effective instruction and improved student learning.

	2026
Average Board Score	3.76
Average Self Score	3.60 – Lowest Standard
Lowest Board Indicator(s)	N/A – Indicators b, c, d, and e all scored 3.7.

STANDARD V: EDUCATIONAL LEADERSHIP

PSEL STANDARD IV: Curriculum, Instruction, and Assessment

The Superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

	2026
Average Board Score	3.47 – Lowest Standard
Average Self Score	4.50
Lowest Board Indicator(s)	e. Validates teacher evaluation is aligned to framework and completed per board policy. (2.3)

STANDARD VI: BOARD-SUPERINTENDENT RELATIONS

PSEL STANDARD II: Ethics and Professional Norms

The Superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

	2026
Average Board Score	4.03
Average Self Score	5.00 – Highest Standard
Lowest Board Indicator(s)	b. Provides timely and accurate information to the board to support informed decision-making. (3.7)

IMPORTANT INSTRUCTIONS

The superintendent evaluation is a personnel document; therefore, it is not subject to a public record request. This protects the document if it is brought to the board table during the board meeting.

At the conclusion of the evaluation discussion, the board may:

- Review the superintendent evaluation summary, in open session
- Return their individual copy of the evaluation and the executive summary to the Board President for appropriate and secure disposal.
- The Superintendent and Board President will sign, and date one copy and that official copy will be placed in the superintendent's personnel file. A copy of the board summary resides on a secure server at the Association and is always available to the board if needed.
- It is recommended that the board adopt a timeline and develop goals to address the improvement and growth of the superintendent's performance in the identified areas as set forth in the evaluation summary.

Please note: If the board would value additional support from the NASB Board Leadership Department to facilitate the development of goals, a board retreat will be scheduled. A board retreat fee will be assessed plus reasonable travel expenses.

CONFIDENTIAL



3019
Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board or superintendent may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: October 18, 2018

Revised on:

Reviewed on: January 12, 2023

Custodial Workload Analysis: 2026-2027

(Final)

N- As Needed

D- Daily

This report details the estimated time required for daily custodial tasks. Estimates include a "Heavy Cleaning" buffer to account for areas requiring additional attention due to usage levels.

Area	Base Estimate	Heavy Cleaning Buffer	Total Potential Time	
Classrooms (Including AG Building)	6.0 hours	1.5 hours	7.5 hours	D
Restrooms (HS + Elt + K-Prek)	1.5 hours	0.5 hours	2.0 hours	D
Hallways & Entryways	2.0 hours	1.0 hours	3.0 Hours	D
Faculty Restrooms	0.75 hours (45m)	0.25 hours	1.0 hour	D
Teachers Workroom	0.17 hours (10m)	0.1 hours	0.27 hours	D
Cafeteria	45min	15min	1.0 Hours	D
H/S Locker Rooms	0.58 hours (35m)	0.25 hours	0.83 hours	D
J/H Locker Rooms	0.75 hours (45m)	0.25 hours	1.0 hour	D
Gyms & Stage	0.83 hours (50m)	0.3 hours	1.13 hours	N
Office	0.42 hours (25m)	0.1 hours	0.52 hours	D
Weight Room	0.75 hours (45m)	0.2 hours	0.95 hours	D
Football Facility (Concessions, Press Box, Restrooms)	1.5 hours	0.5 hours	2.0 hours	N

Total Hours Daily: 15 Hours to 18 Hours

***Note:** This analysis does not include setup/teardown for athletic events, extracurricular activities, or unexpected emergency maintenance.*