Board of Education Regular Meeting

June 9, 2025 7:00 PM

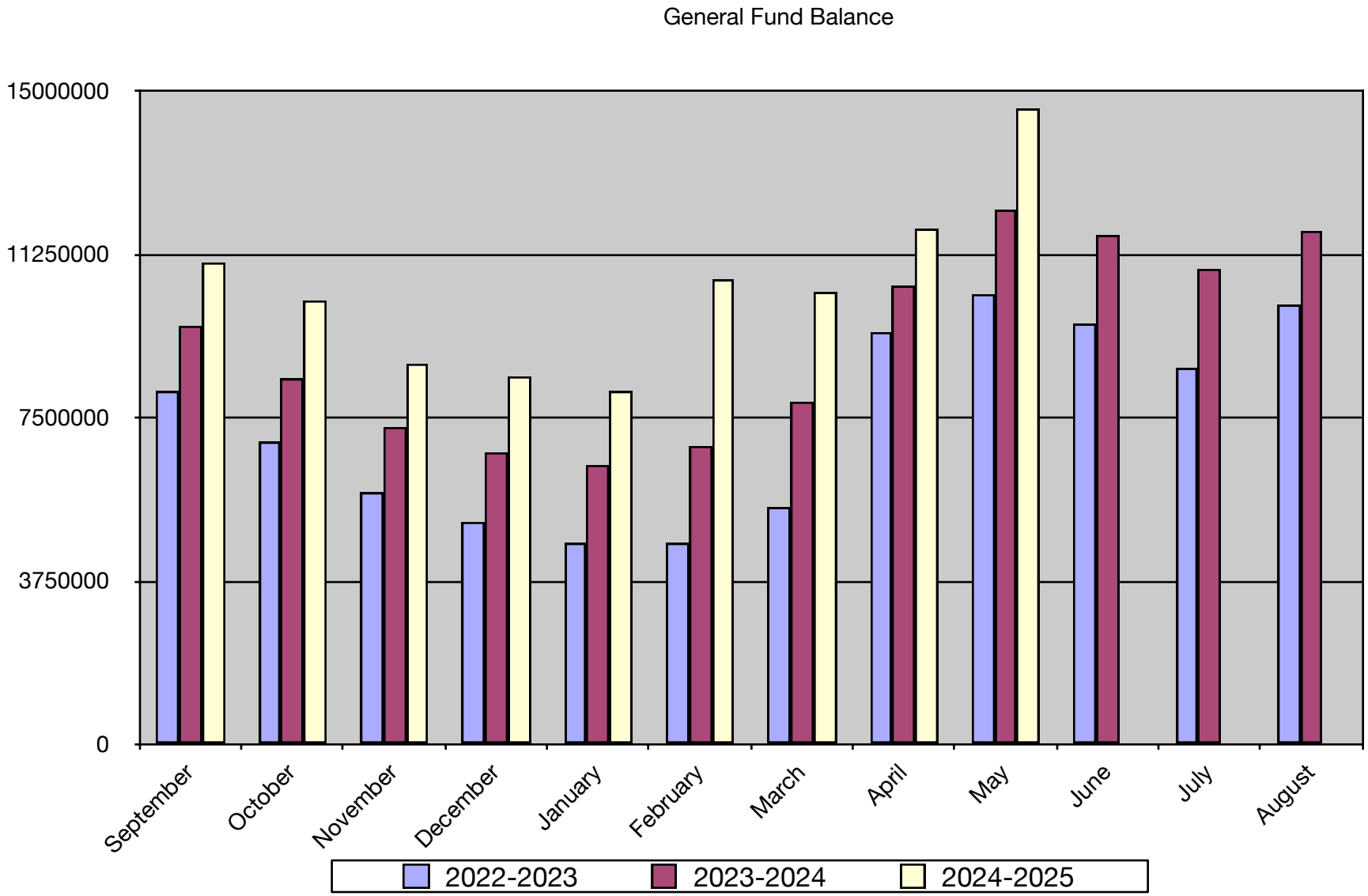
SPCS Administration Building
765 Main Street
Springfield, NE 68059

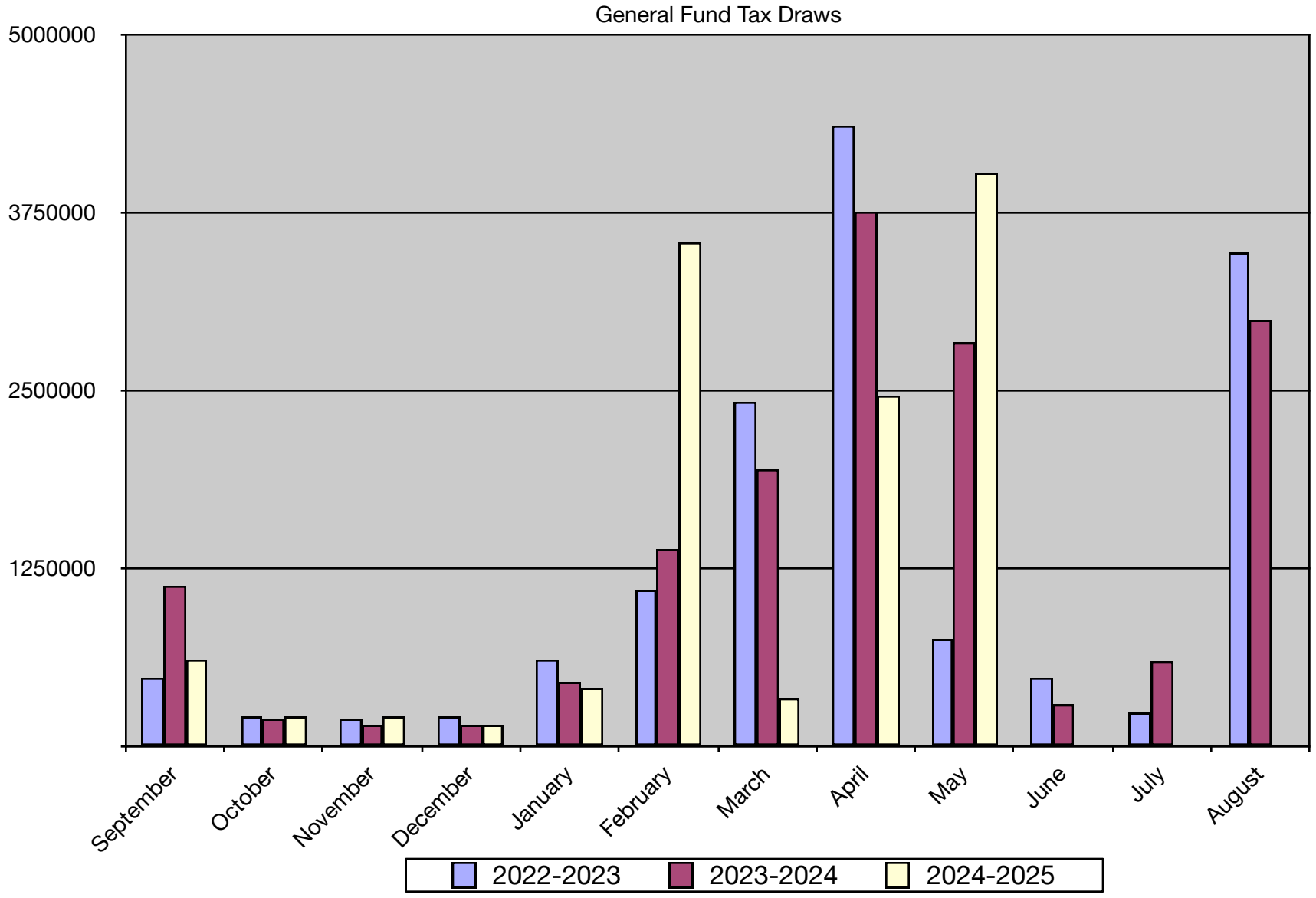
Agenda

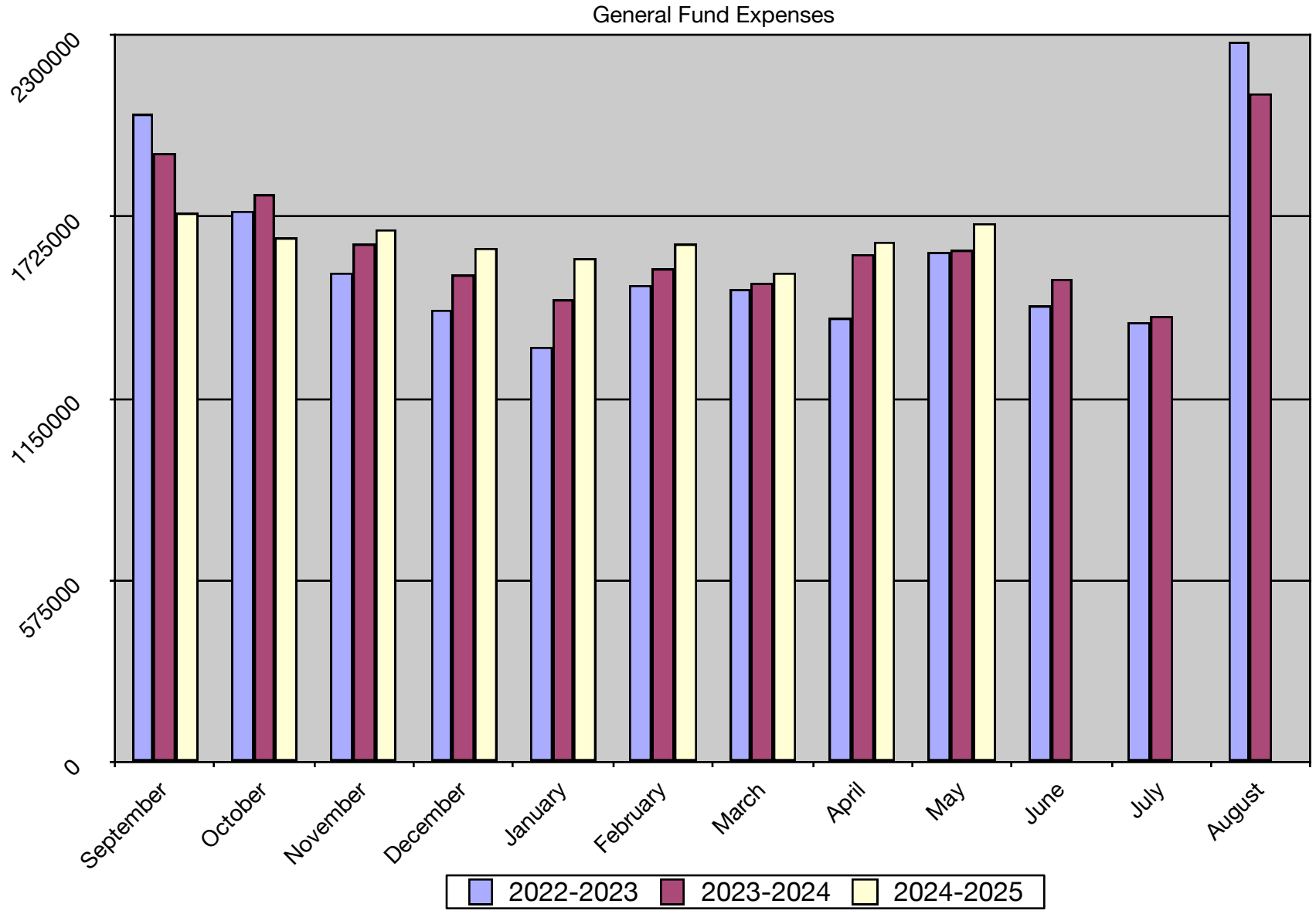
I. Site Committee Meeting
II. Finance Committee Meeting
III. Call to Order and Roll Call
IV. Notice of Open Meetings Act - Posted
V. Consent Agenda
  V.A. Minutes of the Previous Month's Meetings
  V.B. Treasurer's Report
  V.C. Statement of Activity Fund Accounts
  V.D. Recommendation for Bill Payment
VI. Items From Patrons
VII. Old Business
  VII.A. New Transportation Contract with First Student, Inc
VIII. New Business
  VIII.A. First Read of Policies 1002, 2006, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, 4059, 5001, 5015, 5016, 5018, 5031, 5034, 6025, 6031, 6034, 6044, 6045
  VIII.B. First Read of Operation Guides for 2025-2026
  VIII.C. First Read of 2025-2026 Student Handbook
  VIII.D. First Read of the 2025-2026 Staff Handbook.
  VIII.E. Educational Service Unit #3 Core Services and Property Tax Levy Funds Purposes for 2025-26.
  VIII.F. Certifed Contract for Taylor Rumsey
IX. Reports
  IX.A. Site Committee Report
  IX.B. End of Session Legislative Report
  IX.C. 2025 Budget Updates and Timeline
  IX.D. 2025 District and Summer Project Updates
  IX.E. Staff and Student Successes
X. Advance Planning
XI. Adjourn

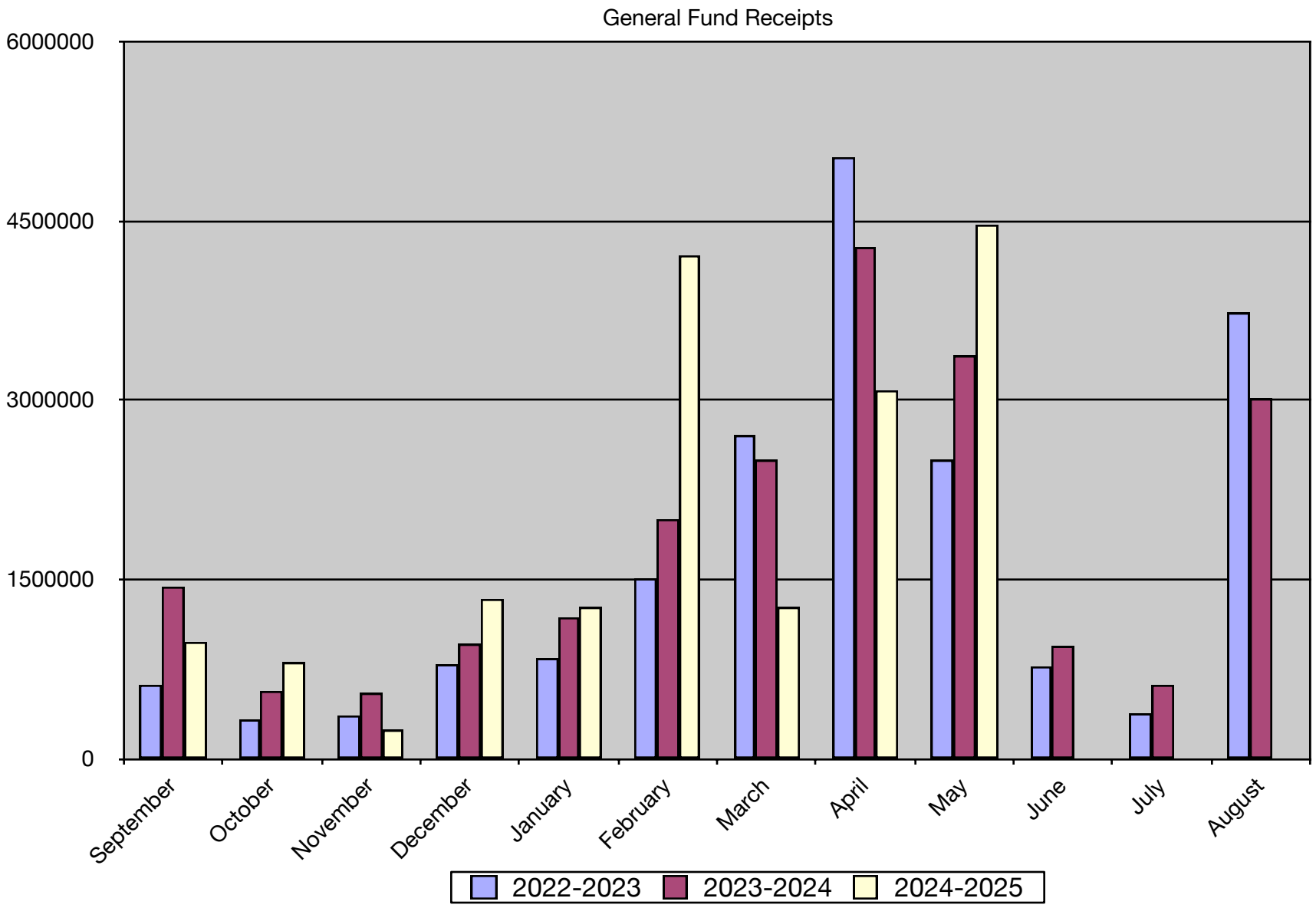
Finance Report
June 2025

- Our balance for the General Fund is $14,615,146.29. Last year's balance at this time was $12,274,657.90. We had about 3 million come in this month which is significantly higher than previous years at this time.
- The Building Fund is at $6,867,484.63.
- We have spent approximately 67% of our budget for the year. At this time last year we were at 68% of our budget. Reminder, this is at the end of May and does not include the bills paid in this meeting or June Payroll.
- We received preliminary property valuations from Sarpy County this week. The preliminary value is $3,716,968,792. Our certified valuation in 2024 was $3,540,602,866. The difference between the two is $176,365,926.
- The School Lunch Fund, Bond, Depreciation, Employee Benefit, and QCPUF are all in normal ranges for this time of year as you review the cash comparisons report.


General Fund Balance
15000000
11250000
7500000
3750000
0
September
October
November
December
January
February
March
April
May
June
July
August
2022-2023
2023-2024
2024-2025


General Fund Tax Draws
5000000
3750000
2500000
1250000
September
October
November
December
January
February
March
April
May
June
July
August
2022-2023
2023-2024
2024-2025


General Fund Expenses
2300000
1725000
1150000
575000
0
September
October
November
December
January
February
March
April
May
June
July
August
2022-2023
2023-2024
2024-2025


General Fund Receipts
6000000
4500000
3000000
1500000
0
September
October
November
December
January
February
March
April
May
June
July
August
2022-2023
2023-2024
2024-2025

Balance as of last day of the month			
Month	**2022-2023**	**2023-2024**	**2024-2025**
September	8,112,143	9,609,983	11,041,660
October	6,959,719	8,377,055	10,182,321
November	5,771,288	7,283,733	8,738,700
December	5,122,752	6,703,038	8,451,027
January	4,640,817	6,422,609	8,115,082
February	4,632,728	6,859,968	10,691,285
March	5,458,640	7,849,882	10,408,144
April	9,460,231	10,522,617	11,846,709
May	10,350,138	12,274,658	14,615,146
June	9,673,202	11,694,054	
July	8,658,416	10,895,780	
August	10,098,982	11,805,068	
Tax Draw			
Month	**2022-2023**	**2023-2024**	**2024-2025**
September	489,099	1,130,424	615,411
October	205,285	203,799	215,955
November	202,624	160,967	218,275
December	212,434	153,858	154,314
January	611,027	454,526	414,935
February	1,097,058	1,392,580	3,542,589
March	2,417,453	1,954,292	339,639
April	4,359,172	3,765,161	2,469,477
May	756,882	2,838,925	4,030,021
June	491,556	300,079	
July	237,416	605,879	
August	3,470,899	2,994,143	
TOTALS	14,550,905	15,954,632	12,000,616
Receipts			
Month	**2022-2023**	**2023-2024**	**2024-2025**
September	613,110	1,440,542	977,911
October	335,558	564,617	801,905
November	359,208	544,630	243,185
December	785,869	964,029	1,341,244
January	837,485	1,184,635	1,267,064
February	1,503,683	1,996,855	4,205,874
March	2,701,404	2,506,693	1,265,032
April	5,034,201	4,280,274	3,086,362
May	2,502,770	3,375,268	4,475,413
June	772,051	948,479	
July	377,658	616,823	
August	3,735,286	3,021,781	
TOTALS	19,558,283	21,444,624	17,663,990
Expenses			
Month	**2022-2023**	**2023-2024**	**2024-2025**
September	2,048,547	1,929,692	1,740,486
October	1,742,126	1,797,697	1,658,649
November	1,547,096	1,637,694	1,688,520
December	1,431,119	1,544,596	1,626,798
January	1,316,215	1,465,294	1,597,285
February	1,511,424	1,559,502	1,639,250
March	1,499,563	1,516,330	1,546,599
April	1,408,618	1,605,669	1,645,845
May	1,613,431	1,623,356	1,706,582
June	1,447,868	1,529,228	
July	1,394,212	1,415,233	
August	2,276,812	2,112,335	
TOTALS	19,237,032	19,736,626	14,850,014

CASH COMPARISONS 24-25 Fiscal Year

			2022-2023	2023-2024	2024-2025
	February	General Fund	$ 4,632,727.90	$ 6,859,967.63	$10,691,285.04
		Emp. Benefit Fund	$ 173,556.06	$ 228,998.48	$ 279,573.03
		Building Fund	$ 2,380,909.50	$ 1,554,166.57	$ 4,541,426.37
		School Lunch	$ 590,740.37	$ 642,945.60	$ 453,162.56
		Bond Fund	$ 672,973.71	$ 1,082,007.05	$ 3,178,428.97
		Bond Fund #2	$ 845,789.84	$ 24,216.73	$ 17,426.18
		Depreciation Fund	$ 467,955.55	$ 473,731.07	$ 572,486.90
		QCPUF	$ 62,782.69	$ 105,722.17	$ 320,311.46
		Total	$ 9,827,435.62	$10,971,755.30	$20,054,100.51
	March	General Fund	$ 4,682,859.10	$ 7,849,882.38	$10,408,143.77
		Emp. Benefit Fund	$ 173,397.95	$ 229,047.10	$ 279,620.52
		Building Fund	$ 1,945,658.21	$ 2,201,423.89	$ 4,637,263.45
		School Lunch	$ 377,253.11	$ 650,045.46	$ 459,186.18
		Bond Fund	$ 552,341.17	$ 1,628,520.48	$ 3,295,252.09
		Bond Fund #2	$ 7,435,956.97	$ 24,221.87	$ 17,429.14
		Depreciation Fund	$ 67,658.48	$ 473,831.66	$ 572,584.14
		QCPUF	$ 90,261.50	$ 156,429.46	$ 333,645.89
		Total	$15,325,386.49	$13,213,402.30	$20,003,125.18
	April	General Fund	$ 9,460,230.90	$10,522,616.92	$11,846,708.61
		Emp. Benefit Fund	$ 173,592.57	$ 229,094.17	$ 279,666.49
		Building Fund	$ 4,061,581.62	$ 3,121,948.36	$ 5,368,928.98
		School Lunch	$ 668,162.57	$ 575,170.47	$ 429,459.42
		Bond Fund	$ 1,709,339.89	$ 2,725,797.44	$ 4,477,208.91
		Bond Fund #2	$ 4,556.70	$ 24,226.85	$ 17,432.01
		Depreciation Fund	$ 468,072.87	$ 473,929.02	$ 572,678.26
		QCPUF	$ 232,764.77	$ 256,439.17	$ 476,304.11
		Total	$16,778,301.89	$17,929,222.40	$23,468,386.79
	May	General Fund	$10,350,138.25	$12,274,657.90	$14,615,146.29
		Emp. Benefit Fund	$ 173,621.69	$ 229,142.81	$ 279,713.99
		Building Fund	$ 3,517,077.07	$ 3,943,717.28	$ 6,867,484.63
		School Lunch	$ 667,963.00	$ 508,909.97	$ 388,390.79
		Bond Fund	$ 1,650,756.22	$ 3,137,968.94	$ 5,048,457.84
		Bond Fund #2	$ 32,448.83	$ 24,231.99	$ 17,434.97
		Depreciation Fund	$ 468,132.50	$ 474,029.65	$ 564,361.22
		QCPUF	$ 280,788.00	$ 328,742.65	$ 702,772.66
		Total	$17,140,925.56	$20,921,401.19	$28,483,762.39

Function	Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
01	GENERAL FUND							
1100	REGULAR INSTRUCTIONAL PROGRAMS	9,964,157.00	855,905.55	7,144,902.84	73.54	2,819,254.16	182,689.07	2,636,565.09
1125	FLEX SPENDING	116,515.00	9,694.97	88,224.36	75.72	28,290.64	0.00	28,290.64
1150	LIMITED ENGLISH PROF PROGRAMS	75,000.00	0.00	32,943.21	43.92	42,056.79	0.00	42,056.79
1160	PROVERTY PROGRAMS	157,647.00	12,461.68	113,052.09	71.71	44,594.91	0.00	44,594.91
1190	EARLY CHILDHOOD ED PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	2,181,798.00	179,852.96	1,631,967.05	74.80	549,830.95	0.00	549,830.95
1291	SPED AGES 3-5	76,489.00	13,933.09	112,946.49	147.66	(36,457.49)	0.00	(36,457.49)
1292	SPED AGES 0-2	48,000.00	4,584.11	35,953.26	74.90	12,046.74	0.00	12,046.74
1295	UNIFIED SPORTS	3,641.00	173.38	2,210.52	60.71	1,430.48	0.00	1,430.48
1300	SUMMER SCHOOL	31,383.00	0.00	0.00	0.00	31,383.00	0.00	31,383.00
2120	GUIDANCE SERVICES	419,371.00	35,746.56	309,364.08	73.77	110,006.92	0.00	110,006.92
2130	HEALTH SERVICES	260,348.00	21,597.71	206,154.41	79.18	54,193.59	0.00	54,193.59
2131	HEALTH SERVICES-SPED SA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	PSYCHOLOGICAL SERVICES SPED SCHOOL AGE	208,506.00	17,548.49	147,551.82	70.77	60,954.18	0.00	60,954.18
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	17,079.00	501.22	4,510.99	26.41	12,568.01	0.00	12,568.01
2143	PSYCHOLOGICAL SERVICES SPED AGE 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2151	SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE	355,839.00	28,986.39	262,276.60	73.71	93,562.40	0.00	93,562.40
2152	SPEECH & AUDIOLOGY SERV SPED AGE 3-5	56,733.00	6,256.89	46,103.99	81.26	10,629.01	0.00	10,629.01
2153	SPEECH & AUDIOLOGY SERV SPED AGE 0-2	56,733.00	6,415.87	49,365.70	87.01	7,367.30	0.00	7,367.30
2161	OT SERVICES SPED SCHOOL AGE	15,000.00	1,701.00	9,983.25	66.56	5,016.75	0.00	5,016.75
2162	OT SERVICES SPED AGE 3-5	10,000.00	60.75	5,062.50	50.63	4,937.50	0.00	4,937.50
2163	OT SERVICES SPED AGE 0-2	20,000.00	850.50	9,193.50	45.97	10,806.50	0.00	10,806.50
2171	PT SERVICES SPED SCHOOL AGE	10,000.00	911.25	5,568.75	55.69	4,431.25	0.00	4,431.25
2172	PT SERVICES SPED AGE 3-5	10,000.00	891.00	2,814.75	28.15	7,185.25	0.00	7,185.25
2173	PT SERVICES SPED AGE 0-2	10,000.00	546.75	3,584.25	35.84	6,415.75	0.00	6,415.75
2181	VISION SERVICES SPED SCHOOL AGE	15,000.00	497.71	3,806.03	25.37	11,193.97	0.00	11,193.97
2182	VISION SERVICES SPED AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2183	VISION SERVICES SPED AGE 0-2	0.00	497.71	3,454.70	0.00	(3,454.70)	0.00	(3,454.70)
2190	OTHER PUPIL SUPPORT SERVICES	583,989.00	54,124.68	485,498.00	83.13	98,491.00	0.00	98,491.00
2210	IMPROVEMENT OF INSTRUCTION	347,152.00	21,353.01	182,286.53	52.51	164,865.47	0.00	164,865.47
2213	INST STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	306,811.00	26,599.39	226,704.26	73.89	80,106.74	0.00	80,106.74
2230	INSTRUCTION-RELATED TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	428,500.00	1,551.89	16,319.45	3.81	412,180.55	0.00	412,180.55
2320	EXECUTIVE ADMINISTRATION	308,999.00	22,813.72	227,193.23	73.53	81,805.77	0.00	81,805.77
2330	DISTRICT LEGAL SERVICES	50,000.00	4,985.50	17,859.50	35.72	32,140.50	0.00	32,140.50
2410	OFFICE OF PRINCIPAL	1,156,200.00	95,080.19	861,236.46	74.49	294,963.54	0.00	294,963.54
2510	GENERAL ADMIN-BUSINESS SERVICE	457,652.00	26,979.31	285,218.62	62.32	172,433.38	0.00	172,433.38
2520	PURCH, WARE, AND DIST SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2560	PUBLIC INFO SERVICE	145,289.00	10,796.19	99,994.60	68.82	45,294.40	0.00	45,294.40
2580	ADMIN TECH SERVICES	0.00	0.00	500.00	0.00	(500.00)	0.00	(500.00)
2610	SUPPORT SERVICES OPERATION OF BUILDING	1,236,667.00	78,922.62	731,429.31	59.15	505,237.69	0.00	505,237.69
2620	SUPPORT SERVICES-MAINT OF BUILDING	484,066.00	29,306.54	261,294.04	53.98	222,771.96	0.00	222,771.96
2630	CARE & UPKEEP OF GROUNDS	112,500.00	5,355.56	71,253.42	63.34	41,246.58	0.00	41,246.58
2640	CARE & UPKEEP OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	VEHICLE OPP, ACQUISITION AND MAINTENANCE	4,500.00	209.40	9,769.19	217.09	(5,269.19)	0.00	(5,269.19)
2660	SECURITY	103,600.00	0.00	56,038.15	54.09	47,561.85	0.00	47,561.85
2670	SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710	VEHICLE OPP & PURCH REG ED	31,383.00	4,243.10	40,512.35	129.09	(9,129.35)	0.00	(9,129.35)
2711	VEHICLE OPP & PURCH LCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2712	VEHICLE OPP & PURCH SCHOOL AGE SPED	3,000.00	740.60	4,629.32	154.31	(1,629.32)	0.00	(1,629.32)
2722	MONITORING SCHOOL AGE SPED	0.00	499.45	572.17	0.00	(572.17)	0.00	(572.17)
2790	OTHER TRANS REG STUDENTS	636,300.00	63,287.53	509,786.11	80.12	126,513.89	0.00	126,513.89
2791	OTHER TRANS LLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2792	OTHER TRANS SCHOOL AGE SPED	205,000.00	15,725.56	129,955.06	63.39	75,044.94	0.00	75,044.94
2793	OTHER TRANS AGE 0-5 SPED	65,000.00	3,079.89	41,453.15	63.77	23,546.85	0.00	23,546.85
3535	HIGH ABILITY LEARNERS	40,447.00	3,005.13	30,508.91	75.43	9,938.09	0.00	9,938.09
3590	EXTENDED LEARNING OPPORTUNITY GRANT	0.00	0.00	9,045.00	0.00	(9,045.00)	0.00	(9,045.00)
3591	LEARNING COMM GRANT-SOCIAL WORK	0.00	5,531.40	10,794.58	0.00	(10,794.58)	0.00	(10,794.58)
5000	DEBT SERVICES	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00
6200	TITLE I, PART A ESSA IMP BASIC BY LOCAL	119,054.00	7,321.83	66,383.62	55.76	52,670.38	0.00	52,670.38
6310	TITLE II, PART A ESSA SUPP EFF INSTUCT	22,445.00	1,311.52	11,803.69	52.59	10,641.31	0.00	10,641.31
6406	IDEA PRESCHOOL(619) BASE ALLOC	25,059.00	1,375.68	11,495.55	45.87	13,563.45	0.00	13,563.45
6408	IDEA PART B (611) BASE & E/P	263,433.00	21,906.67	197,356.95	74.92	66,076.05	0.00	66,076.05
6412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	ARP IDEA E/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	ARP IDEA PART B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	ARP IDEA PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)	7,800.00	0.00	185.72	2.38	7,614.28	0.00	7,614.28
6969	TITLE IV, PART A ESSA	10,000.00	830.91	13,676.17	136.76	(3,676.17)	0.00	(3,676.17)
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
8000	TRANSFERS (OUTGOING)	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
01	GENERAL FUND	22,324,085.00	1,706,552.81	14,841,748.25	67.30	7,482,336.75	182,689.07	7,299,647.68

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
Grand Total:	22,324,085.00	1,706,552.81	14,841,748.25	67.30	7,482,336.75	182,689.07	7,299,647.68

Board of Education Regular Meeting
Springfield Platteview Community Schools
Monday, May 12, 2025 7:00 PM

The Site Committee started at 6:09 p.m. Smith, Osborn and Kreifels were present. The committee discussed construction projects and summer improvement projects around the district. The committee meeting adjourned at 6:28 p.m.

The Finance Committee started at 6:28 p.m. Osborn, Smith and Patera were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:45p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, May 12, 2025, at the SPCS Administration Building. Present: Kyle Fisher, Brenda Guenther, Brett Kreifels, Brian Osborn, Michael Patera, Lee Smith. Absent: none.

Notice of the meeting and committee meetings were given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgment of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Smith informed the board and the public that the Act is located on the west wall of the board room.

Action to approve the Consent Agenda as presented passed with a motion by Fisher and a second by Kreifels. Vote: Yeas- Fisher, Guenther, Kreifels, Patera, Smith. Abstain (With Conflict) - Osborn. Nays- none.

There were no items from patrons on agenda items.

Action to renew the Food Service Management Contract with OPAA in 2025-26 as presented passed with a motion by Osborn and a second by Patera. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays- none.

Action to approve the drivers education contract through ESU#3 as presented passed with a motion by Osborn and a second by Guenther. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays- none.

Action that the Board of Education of this School District selects Nemaha Sports Construction as the responsible bidder for construction of the new tennis court project in the contract amount of $805,600, and further delegates authority to the Board President, Superintendent of Schools or designee of either, to negotiate a final construction contract on terms and conditions as are deemed necessary and in the best interest of this School District, and to sign, execute, and deliver such final negotiated construction contract, and any amendments and development plans, for and on behalf of the School District, to pay the contract sum and all other projects costs and expenses, and to take or cause to be taken all other action necessary or appropriate to complete the project. passed with a motion by Osborn and a second by Kreifels. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays- none.

Board member Smith gave an update on construction projects and summer maintenance around the district.

Building principals shared attendance updates and progress for each building.

Assistant Principal/Athletic Director Josh Siske presented the Board with the Platteview Central and Platteview High School activity participation and Title IX report.

Superintendent Dr. Saunders updated the Board on the current Legislative session and bills impacting education.

Building principals shared with the Board student and staff successes for the month.

The Board was updated on the upcoming 2025 Graduation ceremony.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to adjourn the meeting at 7:41 p.m. passed with a motion by Osborn and a second by Guenther. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays- none.

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS			
Treasurer's Report			
For the month ended May 31, 2025			
General Fund Now Account			
Bank Balance: Beginning of Reporting Period			$ 588,720.85
Deposits:			
Springfield State Bank - Interest	$ 91.28		
Transfer from Depreciation Fund			
Transfers from Investment Account	$ 1,706,581.80		
Transfers from Bond Fund	$ -		
Transfer from QCPUF	$ -		
Transfers from Lunch Fund Investment	$ -		
Transfers from Building #2 (Bond #2)			
Transfers from Building Fund Investment	$ -		$ 1,706,673.08
			$ 2,295,393.93
Disbursements			$ 1,712,034.93
Bank Balance: End of Reporting Period			$ 583,359.00
Outstanding Checks: End of Reporting Period			$ 230,153.43
NOW Account Balance: End of Reporting Period			**$ 353,205.57**
General Fund Investment Account			
Available Balance: Beginning of Reporting Period			$ 11,492,806.23
Deposits:			
Horizon Bank - Interest	$ 2,791.16		
Sarpy County Treasurer - Local Taxes	$ 512,631.53		
Sarpy- MVT	$ 151,399.13		
Sarpy-Homestead Exemption	$ 29,007.26		
Sarpy-Public Power Sales Tax	$ 1,404,262.74		
Sarpy-Property Tax Credit	$ 460,453.48		
Sarpy-School Tax Credit	$ 1,471,808.04		
Sarpy-Carline Taxes	$ 458.65		
State Aid	$ 321,565.00		
County Fines	$ 4,611.02		
Special Education Transportation-School Age	$ 111,276.00		
Donation-Liberty Diversified	$ 2,500.00		
Summer School/ Preschool payments	$ 1,045.00		
Ipad/Laptop Usage Fees/Building Rental	$ 1,000.00		
Refunds/ Reimbursements/Ipad Damage Fines	$ 604.20		
			$ 4,475,413.21
			$ 15,968,219.44
Disbursements			
Transfers to General Fund NOW	$ 1,706,581.80		
Returned checks/ fees/ overpayment	$ -		
	$ -		$ 1,706,581.80
Investment Account Balance: End of Reporting Period			**$ 14,261,637.64**

General Fund Administrative Revolving Account			
Available Balance: Beginning of Reporting Period			$ 303.08
Deposits:			
Transfers From General Fund Investment Acc't	$ -		
			$ -
			$ 303.08
Disbursements			$ -
Bank Balance: End of Reporting Period			$ 303.08
Outstanding Checks: End of Reporting Period			
Admin. Revolving Account Balance: End of Reporting Period			**$ 303.08**
General Fund Administrative Revolving Account			$ 303.08
General Fund NOW Account			$ 353,205.57
General Fund Investment Account			$ 14,261,637.64
TOTAL GENERAL FUND BALANCE			**$ 14,615,146.29**
Employee Benefit Fund			
Available Balance: Beginning of Reporting Period			$ 279,674.15
Deposits:			
Horizon Bank - Interest			$ 47.50
Transfers From General Fund Investment Acc't			
Bank Balance: End of Reporting Period			$ 279,721.65
Certificate of Deposit			
Available Balance: End of Reporting Period			$ 279,721.65
Disbursements			$ -
Outstanding Checks: End of Reporting Period			$ 7.66
TOTAL EMPLOYEE BENEFIT BALANCE			**$ 279,713.99**
Special Building Fund #1 Account			
Available Balance: Beginning of Reporting Period			$ 5,368,928.98
Deposits:			
Horizon Bank - Interest	$ 1,311.63		
Sarpy County Treasurer - Local Taxes	$ 214,349.51		
Sarpy County-Homestead Exemption	$ 12,129.93		
Sarpy County-Public Power Sales Tax	$ 504,848.46		
Sarpy County-Property Tax Credit	$ 192,546.51		
Sarpy County-School Tax Credit	$ 615,461.50		
Sarpy County-Carline Tax	$ 191.79		
			$ 1,540,839.33
			$ 6,909,768.31
Disbursements			$ 42,283.68
Available Balance: End of Reporting Period			$ 6,867,484.63
TOTAL SPECIAL BUILDING FUND BALANCE			**$ 6,867,484.63**
School Lunch Investment Account			

Available Balance: Beginning of Reporting Period			$ 429,741.02
Deposits:			
Horizon Bank - Interest	$ 71.26		
Hot Lunches	$ 18,540.04		
State/Federal Aid	$ 14,945.64		
Donations-Helping Hands	$ 220.00		
			$ 33,776.94
			$ 463,517.96
Disbursements			$ 74,845.57
Bank Balance: End of Reporting Period			$ 388,672.39
Outstanding Checks: End of Reporting Period			$ 281.60
Available Balance: End of Reporting Period			$ 388,390.79
TOTAL SCHOOL LUNCH FUND BALANCE			**$ 388,390.79**
Bond Fund #1 Investment Account			
Available Balance: Beginning of Reporting Period			$ 4,477,208.91
Deposits:			
Horizon Bank - Interest	$ 1,030.35		
Sarpy County Treasurer - Local Taxes	$ 275,470.83		
Sarpy County-Homestead Exemption	$ 10,869.19		
Sarpy County-Public Power Sales Tax	$ 401,337.91		
Sarpy County-Property Tax Credit	$ 169,283.29		
Sarpy County-Carline Tax	$ 167.36		$ 858,158.93
			$ 5,335,367.84
Disbursements			$ 286,910.00
Outstanding Checks: End of Reporting Period			$ -
Available Balance: End of Reporting Period			$ 5,048,457.84
TOTAL BOND FUND BALANCE			**$ 5,048,457.84**
Building Fund #2 Investment Account (Series 2020 Bond)			
Available Balance: Beginning of Reporting Period			$ 17,432.01
Deposits:			
Horizon Bank - Interest	$ 2.96		
			$ 2.96
			$ 17,434.97
Disbursements			$ -
Outstanding Checks: End of Reporting Period			$ -
Available Balance: End of Reporting Period			$ 17,434.97
TOTAL BLDG. FUND #2 BALANCE (2020)			**$ 17,434.97**
Depreciation Fund Account			
Available Balance: Beginning of Reporting Period			$ 572,678.26
Deposits:			
Horizon Bank - Interest	$ 96.51		
Transfers From General Fund Investment Acc't			$ 96.51

			$	572,774.77
Disbursements			$	8,413.55
Available Balance: End of Reporting Period			$	564,361.22
Outstanding Checks:			$	-
TOTAL DEPRECIATION FUND BALANCE			**$**	**564,361.22**
QCPUF Fund Account				
Available Balance: Beginning of Reporting Period			$	476,304.11
Deposits:				
Sarpy County-Real Estate Taxes	$	31,573.68		
Sarpy County-Homestead Exemption	$	1,787.59		
Sarpy County-Public Power Sales Tax	$	75,156.30		
Sarpy County-Property Tax Credit	$	28,375.75		
Sarpy County-School Tax Credit	$	90,701.18		
Sarpy County-Carline Tax	$	28.26		
Horizon Bank - Interest	$	102.04	$	227,724.80
			$	704,028.91
Disbursements			$	1,256.25
Outstanding Checks: End of Reporting Period				
Available Balance: End of Reporting Period			$	702,772.66
TOTAL QCPUF FUND BALANCE			**$**	**702,772.66**

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD
horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
ADMINISTRATIVE REVOLVING ACCT
765 MAIN ST
SPRINGFIELD NE 68059

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 04-171-468 PIECES 0

		WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE	(04/30/25)			303.08
INTEREST PAID				
STATEMENT BALANCE	(05/31/25)			303.08

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 303.08

DAILY BALANCES ..... ACCOUNT 04-171-468

04/30	303.08	05/31	303.08

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Batch Description: MAY 2025 ADMIN REVOLVING **Processing Month:** 05/2025
Checking Account: ADMINREV ADMINISTRATIVE REVOLVING

Check/Reference Number	Description	Date	Amount
	Statement Balance	05/31/2025	303.08

Outstanding Checks

Check/Reference Number	Description	Date	Amount
5886	CITY OF SPRINGFIELD	09/07/2021	150.00
5910	NHSSCA	05/06/2022	200.00
		Total:	350.00

Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
303.08	(350.00)	(46.92)	(46.92)	0.00

Cleared Automatic Payment Total:
Cleared Checks Total:
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total:
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD
horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
STUDENT FEE ACCOUNT
765 MAIN ST
SPRINGFIELD NE 68059

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 04-151-129 PIECES 1

		WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE	(04/30/25)			3,552.25
INTEREST PAID				
1 CHECKS / DEBITS		3,009.00		
STATEMENT BALANCE	(05/31/25)			543.25

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 2,290.41

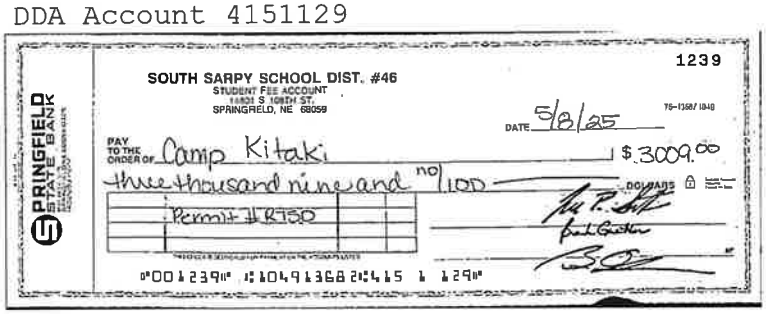
CHECKS / DEBITS ..... ACCOUNT 04-151-129

05/19	41522	3009.00	CUSTOMER CHE

DAILY BALANCES ..... ACCOUNT 04-151-129

04/30	3552.25	05/19	543.25	05/31	543.25

DDA Account 4151129



1239

SOUTH SARPY SCHOOL DIST. #46
STUDENT FEE ACCOUNT
11603 S 108TH ST.
SPRINGFIELD, NE 68059

75-1358/1040

DATE 5/8/25

PAY TO THE ORDER OF Camp Kitaki $3009.00

three thousand nine and no/100 DOLLARS

Permit #8750

⑆001239⑆ ⑈104913682⑆45 1 1239⑈

000041522 05/19/2025
3009.00

Batch Description: **MAY 2025 STUDENT FEE** **Processing Month:** **05/2025**
Checking Account: **12** **Student Fees Account**

Check/Reference Number	Description	Date	Amount
	Statement Balance	05/31/2025	543.25

Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
543.25	0.00	543.25	543.25	0.00

Cleared Automatic Payment Total:
Cleared Checks Total: 3,009.00
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total:
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

The Better Bank
FIVE POINTS BANK
MEMBER FDIC

PO BOX 1507
Grand Island NE 68802-1507

>001762 4202979 0001 93592 10Z 3

00229537
MSP 638

SPRINGFIELD PLATTEVIEW COMM
SCHOOLS LEASING CORPORATION
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Statement Ending 05/30/2025

SPRINGFIELD PLATTEVIEW COMM

Account Number: XXXXXX2131

Managing Your Accounts

Phone Number	800-5Points 800-576-4687
Website	www.5pointsbank.com

Effective July 1, 2025, Regulation CC funds availability amounts will increase due to inflation adjustments. For example, the minimum next-day availability for certain check deposits will rise from $225 to $275, and the large deposit threshold will increase from $5,525 to $6,725. These changes may affect when funds from your deposits are available. For details, visit a branch near you or you can call Five Points Bank Customer Service at 308-384-4323.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Checking Int Bearing	XXXXXX2131	$3,095,014.89

Business Checking Int Bearing - XXXXXX2131

Account Summary

Date	Description	Amount
05/01/2025	**Beginning Balance**	**$3,090,823.23**
	1 Credit(s) This Period	$4,191.66
	0 Debit(s) This Period	$0.00
05/30/2025	**Ending Balance**	**$3,095,014.89**

Interest Summary

Description	Amount
Interest Earned From 05/01/2025 Through 05/30/2025	
Annual Percentage Yield Earned	1.66%
Interest Days	30
Interest Earned	$4,191.66
Interest Paid This Period	$4,191.66
Interest Paid Year-to-Date	$20,901.61
Average Ledger Balance	$3,090,823.23
Average Available Balance	$3,090,823.23

Other Credits

Date	Description	Amount
05/30/2025	INTEREST AT 1.6500 %	$4,191.66

1 item(s) totaling $4,191.66

Daily Balances

Date	Amount
05/30/2025	$3,095,014.89

EQUAL HOUSING LENDER
Member FDIC

The Better Bank
FIVE POINTS BANK
MEMBER FDIC

PO BOX 1507
Grand Island NE 68802-1507

>000594 4202979 0001 93592 10Z 3

00229533 MSP 638
SARPY COUNTY SCHOOL DIST 0046
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Statement Ending 05/30/2025

SARPY COUNTY SCHOOL DIST 0046

Account Number: XXXXXX7773

Managing Your Accounts

Phone Number	800-5Points 800-576-4687
Website	www.5pointsbank.com

Effective July 1, 2025, Regulation CC funds availability amounts will increase due to inflation adjustments. For example, the minimum next-day availability for certain check deposits will rise from $225 to $275, and the large deposit threshold will increase from $5,525 to $6,725. These changes may affect when funds from your deposits are available. For details, visit a branch near you or you can call Five Points Bank Customer Service at 308-384-4323.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX7773	$21,642.42

Business Checking - XXXXXX7773

Account Summary

Date	Description	Amount
05/01/2025	**Beginning Balance**	**$21,642.42**
	0 Credit(s) This Period	$0.00
	0 Debit(s) Total Period	$0.00
05/30/2025	**Ending Balance**	**$21,642.42**

EQUAL HOUSING LENDER
Member FDIC

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1100			**PHS ATHLETICS**			***Previous Balance**						135,673.12
05 704 1100			PHS ATHLETICS									
05 1710 1100			PHS ATHLETICS ADMISSIONS									
04/29/2025	CR	2			4/29 TB CONF SOCCER GATE	ADMISSION,	0.00	908.00	0.00	0.00		
05/05/2025	CR	3			5/5 RESERVE BASEBALL	ADMISSION,	0.00	168.00	0.00	0.00		
05/29/2025	CR	5			GATE RECEIPTS FOR WERNER PARK GAME	OMAHA STORM CHASERS	0.00	1,304.00	0.00	0.00		
05 1740 1100			PHS ATHLETICS FEES									
05/29/2025	CR	1			WEIGHTS BREAKFAST PYMTS	PHS FRONT OFFICE	0.00	2,269.75	0.00	0.00		
05 1790 1100			CONCESSION INCOME									
05/02/2025	CR	1			VENDING MACHINE COMMISSION	CHESTERMAN COMPANY	0.00	166.29	0.00	0.00		
05 1951 1100			MISC REV FROM OTHER DIST IN STATE									
05/30/2025	CR	1			JV GOLF INVITE	CONCORDIA LUTHERAN HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/30/2025	CR	10			TRACK INVITE	FORT CALHOUN HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/30/2025	CR	2			JV GOLF INVITE	CEDAR BLUFF PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/30/2025	CR	3			JV GOLF INVITE	NORRIS HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/30/2025	CR	4			JV GOLF INVITE	GRETNA PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/30/2025	CR	5			TRACK INVITE	WAHOO PUBLIC SCHOOL DISTRICT #39	0.00	150.00	0.00	0.00		
05/30/2025	CR	6			TRACK INVITE	ASHLAND-GREENWOOD PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/30/2025	CR	7			TRACK INVITE	HASTINGS PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/30/2025	CR	8			TRACK INVITE	AUBURN PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/30/2025	CR	9			TRACK INVITE	RALSTON PUBLIC SCHOOLS	0.00	300.00	0.00	0.00		
05 1990 1100			PHS ATHLETICS OTHER RECEIPTS									
05/29/2025	CR	2			NCA GOLD CARD	SLOUP, MADISON	0.00	25.00	0.00	0.00		
05 2900 340 001 1100			OTHER PROFESSIONAL SERVICES									
05/05/2025	CD	20250505	5	62672	5/5 RESERVE BASEBALL	PATE, JEFF	100.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62685	5/4 SOCCER REF	DEGOLYER, ANDREW	160.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62706	GIRLS GOLF FEE	PLATTSMOUTH HIGH SCHOOL	120.00	0.00	0.00	0.00		
05/15/2025	CD	20250514-0001	5	62706	JV BOYS WRESTLING FEE	PLATTSMOUTH HIGH SCHOOL	150.00	0.00	0.00	0.00		
05/15/2025	CD	20250514-0002	5	62706	GIRLS VARSITY WRESTLING FEE	PLATTSMOUTH HIGH SCHOOL	150.00	0.00	0.00	0.00		
05/15/2025	CD	20250514-0003	5	62706	BOYS VARSITY WRESTLING FEE	PLATTSMOUTH HIGH SCHOOL	150.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62751	4/5 SOCCER REF	GRIFFITH, KYLE	245.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62710	2/22 FROSH BOYS TOURNEY	RALSTON HIGH SCHOOL	120.00	0.00	0.00	0.00		
05/15/2025	CD	20250514-0001	5	62710	4/14 B/G 9/10 TRACK INVITE FEE	RALSTON HIGH SCHOOL	200.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62699	5/4 SOCCER REF	MARSH, SCOT	160.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62696	4/12 TENNIS INVITE FEE	LINCOLN CHRISTIAN SCHOOL	100.00	0.00	0.00	0.00		
05/15/2025	CD	20250514-0001	5	62696	4/22 TENNIS INVITE FEE	LINCOLN CHRISTIAN SCHOOL	100.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62701	2025 BASEBALL SEASON	NEBRASKA UMPIRE'S ASSOC.	140.00	0.00	0.00	0.00		
05/15/2025	CD	20250515	5	62695	5/4 SOCCER REF	KENEALY, STEVE	160.00	0.00	0.00	0.00		
05/15/2025	CD	20250515	5	62682	5/4 SOCCER REF	CARDENAS, JUAN	85.00	0.00	0.00	0.00		
05/20/2025	CD	20250505 Void Check	5	62672	5/5 RESERVE BASEBALL	PATE, JEFF	(100.00)	0.00	0.00	0.00		
05/20/2025	CD	20241211 Void Check	5	62295	12/14 BOYS BB OFFICIAL	LEWIS, RYAN	(70.00)	0.00	0.00	0.00		
05/20/2025	CD	20241211 Void Check	5	62290	12/14 BOYS BB OFFICIAL	HENG, JOHNNY	(70.00)	0.00	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/21/2025	CD	20250520	5	62720	2 TENNIS INVITES	BEATRICE HIGH SCHOOL	150.00	0.00	0.00	0.00		
05/21/2025	CD	20250520	5	62720	GOLF INVITE	BEATRICE HIGH SCHOOL	125.00	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62728	SOCCER ASSIGNING FEE	FRANCOIS, JASON	170.00	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62731	TRACK PA	KINGSTON, KIRK	240.00	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62733	4/17 GOLF INVITE	NEBRASKA CITY PUBLIC SCHOOL	120.00	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62734	5/13 GOLF TOURNAMENT	PAPILLION LAVISTA HIGH SCHOOL	150.00	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62737	1/30 BASKETBALL FEES	TRAILBLAZER CONFERENCE	574.00	0.00	0.00	0.00		
05/21/2025	CD	20250521-0001	5	62737	4/29 SOCCER FEES	TRAILBLAZER CONFERENCE	358.00	0.00	0.00	0.00		
05/21/2025	CD	20250521-0002	5	62737	4/28 GIRLS SOCCER FEE	TRAILBLAZER CONFERENCE	(20.00)	0.00	0.00	0.00		
05/21/2025	CD	20250521-0003	5	62737	4/14 BASEBALL FEE	TRAILBLAZER CONFERENCE	127.00	0.00	0.00	0.00		
05/21/2025	CD	20250521-0004	5	62737	BASKETBALL ASSIGNING FEE	TRAILBLAZER CONFERENCE	126.00	0.00	0.00	0.00		
05/27/2025	CD	20250527	5	62746	4/30 GOLF INVITE	ELKHORN PUBLIC SCHOOLS	175.00	0.00	0.00	0.00		
05/27/2025	CD	20250527	5	62741	DISTRICT GOLF FEE	NORRIS HIGH SCHOOL	125.00	0.00	0.00	0.00		
05 2900 610 001 1100			PHS ATHLETICS									
05/15/2025	CD	20250515	5	62692	SIGNING DAY EXPENSES	HY-VEE ACCOUNTS RECEIVABLE	142.79	0.00	0.00	0.00		
05/15/2025	CD	952241814	5	62711	FB DECALS 2025	RIDDELL/ALL AMERICAN SPORTS	366.74	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	SIGNING DAY EXPENSES	SAM'S CLUB MC/SYNCB	65.94	0.00	0.00	0.00		
05/19/2025	CD	050925	5	160176	SETUP FOR ADD'L READERS	SQUARE	65.00	0.00	0.00	0.00		
05/19/2025	CD	051925	5	160176	CARD READERS	SQUARE	735.00	0.00	0.00	0.00		
05/30/2025	CD	053025	5	160187	6 REAMS CARDSTOCK AND PRINTER INK	QUILL CORP	190.72	0.00	0.00	0.00		
05 704 1100			**PHS ATHLETICS**			***Current Activity**						604.85
						***Ending Balance:**	5,886.19	6,491.04	0.00	0.00	0.00	136,277.97
05 704 1101			**PHS TIMING SYSTEM**			***Previous Balance**						8,625.51
05 704 1101			PHS TIMING SYSTEM									
05 1740 1101			FEES									
05/30/2025	CR	11			TIMING SYSTEM RENTAL	WAHOO PUBLIC SCHOOL DISTRICT #39	0.00	1,200.00	0.00	0.00		
05/30/2025	CR	12			TIMING SYSTEM RENTAL	ARLINGTON PUBLIC SCHOOLS	0.00	639.00	0.00	0.00		
05 2900 340 001 1101			OTHER PROFESSIONAL SERVICES									
05/02/2025	CD	20250502	5	62671	LIVE RESULTS FOR TRACK MEET	LODES, JULIE	39.00	0.00	0.00	0.00		
05 2900 610 001 1101			SUPPLIES									
05/15/2025	CD	20250515	5	62697	TRACK MEET LIVE RESULTS	LODES, JULIE	39.00	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	ATHLETIC LIVE	SAM'S CLUB MC/SYNCB	39.00	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	ATHLETIC LIVE	SAM'S CLUB MC/SYNCB	149.00	0.00	0.00	0.00		
05/20/2025	CD	20250515 Void Check	5	62697	TRACK MEET LIVE RESULTS	LODES, JULIE	(39.00)	0.00	0.00	0.00		
05 704 1101			**PHS TIMING SYSTEM**			***Current Activity**						1,612.00
						***Ending Balance:**	227.00	1,839.00	0.00	0.00	0.00	10,237.51
05 704 1102			**PHS ATHLETIC TRAINER**			***Previous Balance**						310.23
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	310.23
05 704 1106			**PHS BASEBALL**			***Previous Balance**						91.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	91.00
05 704 1111			**PHS BOYS BASKETBALL**			***Previous Balance**						(3,379.46)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(3,379.46)

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1116			**PHS BOYS GOLF**			***Previous Balance**						297.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	297.00
05 704 1121			**PHS BOYS SOCCER**			***Previous Balance**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1126			**PHS CROSS COUNTRY**			***Previous Balance**						536.11
05 704 1126			PHS CROSS COUNTRY									
05 2900 610 001 1126			PHS CROSS COUNTRY EQUIP/SUPPLIES									
05/23/2025	CD	052325	5	160186	XC FAN & BATTERY	ECOFLOW TECH.COM	2,152.83	0.00	0.00	0.00		
05 704 1126			**PHS CROSS COUNTRY**			***Current Activity**						(2,152.83)
						***Ending Balance:**	2,152.83	0.00	0.00	0.00	0.00	(1,616.72)
05 704 1131			**PHS FOOTBALL**			***Previous Balance**						(1,517.21)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,517.21)
05 704 1136			**PHS GIRLS BASKETBALL**			***Previous Balance**						(1,458.46)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,458.46)
05 704 1141			**PHS GIRLS GOLF**			***Previous Balance**						750.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	750.00
05 704 1146			**PHS GIRLS SOCCER**			***Previous Balance**						(5,676.80)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(5,676.80)
05 704 1151			**PHS SOFTBALL**			***Previous Balance**						1,816.64
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,816.64
05 704 1152			**PHS GIRLS TENNIS**			***Previous Balance**						1,127.84
05 2900 340 001 1152			OTHER PROFESSIONAL SERVICES									
06/23/2025	PO	PHS-PO0118			ELITE THREE - TENNIS BALL MACHINE	LOBSTER SPORTS. INC	0.00	0.00	0.00	2,099.00		
06/23/2025	PO	PHS-PO0118			ELITE AC POWER PAK	LOBSTER SPORTS. INC	0.00	0.00	0.00	249.00		
06/23/2025	PO	PHS-PO0118			SHIPPING	LOBSTER SPORTS. INC	0.00	0.00	0.00	40.00		
05 704 1152			**PHS GIRLS TENNIS**			***Previous Balance**						(2,388.00)
						***Ending Balance:**	0.00	0.00	0.00	2,388.00	0.00	(1,260.16)
05 704 1156			**PHS TRACK**			***Previous Balance**						(1,141.46)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,141.46)
05 704 1161			**PHS VOLLEYBALL**			***Previous Balance**						1,250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,250.00
05 704 1166			**PHS BOYS WRESTLING**			***Previous Balance**						1,281.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,281.00
05 704 1167			**PHS GIRLS WRESTLING**			***Previous Balance**						750.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	750.00
05 704 1181			**PHS PC BOYS BASKETBALL**			***Previous Balance**						250.00

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Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1183			**PHS PC BOYS TRACK**			***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1185			**PHS PC FOOTBALL**			***Previous Balance**						(1,904.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,904.00)
05 704 1187			**PHS PC GIRLS BASKETBALL**			***Previous Balance**						(322.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(322.00)
05 704 1189			**PHS PC GIRLS TRACK**			***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1191			**PHS PC VOLLEYBALL**			***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1193			**PHS PC WRESTLING**			***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1195			**PHS PC XCOUNTRY**			***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1200			**PHS ACTIVITIES**			***Previous Balance**						3,758.17
05 704 1200			PHS ACTIVITIES									
05 2900 610 001 1200			PHS ACTIVITIES									
05/15/2025	CD	2025-19	5	62700	SENIOR DIVISION REGISTRATION	NE FUTURE PROBLEM SOLVING PROGRAM	150.00	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	CROWN AWARDS FOR HONORS NIGHT	SAM'S CLUB MC/SYNCB	116.75	0.00	0.00	0.00		
05 704 1200			**PHS ACTIVITIES**			***Current Activity**						(266.75)
						***Ending Balance:**	266.75	0.00	0.00	0.00	0.00	3,491.42
05 704 1220			**PHS CHEER**			***Previous Balance**						6,635.40
05 704 1220			PHS CHEER									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	165.00	
05 1741 1220			CHEER ACTIVITY FEES									
05/30/2025	CR	5			BAKE SALE	KREGER, MELODY	0.00	155.00	0.00	0.00		
05/30/2025	CR	9			25/26 WISH LIST PYMT	PLATTEVIEW BOOSTER CLUB	0.00	2,270.00	0.00	0.00		
05 2900 610 001 1220			PHS CHEER									
04/15/2025	PO	1			UNIFORM PIECES	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	4,980.42		
04/15/2025	PO	1			CAMP GEAR	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	4,987.50		
04/15/2025	PO	1			MENS WEAR	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	491.94		
04/15/2025	PO	1			SHIPPING	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	731.00		
05/21/2025	CD	PHS-PO0113 44904323	5	62726	CUSTOM FLAG	VARSITY SPIRIT FASHIONS & SUPPLIES	249.95	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO0113 44904323	5	62726	22" MEGAPHONE/SCR	VARSITY SPIRIT FASHIONS & SUPPLIES	38.95	0.00	0.00	0.00		

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Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/21/2025	CD	PHS-PO011344904323	5	62726	VSF POWERFIT SHELL	VARSITY SPIRIT FASHIONS & SUPPLIES	3,240.00	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	CUST/MONO/TT COMBO-WOM NVY WHTWHT	VARSITY SPIRIT FASHIONS & SUPPLIES	259.00	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	3 COLOR LRG LTR: FNY FSC FHW P	VARSITY SPIRIT FASHIONS & SUPPLIES	235.00	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	POWERFIT A-LINE SKIRT	VARSITY SPIRIT FASHIONS & SUPPLIES	240.00	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	POWERFIT MEN'S PANT	VARSITY SPIRIT FASHIONS & SUPPLIES	96.95	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	VSF GUY'S MFLEX SHIRT	VARSITY SPIRIT FASHIONS & SUPPLIES	85.95	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	3 COLOR LRG LTR: FNY FSC FWH P	VARSITY SPIRIT FASHIONS & SUPPLIES	11.75	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	CUST MONO/TT COMBO-GUYS NVY WHT SCR	VARSITY SPIRIT FASHIONS & SUPPLIES	12.95	0.00	0.00	0.00		
05/21/2025	CD	PHS-PO011344904323	5	62726	SHIPPING	VARSITY SPIRIT FASHIONS & SUPPLIES	311.00	0.00	0.00	0.00		
05/21/2025	CD	1VMV-X36Y-CHHC	5	62719	BOWS, BAGS & SKIRTS	AMAZON CAPITAL SERVICES	632.41	0.00	0.00	0.00		
05/21/2025	CD	1L7Q-LVWR-RKF9	5	62719	BAGS & BACKPACKS	AMAZON CAPITAL SERVICES	539.00	0.00	0.00	0.00		
05 704 1220			**PHS CHEER**			***Current Activity**						(14,553.77)
						***Ending Balance:**	5,952.91	2,425.00	0.00	11,190.86	165.00	(7,918.37)
05 704 1230			**PHS COLOR GUARD**			***Previous Balance**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1240			**PHS DANCE TEAM**			***Previous Balance**						1,339.12
05 704 1240			PHS DANCE TEAM									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	1,100.00	
05 1740 1240			FEES									
05/30/2025	CR	1			DANCE PYMTS	LINDSEY HINRICHS	0.00	3,798.00	0.00	0.00		
05 1920 1240			DONATIONS									
05/30/2025	CR	4			DANCE SPEAKER 25/26 WISH LIST	PLATTEVIEW BOOSTER CLUB	0.00	239.95	0.00	0.00		
05 2900 610 001 1240			PHS DANCE TEAM									
05/09/2025	PO	PHS-PO0115			CUSTOM CLASSIC: SALES	LINE UP, THE	0.00	0.00	0.00	2,010.00		
05/09/2025	PO	PHS-PO0115			20% DISCOUNT TLU GROUP DISCOUNT	LINE UP, THE	0.00	0.00	0.00	(402.00)		
05/09/2025	PO	PHS-PO0115			PRESEASON DISCOUNT 10%	LINE UP, THE	0.00	0.00	0.00	(201.00)		
05/09/2025	PO	PHS-PO0115			SKIRT LENGTH PATTERN FEES	LINE UP, THE	0.00	0.00	0.00	40.00		
05/09/2025	PO	PHS-PO0115			SHIPPING	LINE UP, THE	0.00	0.00	0.00	23.64		
05/14/2025	PO	PHS-PO0114			DANCE HALTER	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	269.76		
05/14/2025	PO	PHS-PO0114			3 COLOR LG LTR FSC FWH FNY P	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	70.50		
05/14/2025	PO	PHS-PO0114			VSF A-LINE SKIRT	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	329.16		
05/14/2025	PO	PHS-PO0114			VSF A-LINE SKIRT	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	60.95		
05/14/2025	PO	PHS-PO0114			4IN1 CLR MET WIDE/XFULL	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	466.90		

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Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/14/2025	PO	PHS-PO0114			HANDS FREE POM STRAPS	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	60.00		
05/14/2025	PO	PHS-PO0114			4IN1 CLR MET WIDE/XFULL	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	466.90		
05/14/2025	PO	PHS-PO0114			SHIPPING	VARSITY SPIRIT FASHIONS & SUPPLIES	0.00	0.00	0.00	118.50		
05/16/2025	CD	051625	5	160175	HARMAN/JBL SPEAKER	SAM'S CLUB MC/SYNCB	239.95	0.00	0.00	0.00		
05 704 1240			**PHS DANCE TEAM**			***Current Activity**						1,584.69
						***Ending Balance:**	239.95	4,037.95	0.00	3,313.31	1,100.00	2,923.81
05 704 1250			**PHS MOCK TRIAL**			***Previous Balance**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1260			**PHS MUSICAL**			***Previous Balance**						14,888.06
05 704 1260			PHS MUSICAL									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	198.00	
05 1790 1260			CONCESSION INCOME									
05/05/2025	GJ				MUSICAL TICKETS PYMT		0.00	254.00	0.00	0.00		
05 2900 610 001 1260			PHS MUSICAL									
05/21/2025	CD	20250521	5	62729	REIMBURSE MUSICAL EXPENSES	HARRISON, JENNIE	22.42	0.00	0.00	0.00		
05 704 1260			**PHS MUSICAL**			***Current Activity**						429.58
						***Ending Balance:**	22.42	254.00	0.00	0.00	198.00	15,317.64
05 704 1270			**PHS PLAY PRODUCTION**			***Previous Balance**						4,220.35
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,220.35
05 704 1275			**PHS SHOW CHOIR**			***Previous Balance**						2,111.86
05 704 1275			PHS SHOW CHOIR									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	33.00	
05 704 1275			**PHS SHOW CHOIR**			***Current Activity**						33.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	33.00	2,144.86
05 704 1280			**PHS SPEECH**			***Previous Balance**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1305			**PHS FRESHMEN**			***Previous Balance**						1,500.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,500.00
05 704 1310			**PHS SOPHOMORES**			***Previous Balance**						4,591.99
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,591.99
05 704 1315			**PHS JUNIORS**			***Previous Balance**						5,661.81
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	5,661.81
05 704 1320			**PHS SENIORS**			***Previous Balance**						7,366.96
05 704 1320			PHS SENIORS									
05 2900 610 001 1320			PHS SENIORS									
05/16/2025	CD	051625	5	160175	SENIOR BREAKFAST	SAM'S CLUB MC/SYNCB	49.53	0.00	0.00	0.00		

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Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/16/2025	CD	051625	5	160180	SENIOR BREAKFAST	CASEY'S GENERAL STORE	326.85	0.00	0.00	0.00		
05 704 1320			**PHS SENIORS**			***Current Activity**						(376.38)
						***Ending Balance:**	376.38	0.00	0.00	0.00	0.00	6,990.58
05 704 1330			**PHS ART**			***Previous Balance**						1,749.26
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,749.26
05 704 1340			**PHS BAND**			***Previous Balance**						8,445.62
05 704 1340			PHS BAND									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	88.00	
05 1710 1340			PHS BAND									
05/06/2025	CR	1			5/6 PC MUSIC GATE	ADMISSION,	0.00	289.00	0.00	0.00		
05 2900 610 001 1340			PHS BAND									
05/12/2025	CD	051225	5	160181	MUSIC DINNER	GOLDEN APPLE BUFFET	444.79	0.00	0.00	0.00		
05/15/2025	CD	20250515	5	62688	REIMBURSE OVERPAYMENT	FORT CALHOUN HIGH SCHOOL	360.00	0.00	0.00	0.00		
05/27/2025	CD	CR#4923816	5	62742	CREDIT #4923816	SCHMITT MUSIC CENTER	(295.74)	0.00	0.00	0.00		
05/27/2025	CD	221053	5	62742	BARI SAX REEDS	SCHMITT MUSIC CENTER	38.69	0.00	0.00	0.00		
05/27/2025	CD	5533283	5	62742	INVOICE APPLIED TO CREDIT (REEDS)	SCHMITT MUSIC CENTER	90.87	0.00	0.00	0.00		
05/27/2025	CD	5740843	5	62742	INVOICE APPLIED TO CREDIT (CORKS/REPAIR)	SCHMITT MUSIC CENTER	32.00	0.00	0.00	0.00		
05/27/2025	CD	6100758	5	62742	WHITE STICK TAPE - APPLY CREDIT	SCHMITT MUSIC CENTER	36.75	0.00	0.00	0.00		
05/27/2025	CD	6310445.	5	62742	REED PURCHASE APPLIED TO CREDIT	SCHMITT MUSIC CENTER	69.28	0.00	0.00	0.00		
05/27/2025	CD	6459118	5	62742	BARI SAX YAMAHA MPC	SCHMITT MUSIC CENTER	56.45	0.00	0.00	0.00		
05/27/2025	CD	6459118	5	62742	BARI SAX YAMAHA LIGATURE	SCHMITT MUSIC CENTER	11.85	0.00	0.00	0.00		
05 704 1340			**PHS BAND**			***Current Activity**						(467.94)
						***Ending Balance:**	844.94	289.00	0.00	0.00	88.00	7,977.68
05 704 1350			**PHS CHOIR**			***Previous Balance**						4,321.61
05 704 1350			PHS CHOIR									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	132.00	
05 1710 1350			PHS CHOIR									
05/06/2025	CR	1			5/6 PC MUSIC GATE	ADMISSION,	0.00	289.00	0.00	0.00		
05 2900 610 001 1350			PHS CHOIR									
05/12/2025	CD	051225	5	160181	MUSIC DINNER	GOLDEN APPLE BUFFET	444.79	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62690	VIOLIN CLINICIAN	HAKE, CHRISTOPHER	100.00	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	HY-VEE FLOWERS FOR MILLARD WEST	SAM'S CLUB MC/SYNCB	98.96	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	POPPLERS MUSIC	SAM'S CLUB MC/SYNCB	433.95	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62732	DONUTS FOR CHOIR LAST DAY	KROLL, MORGAN	56.94	0.00	0.00	0.00		
05 704 1350			**PHS CHOIR**			***Current Activity**						(713.64)
						***Ending Balance:**	1,134.64	289.00	0.00	0.00	132.00	3,607.97
05 704 1360			**PHS CONSTRUCTION TECH**			***Previous Balance**						751.54
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	751.54
05 704 1370			**PHS FAMILY CONSUMER SCIENCE**			***Previous Balance**						2,863.15

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1370 PHS FAMILY CONSUMER SCIENCE												
05 1740 1370 FEES												
05/30/2025	CR	2			RANDY'S FOODS CLASS	FRYAR, KIM	0.00	30.00	0.00	0.00		
05 704 1370			**PHS FAMILY CONSUMER SCIENCE**			***Current Activity**						30.00
						***Ending Balance:**	0.00	30.00	0.00	0.00	0.00	2,893.15
05 704 1380			**PHS INDUSTRY TECH**			***Previous Balance**						598.15
05 704 1380 PHS INDUSTRY TECH												
05 1740 1380 FEES												
05/30/2025	CR	7			CLASS SUPPLIES	BOS, MICHAEL	0.00	1,085.00	0.00	0.00		
05 704 1380			**PHS INDUSTRY TECH**			***Current Activity**						1,085.00
						***Ending Balance:**	0.00	1,085.00	0.00	0.00	0.00	1,683.15
05 704 1385			**PHS SCIENCE**			***Previous Balance**						2,766.06
05 704 1385 PHS SCIENCE												
05 1740 1385 FEES												
05/30/2025	CR	6			MATERIAL SCIENCE SUPPLIES	ORTIZ, SARAH	0.00	80.00	0.00	0.00		
05 704 1385			**PHS SCIENCE**			***Current Activity**						80.00
						***Ending Balance:**	0.00	80.00	0.00	0.00	0.00	2,846.06
05 704 1387			**PHS WEIGHT ROOM**			***Previous Balance**						1,981.17
05 704 1387 PHS WEIGHT ROOM												
05 2900 610 001 1387 PHS WEIGHT ROOM												
05/05/2025	CD	1000420127	5	160179	EXCERCISE BANDS	ELITE FTS	159.64	0.00	0.00	0.00		
05/06/2025	CD	20250602	5	160178	FOAM ROLLER STORAGE	BELLS OF STEEL	168.79	0.00	0.00	0.00		
05/15/2025	CD	1693-CRYJ-DRLD	5	62680	FOAM ROLLERS//SQUAT WEDGE/SLANT BOARD	AMAZON CAPITAL SERVICES	1,095.57	0.00	0.00	0.00		
05 704 1387			**PHS WEIGHT ROOM**			***Current Activity**						(1,424.00)
						***Ending Balance:**	1,424.00	0.00	0.00	0.00	0.00	557.17
05 704 1390			**PHS YEARBOOK**			***Previous Balance**						23,718.44
05 704 1390 PHS YEARBOOK												
05 1920 1390 YRBK CONTRIBUTIONS/DONATIONS												
05/29/2025	CR	1			YEARBOOK SALES	KERSULOV, MICHAEL	0.00	110.00	0.00	0.00		
05/30/2025	CR	2			2021 YEARBOOK PYMT	PHS FRONT OFFICE	0.00	50.00	0.00	0.00		
05 704 1390			**PHS YEARBOOK**			***Current Activity**						160.00
						***Ending Balance:**	0.00	160.00	0.00	0.00	0.00	23,878.44
05 704 1405			**PHS ART CLUB**			***Previous Balance**						1,215.93
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,215.93
05 704 1410			**PHS DIVERSITY CLUB**			***Previous Balance**						1.01
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1.01
05 704 1412			**PHS ESPORTS**			***Previous Balance**						3,379.51
05 704 1412 PHS ESPORTS												
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	159.50	

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 1740 1412 FEES												
05/30/2025	CR	5			ESPORTS PYMTS	MAHONEY, JEREMY	0.00	133.00	0.00	0.00		
05 2900 610 001 1412 PHS ESPORTS												
05/08/2025	CD	20250508	5	62674	eSPORTS BANQUET	VALENTINO'S	208.00	0.00	0.00	0.00		
05 704 1412			**PHS ESPORTS**			***Current Activity**						84.50
						***Ending Balance:**	208.00	133.00	0.00	0.00	159.50	3,464.01
05 704 1415			**PHS FBLA**			***Previous Balance**						1,973.85
05 704 1415 PHS FBLA												
05 2900 610 001 1415 PHS FBLA SUPPLIES												
05/23/2025	CD	052325	5	160185	ADD'L OWED TO NE FBLA	NE FBLA	100.00	0.00	0.00	0.00		
05 704 1415			**PHS FBLA**			***Current Activity**						(100.00)
						***Ending Balance:**	100.00	0.00	0.00	0.00	0.00	1,873.85
05 704 1420			**PHS FCCLA**			***Previous Balance**						63.92
05 704 1420 PHS FCCLA												
05 2900 610 001 1420 PHS FCCLA												
05/16/2025	CD	051625	5	160175	EXTRA HOTEL NIGHT @ HILTON	SAM'S CLUB MC/SYNCB	141.00	0.00	0.00	0.00		
05 704 1420			**PHS FCCLA**			***Current Activity**						(141.00)
						***Ending Balance:**	141.00	0.00	0.00	0.00	0.00	(77.08)
05 704 1425			**PHS FUTURE PROBLEM SOLVERS**			***Previous Balance**						45.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	45.00
05 704 1427			**PHS GREEN CLUB**			***Previous Balance**						4,721.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,721.00
05 704 1430			**PHS LETTER CLUB**			***Previous Balance**						1,406.90
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,406.90
05 704 1435			**PHS LITERARY CLUB**			***Previous Balance**						59.43
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	59.43
05 704 1440			**PHS NATIONAL HONOR SOCIETY**			***Previous Balance**						7,411.38
05 704 1440 PHS NATIONAL HONOR SOCIETY												
05 1790 1440 PHS NATIONAL HONOR SOCIETY MISC INCOME												
05/29/2025	CR	4			NHS STOLES	LODES, JULIE	0.00	125.00	0.00	0.00		
05 2900 610 001 1440 PHS NATIONAL HONOR SOCIETY												
05/21/2025	CD	20250520	5	62724	RED CROSS SCHOLARSHIP	STEWART, LYDIA	350.00	0.00	0.00	0.00		
05/21/2025	CD	20250520	5	62723	RED CROSS SCHOLARSHIP	KREBS, LILY	300.00	0.00	0.00	0.00		
05/21/2025	CD	20250520	5	62721	RED CROSS SCHOLARSHIP	CZECH, MACY	350.00	0.00	0.00	0.00		
05 704 1440			**PHS NATIONAL HONOR SOCIETY**			***Current Activity**						(875.00)
						***Ending Balance:**	1,000.00	125.00	0.00	0.00	0.00	6,536.38
05 704 1445			**PHS QUIZ BOWL**			***Previous Balance**						1,775.37
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,775.37
05 704 1450			**PHS SKILLS USA**			***Previous Balance**						4,315.84

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1450 PHS SKILLS USA												
05 2900 610 001 1450 PHS SKILLS USA												
05/21/2025	CD	20250521	5	62727	SKILLS USA EXPENSES REIMBURSEMENT	BOS, MICHAEL	1,290.50	0.00	0.00	0.00		
05 704 1450			**PHS SKILLS USA**			***Current Activity**						(1,290.50)
						***Ending Balance:**	1,290.50	0.00	0.00	0.00	0.00	3,025.34
05 704 1455			**PHS SPANISH CLUB**			***Previous Balance**						574.68
05 704 1455 PHS SPANISH CLUB												
05 2900 610 001 1455 PHS SPANISH CLUB												
05/27/2025	CD	20250527	5	62745	SNACKS - ACT & MEETINGS	ZELENY, KIMBERLY	120.50	0.00	0.00	0.00		
05 704 1455			**PHS SPANISH CLUB**			***Current Activity**						(120.50)
						***Ending Balance:**	120.50	0.00	0.00	0.00	0.00	454.18
05 704 1460			**PHS SPIRIT CLUB**			***Previous Balance**						452.38
05 704 1460 PHS SPIRIT CLUB												
05 1990 1460 OTHER LOCAL RECEIPTS												
05/02/2025	CR	2			VENDING MACHINE COMMISSION	CHESTERMAN COMPANY	0.00	47.89	0.00	0.00		
05/30/2025	CR	10			TEACHER APPRECIATION DONATION	PHS FRONT OFFICE	0.00	100.00	0.00	0.00		
05 2900 610 001 1460 PHS SPIRIT CLUB												
05/16/2025	CD	051625	5	160175	SUNSHINE COMTE EXPENSES	SAM'S CLUB MC/SYNCB	15.25	0.00	0.00	0.00		
05 704 1460			**PHS SPIRIT CLUB**			***Current Activity**						132.64
						***Ending Balance:**	15.25	147.89	0.00	0.00	0.00	585.02
05 704 1465			**PHS STUDENT COUNCIL**			***Previous Balance**						901.37
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	901.37
05 704 1470			**PHS TECH CLUB**			***Previous Balance**						51.14
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	51.14
05 704 1475			**PHS THESPIANS**			***Previous Balance**						966.39
05 704 1475 PHS THESPIANS												
05 1741 1475 EXTRACURRICULAR ACTIVITY FEES												
05/30/2025	CR	3			INDUCTION FEES	KERSULOV, MICHAEL	0.00	70.00	0.00	0.00		
05/30/2025	CR	4			INDUCTION FEES	KERSULOV, MICHAEL	0.00	35.00	0.00	0.00		
05 704 1475			**PHS THESPIANS**			***Current Activity**						105.00
						***Ending Balance:**	0.00	105.00	0.00	0.00	0.00	1,071.39
05 704 1505			**PHS COMPUTER SCIENCE DUAL CREDIT**			***Previous Balance**						1,108.45
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,108.45
05 704 1507			**PHS ELA DUAL CREDIT**			***Previous Balance**						3,549.45
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,549.45
05 704 1510			**PHS GOVERNMENT DUAL CREDIT**			***Previous Balance**						1,266.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,266.00
05 704 1515			**PHS MATH DUAL CREDIT**			***Previous Balance**						5,725.00

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Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	5,725.00
05 704 1520			**PHS SPANISH DUAL CREDIT**			***Previous Balance**						1,391.14
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,391.14
05 704 1600			**PHS BASEBALL**			***Previous Balance**						10,643.69
05 704 1600			PHS BASEBALL									
05 1741 1600			EXTRACURRICULAR ACTIVITY FEES									
03/07/2025	GJ				MUSICAL TICKETS PYMT		0.00	(168.00)	0.00	0.00		
05 2900 610 001 1600			PHS BASEBALL									
05/22/2025	PO	PHS-PO0116			WRESTLING MAT REPLACEMENT	DOLLAMUR SPORTS SURFACES	0.00	0.00	0.00	3,500.00		
05 704 1600			**PHS BASEBALL**			***Previous Balance**						(3,668.00)
						***Ending Balance:**	0.00	(168.00)	0.00	3,500.00	0.00	6,975.69
05 704 1605			**PHS BOYS BASKETBALL**			***Previous Balance**						4,753.02
05 704 1605			PHS BOYS BASKETBALL									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	533.50	
05 1741 1605			EXTRACURRICULAR ACTIVITY FEES									
05/30/2025	CR	6			YOUTH CAMP PYMTS	SCHLEIMEN, BRAD	0.00	652.00	0.00	0.00		
05 2900 610 001 1605			PHS BOYS BASKETBALL									
05/28/2025	CD	20250528	5	62747	SUMMER LEAGUES	OMAHA SPORTS ACADEMY	1,125.00	0.00	0.00	0.00		
05 704 1605			**PHS BOYS BASKETBALL**			***Current Activity**						60.50
						***Ending Balance:**	1,125.00	652.00	0.00	0.00	533.50	4,813.52
05 704 1610			**PHS BOYS GOLF**			***Previous Balance**						(30.91)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(30.91)
05 704 1615			**PHS BOYS SOCCER**			***Previous Balance**						7,697.16
05 704 1615			PHS BOYS SOCCER									
05 1741 1615			EXTRACURRICULAR ACTIVITY FEES									
05/30/2025	CR	7			25/26 WISH LIST - BAGS	PLATTEVIEW BOOSTER CLUB	0.00	874.00	0.00	0.00		
05 2900 610 001 1615			PHS BOYS SOCCER									
05/15/2025	CD	20250515	5	62681	BANNER/POSTERS	BARNES PHOTOGRAPHY	142.50	0.00	0.00	0.00		
05/21/2025	CD	71111	5	62736	SOCCER CHAMPIONSHIP SHIRTS	STADIUM SPORTS	1,067.00	0.00	0.00	0.00		
05/27/2025	CD	6109	5	62744	GATORADE FUELING ON THE GO	CORNERSTONE	1,250.00	0.00	0.00	0.00		
05 704 1615			**PHS BOYS SOCCER**			***Current Activity**						(1,585.50)
						***Ending Balance:**	2,459.50	874.00	0.00	0.00	0.00	6,111.66
05 704 1620			**PHS CROSS COUNTRY**			***Previous Balance**						1,526.74
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,526.74
05 704 1625			**PHS FOOTBALL**			***Previous Balance**						5,693.73
05 704 1625			PHS FOOTBALL									
05 1741 1625			EXTRACURRICULAR ACTIVITY FEES									
05/30/2025	CR	8			25/26 WISH LIST PYMT	PLATTEVIEW BOOSTER CLUB	0.00	2,925.00	0.00	0.00		

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Chart of Account Number / Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 2900 610 001 1625 PHS FOOTBALL													
	05/15/2025	CD	PHS-0502-1625 2501170926	5	62709	VARSITY JAX TACKLER	RAE CROWTHER CO.	2,590.00	0.00	0.00	0.00		
	05/15/2025	CD	PHS-0502-1625 2501170926	5	62709	SHIPPING	RAE CROWTHER CO.	427.35	0.00	0.00	0.00		
	05/15/2025	CD	2501170926	5	62709	SHIPPING DISCOUNT	RAE CROWTHER CO.	(39.35)	0.00	0.00	0.00		
	05/21/2025	CD	20250521	5	62738	7v7 NE PREPS REGISTRATION FEE	BELLEVUE WEST HIGH SCHOOL	300.00	0.00	0.00	0.00		
	05/27/2025	CD	6109	5	62744	GATORADE FUELING ON THE GO	CORNERSTONE	1,675.00	0.00	0.00	0.00		
05 704 1625				**PHS FOOTBALL**			***Current Activity**						(2,028.00)
							***Ending Balance:**	4,953.00	2,925.00	0.00	0.00	0.00	3,665.73
05 704 1630				**PHS GIRLS BASKETBALL**			***Previous Balance**						999.99
05 704 1630 PHS GIRLS BASKETBALL													
05 1741 1630 EXTRACURRICULAR ACTIVITY FEES													
	03/07/2025	GJ				MUSICAL TICKETS PYMT		0.00	(86.00)	0.00	0.00		
05 1920 1630 DONATIONS GBALL FUNDRAISING													
	05/30/2025	CR	1			25/26 WISH LIST PYMT	PLATTEVIEW BOOSTER CLUB	0.00	240.00	0.00	0.00		
05 2900 610 001 1630 PHS GIRLS BASKETBALL													
	05/15/2025	CD	20250515	5	62717	JERSEY BINS/BANQUET SUPPLIES	WILLS, COLE	111.30	0.00	0.00	0.00		
	05/15/2025	CD	20250515	5	62707	SUMMER LEAGUE FEE	PLHS GIRLS BASKETBALL	375.00	0.00	0.00	0.00		
	05/15/2025	CD	1WHL-4F1J-4WPG	5	62680	BLOCKING GUARDS	AMAZON CAPITAL SERVICES	259.02	0.00	0.00	0.00		
05 704 1630				**PHS GIRLS BASKETBALL**			***Current Activity**						(591.32)
							***Ending Balance:**	745.32	154.00	0.00	0.00	0.00	408.67
05 704 1635				**PHS GIRLS GOLF**			***Previous Balance**						501.44
05 704 1635 PHS GIRLS GOLF													
	05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	143.00	
05 704 1635				**PHS GIRLS GOLF**			***Current Activity**						143.00
							***Ending Balance:**	0.00	0.00	0.00	0.00	143.00	644.44
05 704 1640				**PHS GIRLS SOCCER**			***Previous Balance**						516.32
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	516.32
05 704 1645				**PHS SOFTBALL**			***Previous Balance**						3,873.89
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	3,873.89
05 704 1647				**PHS TENNIS FUNDRAISING**			***Previous Balance**						3,528.22
05 704 1647 PHS TENNIS FUNDRAISING													
05 2900 610 001 1647 SUPPLIES													
	05/15/2025	CD	20250515-0001	5	62681	TENNIS PHOTOS/BANNER	BARNES PHOTOGRAPHY	125.00	0.00	0.00	0.00		
	05/15/2025	CD	20250515	5	62702	FOOD FOR TOURNAMENTS	NIELSEN, ALEX	282.46	0.00	0.00	0.00		
05 704 1647				**PHS TENNIS FUNDRAISING**			***Current Activity**						(407.46)
							***Ending Balance:**	407.46	0.00	0.00	0.00	0.00	3,120.76
05 704 1650				**PHS TRACK**			***Previous Balance**						3,414.18

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Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1650			PHS TRACK									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	319.00	
05 1741 1650			ACTIVITY FEES TRACK FUNDRAISING									
05/30/2025	CR	11			DONATION FROM HAUFF'S WEBSTORE	ELDER, CHRISTINA	0.00	202.23	0.00	0.00		
05 1990 1650			OTHER RECEIPTS-TRACK FUNDRAISING									
05/30/2025	CR	3			DONATION FROM A&L HYDRAULICS, INC	ELDER, CHRISTINA	0.00	200.00	0.00	0.00		
05 2900 610 001 1650			PHS TRACK									
05/15/2025	CD	2025-1571	5	160183	TRACK SHIRTS	ACCELERATED GRAPHX	961.06	0.00	0.00	0.00		
05/15/2025	CD	20250515	5	62686	REIMB. SENIOR GIFTS - FRAMES/PICTURES	ELDER, CHRISTINA	114.00	0.00	0.00	0.00		
05/15/2025	CD	171714	5	62691	ULTRA LIGHT COACHES HAT	HAUFF MID-AMERICA SPORTS	38.06	0.00	0.00	0.00		
05/15/2025	CD	169744	5	62691	POLE VAULT CROSSBAR COLLEGIATE	HAUFF MID-AMERICA SPORTS	99.95	0.00	0.00	0.00		
05/21/2025	CD	20250520	5	62722	REIMBURSEMENT FROM TRACK	DALY, ERIN	200.00	0.00	0.00	0.00		
05/21/2025	CD	20250521	5	62735	SENIOR TRACK GIFTS	SARMIENTO-WULF, ELLEN	28.90	0.00	0.00	0.00		
05/21/2025	CD	172336	5	62730	TRACK SPIKES FOR STATE	HAUFF MID-AMERICA SPORTS	11.95	0.00	0.00	0.00		
05/27/2025	GJ				FAST GROWING TREES		270.00	0.00	0.00	0.00		
05/28/2025	GJ				FAST GROWING TREES		(270.00)	0.00	0.00	0.00		
05 704 1650			**PHS TRACK**			***Current Activity**						(732.69)
						***Ending Balance:**	1,453.92	402.23	0.00	0.00	319.00	2,681.49
05 704 1655			**PHS UNIFIED/FOOTBALL**			***Previous Balance**						244.02
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	244.02
05 704 1656			**PHS UNIFIED/SOCCER**			***Previous Balance**						1,800.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,800.00
05 704 1660			**PHS VOLLEYBALL**			***Previous Balance**						4,375.47
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,375.47
05 704 1665			**PHS BWRESTLING**			***Previous Balance**						12,240.16
05 2900 610 001 1665			PHS BWRESTLING									
12/31/2024	PO	PHS-PO0107			COMPLETE DOPA SET BUNDLE	DOPAMINEO	0.00	0.00	0.00	645.60		
12/31/2024	PO	PHS-PO0107			"CHRISTMAS" PROMO DISCOUNT	DOPAMINEO	0.00	0.00	0.00	(129.12)		
05 704 1665			**PHS BWRESTLING**			***Previous Balance**						(516.48)
						***Ending Balance:**	0.00	0.00	0.00	516.48	0.00	11,723.68
05 704 1670			**PHS GWRESTLING**			***Previous Balance**						380.98
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	380.98
05 704 1710			**PHS CLASS FINES**			***Previous Balance**						426.61
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	426.61
05 704 1715			**PHS COLLEGE ACCESS GRANT**			***Previous Balance**						179.21
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	179.21

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1720			**PHS CONCESSIONS**			***Previous Balance**						21,182.64
05 704 1720			PHS CONCESSIONS									
05/13/2025	GJ				SPRING CONCESSION PAYOUT		0.00	0.00	0.00	0.00	(2,871.00)	
05 1790 1720			CONCESSION INCOME									
05/29/2025	CR	3			5/6 ELEM TRACK & FIELD DAY	CONCESSIONS,	0.00	271.00	0.00	0.00		
05/31/2025	CR	1			CONCESSION CARD PYMTS	SQUARE	0.00	212.85	0.00	0.00		
05 2900 610 001 1720			PHS CONCESSIONS									
05/15/2025	CD	20250514	5	62705	SPRING CONCESSION PAYOUT	PLATTEVIEW BAND BOOSTERS	550.00	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62683	SPRING CONCESSION PAYOUT	CELEBRATE SAFE	231.00	0.00	0.00	0.00		
05/15/2025	CD	11729192	5	62684	4/4 BEVERAGE ORDERS	CHESTERMAN COMPANY	1,361.45	0.00	0.00	0.00		
05/15/2025	CD	11734227	5	62684	4/11 BEVERAGE ORDERS	CHESTERMAN COMPANY	291.24	0.00	0.00	0.00		
05/15/2025	CD	000156131	5	62708	CONCESSION FOODS	PRIMA DISTRIBUTION, INC.	104.68	0.00	0.00	0.00		
05/15/2025	CD	000156250	5	62708	CONCESSION FOODS	PRIMA DISTRIBUTION, INC.	389.11	0.00	0.00	0.00		
05/15/2025	CD	000156367	5	62708	CONCESSION FOODS	PRIMA DISTRIBUTION, INC.	435.18	0.00	0.00	0.00		
05/15/2025	CD	289	5	62716	4/10 ORDER	VALENTINO'S	94.00	0.00	0.00	0.00		
05/15/2025	CD	289	5	62716	4/10 2ND ORDER	VALENTINO'S	122.00	0.00	0.00	0.00		
05/15/2025	CD	289	5	62716	4/17 ORDER	VALENTINO'S	94.00	0.00	0.00	0.00		
05/15/2025	CD	289	5	62716	4/24 ORDER	VALENTINO'S	150.00	0.00	0.00	0.00		
05/15/2025	CD	289	5	62716	4/29 ORDER	VALENTINO'S	52.00	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	WALMART.COM - CANDY RACK	SAM'S CLUB MC/SYNCB	149.10	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	CONCESSION SUPPLIES	SAM'S CLUB MC/SYNCB	334.64	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	CONCESSION SUPPLIES	SAM'S CLUB MC/SYNCB	321.62	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	RESTAURANT DEPOT - ICE MACHINE	SAM'S CLUB MC/SYNCB	1,564.35	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	CONCESSION SUPPLIES	SAM'S CLUB MC/SYNCB	173.04	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	CONCESSION SUPPLIES	SAM'S CLUB MC/SYNCB	122.85	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	SAM'S CREDIT	SAM'S CLUB MC/SYNCB	(143.15)	0.00	0.00	0.00		
05/22/2025	CD	05222025	5	160184	FLOWERS FROM EVERYONE FOR PATTY	CONDOLENCES.COM	377.72	0.00	0.00	0.00		
05 704 1720			**PHS CONCESSIONS**			***Current Activity**						(9,161.98)
						***Ending Balance:**	6,774.83	483.85	0.00	0.00	(2,871.00)	12,020.66
05 704 1725			**PHS D.C. TOUR**			***Previous Balance**						1,465.06
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,465.06
05 704 1730			**PHS FACULTY COURTESY FUND**			***Previous Balance**						1,104.88
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,104.88
05 704 1735			**PHS FINE ARTS**			***Previous Balance**						12,984.44
05 704 1735			PHS FINE ARTS									
05 1990 1735			OTHER LOCAL RECEIPTS									
05/29/2025	CR	1			AUDITORIUM RENTAL - CRYSTAL ALLEY	ALLEY, CRYSTAL	0.00	600.00	0.00	0.00		
05/29/2025	CR	2			AUDITORIUM RENTAL - RAYNA	DANCE OUT LOUD PRODUCTIONS	0.00	3,000.00	0.00	0.00		
05 2900 610 001 1735			PHS FINE ARTS									
05/15/2025	CD	754819	5	62718	MIC REPAIR SHIPPING	YANDA'S MUSIC	12.83	0.00	0.00	0.00		
05/15/2025	CD	20250514	5	62703	4/24 & 5/7 AUDITORIUM TECH SUPPORT	PERRY, JUDE	50.00	0.00	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1735			**PHS FINE ARTS**			***Current Activity**						3,537.17
						***Ending Balance:**	62.83	3,600.00	0.00	0.00	0.00	16,521.61
05 704 1740			**PHS GUIDANCE**			***Previous Balance**						217.63
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	217.63
05 704 1745			**PHS LIBRARY**			***Previous Balance**						165.23
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	165.23
05 704 1750			**PHS PRINCIPAL**			***Previous Balance**						6,003.31
05 704 1750			PHS PRINCIPAL									
05 1510 1750			PHS INTEREST									
05/31/2025	CR				MAY 2025 INTEREST	HORIZON BANK	0.00	59.52	0.00	0.00		
05 2900 610 001 1750			PHS PRINCIPAL									
05/05/2025	CD	20250602	5	160177	ADDING MACHINE RIBBON	VICTOR TECHNOLOGY, LLC	16.93	0.00	0.00	0.00		
05/15/2025	CD	87-4/28/25	5	62694	ESPRESSO & SMOOTHIE CATERING	JO-ON-THE-GO ESPRESSO CATERING	369.00	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	JO-ON-THE-GO ESPRESSO	SAM'S CLUB MC/SYNCB	369.00	0.00	0.00	0.00		
05/20/2025	CD	87-4/28/25 Void Check	5	62694	ESPRESSO & SMOOTHIE CATERING	JO-ON-THE-GO ESPRESSO CATERING	(369.00)	0.00	0.00	0.00		
05 704 1750			**PHS PRINCIPAL**			***Current Activity**						(326.41)
						***Ending Balance:**	385.93	59.52	0.00	0.00	0.00	5,676.90
05 704 1767			**PHS STAFF WELLNESS**			***Previous Balance**						76.03
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	76.03
05 704 1770			**PHS TROJAN STORE**			***Previous Balance**						19,606.40
05 704 1770			PHS TROJAN STORE									
05 1720 1770			TROJAN ZONE SALES									
05/29/2025	CR	2			CASH SALES DRAWER	TROJAN ZONE	0.00	403.00	0.00	0.00		
05 1750 1770			STORE SALES									
05/31/2025	CR	2			SQUARE TZ PYMTS	SQUARE	0.00	9,735.38	0.00	0.00		
05 2900 610 001 1770			PHS TROJAN STORE									
05/12/2025	CD	20250512	5	62677	TROJAN ZONE SCHOLARSHIP	PERRY, JUDE	500.00	0.00	0.00	0.00		
05/12/2025	CD	20250512	5	62676	TROJAN ZONE SCHOLARSHIP	MARTIN, KATHRYN	500.00	0.00	0.00	0.00		
05/12/2025	CD	20250512	5	62675	TROJAN ZONE SCHOLARSHIP	JENSON, MACKENZIE	500.00	0.00	0.00	0.00		
05/12/2025	CD	20250512	5	62678	TROJAN ZONE SCHOLARSHIP	PLUEGER, ABREE	500.00	0.00	0.00	0.00		
05/15/2025	CD	71035	5	62713	SOCCER SHIRTS	STADIUM SPORTS	38.00	0.00	0.00	0.00		
05/15/2025	CD	000156391	5	62708	CANDY/COOKIE DOUGH	PRIMA DISTRIBUTION, INC.	368.14	0.00	0.00	0.00		
05/16/2025	CD	051625	5	160175	CANVA MEMBERSHIP	SAM'S CLUB MC/SYNCB	120.00	0.00	0.00	0.00		
05/19/2025	CD	20250602	5	160176	MONTHLY SQUARE UPCHARGES	SQUARE	88.00	0.00	0.00	0.00		
05 704 1770			**PHS TROJAN STORE**			***Current Activity**						7,524.24
						***Ending Balance:**	2,614.14	10,138.38	0.00	0.00	0.00	27,130.64
			Account Group Total: PHS ACTIVITY				42,385.19	36,611.86	0.00	20,908.65	0.00	379,120.48

Activity Fund Balance Report - Summary - Include Encumbrances

05/2025 - 05/2025

Account Group: PCJHSACT **PC JR HIGH ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 5440	PC NATIONAL HONOR SOCIETY	709.02	0.00	0.00	0.00	0.00	0.00	709.02
05 704 5465	PC STUDENT COUNCIL	62.21	0.00	0.00	0.00	0.00	0.00	62.21
05 704 5727	PC DESTINATION IMAGINATION	2,041.47	0.00	0.00	0.00	0.00	0.00	2,041.47
05 704 5745	PC LIBRARY	114.99	0.00	59.95	0.00	0.00	0.00	174.94
05 704 5750	PC PRINCIPAL	5,119.05	69.19	467.91	0.00	0.00	0.00	5,517.77
05 704 5755	PC PARENT ADVISORY COUNCIL	1,488.32	1,826.66	0.00	0.00	0.00	0.00	(338.34)
Account Group Total:	PC JR HIGH ACTIVITY	9,535.06	1,895.85	527.86	0.00	0.00	0.00	8,167.07



Activity Fund Balance Report - Summary - Include Encumbrances
05/2025 - 05/2025

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4465	WM ELEM STUDENT COUNCIL	2,544.77	0.00	0.00	0.00	0.00	0.00	2,544.77
05 704 4727	WM ELEM DESTINATION IMAGINATION	1,514.94	0.00	0.00	0.00	0.00	0.00	1,514.94
05 704 4745	WM ELEM LIBRARY	3,936.28	0.00	25.00	0.00	0.00	0.00	3,961.28
05 704 4750	WM ELEM PRINCIPAL	5,083.79	2,172.09	672.50	0.00	0.00	0.00	3,584.20
Account Group Total:	WM ELEMENTARY ACTIVITY	13,079.78	2,172.09	697.50	0.00	0.00	0.00	11,605.19

Melissa Hasty
6/4/2025

Account Group: SPELEMACT SP ELEMENTARY ACTIVITY

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 2465	SP ELEM STUDENT COUNCIL	468.80	0.00	0.00	0.00	468.80
05 704 2727	SP ELEM DESTINATION IMAGINATION	4,849.93	0.00	0.00	0.00	4,849.93
05 704 2745	SP ELEM LIBRARY	2,913.97	0.00	43.00	0.00	2,956.97
05 704 2750	SP ELEM PRINCIPAL	1,960.14	61.90	421.50	0.00	2,319.74
05 704 2760	SP ELEM POP	154.31	0.00	0.00	0.00	154.31
05 704 2775	SP ELEM WALK-A-THON	3,892.91	0.00	596.42	0.00	4,489.33
Account Group Total:	SP ELEMENTARY ACTIVITY	14,240.06	61.90	1,060.92	0.00	15,239.08

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD

horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
PLATTEVIEW EARLY EDUCATION CENTER
765 MAIN ST
SPRINGFIELD NE 68059

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 03-491-217 PIECES 3

	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (04/30/25)			1,397.59
2 DEPOSITS / CREDITS		140.00	
INTEREST PAID			
1 CHECKS / DEBITS	408.00		
STATEMENT BALANCE (05/31/25)			1,129.59

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 1,433.01

DEPOSITS / CREDITS ..... ACCOUNT 03-491-217

05/09/25	CUSTOMER DEPOSIT	70.00
05/13/25	CUSTOMER DEPOSIT	70.00

CHECKS / DEBITS ..... ACCOUNT 03-491-217

05/28	741	408.00	CUSTOMER CHE

DAILY BALANCES ..... ACCOUNT 03-491-217

04/30	1397.59	05/09	1467.59	05/13	1537.59	05/28	1129.59
						05/31	1129.59

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

DDA Account 3491217

– CHECKING ACCOUNT DEPOSIT SLIP –

HORIZON BANK Member FDIC
www.horizonbankne.com

Acct No 3491217

DATE 5-9-25
ACCT. NAME PEEC

CURRENCY			8		
COIN			9		
CHECKS			10		
1 Maxwell	35	00	11		
2 Stanchina	35	00	12		
3			13		
4			14		
5			TOTAL BACK SIDE		
6			TOTAL		
7			LESS CASH BACK *		

SIGN FOR CASH BACK *

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK

Activity Fees

TOTAL DEPOSIT $ 70 00

000000000 ⑆104905784⑆ 3491217⑈ 120 05/09/2025
70.00

– CHECKING ACCOUNT DEPOSIT SLIP –

HORIZON BANK Member FDIC
www.horizonbankne.com

Acct No. 3491217

DATE 5.13-25
ACCT NAME PEEC

CURRENCY	70.	00	8		
COIN			9		
CHECKS			10		
1			11		
2			12		
3			13		
4			14		
5			TOTAL BACK SIDE		
6			TOTAL		
7			LESS CASH BACK *		

SIGN FOR CASH BACK *

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK

PEEC Activity Fee

TOTAL DEPOSIT $ 70. 00

000000000 ⑆104905784⑆ 3491217⑈ 120 05/13/2025
70.00

PLATTEVIEW EARLY EDUCATION CENTER
ACTIVITY FUND
402-592-1300
14801 S 108TH STREET
SPRINGFIELD, NE 68059

0741
76-1368/1049

5/20 2025

Pay to the Order of ESU #3 $ 408.00

four hundred eight and no/100 DOLLARS

SPRINGFIELD STATE BANK
500 Main Street
Springfield, NE 68059
PH: (402) 253-2233

FOR Inv Gift005725/005726 Roxanne Kastens

⑆104913682⑆349 1 217⑈ 0741

000000741 05/28/2025
408.00

Platteview Early Education Center

Bank Statement Reconciliation	5/31/2025	
Bank Balance: Beginning of Reporting Period		$1,397.59
Deposits:		
Activity Fees	$140.00	
	Total Revenue:	$140.00
Disbursements:		
Check #741-ESU#3 Gifford Farm	$408.00	
	Total Expenses:	$408.00
Bank Balance: End of Reporting Period		$1,129.59
Outstanding Checks: End of Reporting Period		$0.00
Platteview Early Education Center Balance		**$1,129.59**

Springfield Platteview Community Schools

Board Bills for Approval June 9, 2025

Vendor Name	Invoice Description	Amount
GENERAL FUND		
360 COMMUNITY SERVICES	SPECIAL SERVICES	20,153.76
4 SEASONS AWARDS	AWARDS-PHS MUSIC	63.00
AIRGAS USA, LLC	CYLINDER RENTAL-PHS INDUSTRIAL TECH	414.10
AMAZON CAPITAL SERVICES	SUPPLIES	5,947.33
Baugh, Nichole	OWH/EOM EXP REIMBURSEMENT	158.57
Bellairs, Vanessa	SUPPLIES REIMBURSEMENT	92.34
BLACK HILLS ENERGY	UTILITY SERVICES	216.58
BROWN, MERYL	EXPENSE REIMBURSEMENT	36.82
CAPITAL BUSINESS SYSTEMS, INC. - PRINTER	COPIER LEASE	1,610.40
CASEYS BUSINESS ADVANTAGE	GAS	1,228.22
CENTURYLINK	TELEPHONE	447.75
CHAD'S AUTO REPAIR	BOX VAN MAINTENANCE	1,351.87
CHUCK JOHNSON SERVICES	WATER OPERATER	450.00
CITY OF SPRINGFIELD	WATER/SEWER	885.38
COLUMN SOFTWARE PBC	5.12.2025 BOARD MEETING POSTINGS	155.44
COX BUSINESS	TELEPHONE	682.07
CROWNE PLAZA KEARNEY	PROFESSIONAL DEVELOPMENT TRAVEL	1,599.50
DELTAMATH SOLUTIONS INC	MATH SOFTWARE	1,400.00
DILL, SHELLEE	MILEAGE	165.20
DODD, CATHERINE	MUSIC PURCHASED REIMBURSEMENT	433.95
EDUCATIONAL SERVICE UNIT NO. 3	SPECIAL SERVICES	26,105.96
EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES/EQUIP	2,789.66
FALCH, KELLY	SUPPLIES REIMBURSEMENT	588.56
FATHER FLANAGAN'S BOYS' HOME-	SPECIAL SERVICES	11,100.00
FIBER PLATFORM LLC	INTERNET CONNECTION	5,534.39
FOLLETT	LIBRARY BOOK ORDERS-SE/WM	817.40
GRAINGER	MAINTENANCE SUPPLIES	325.96
GREAT PLAINS PEST SERVICES, INC.	PEST CONTROL	250.00
GRETNA SMALL ENGINE	2 TIRES FOR GATOR	503.22
HARTWIG, ANNA	CLASSROOM MATERIALS	131.42
HAYES MECHANICAL, LLC	REPAIRS	9,315.14
HEARTLAND FOUNDATION	SPECIAL SERVICES	4,427.00
HEINEMANN	MATH K-6 ADOPTION-PARTIAL	53,165.49
HILLYARD / DES MOINES	CUSTODIAL SUPPLIES	891.00
HOME DEPOT CREDIT SERVICES	IND TECH SUPPLIES-BOS	153.83
INTERSTATE ALL BATTERY CENTER	BATTERY SHUTTLE BUS #5	197.95

J.F. AHERN CO.	MAY 2025 SEMI ANNUAL INSPECTION	493.00
JANE LEHAN	MILEAGE	185.92
JOHNSON, CLAIRE	MILEAGE	84.70
JOSTENS	DIPLOMA (2)	58.65
K5 EVENT PLANNING & FUNDRAISING, LLC	MAY 2025 PUBLIC RELATIONS	1,537.50
KIDS SUCCEED THERAPY, LLC	SPECIAL SERVICES	4,313.25
KREIFELS, JENNIFER	SUPPLIES REIMBURSEMENT	35.09
KROLL, MORGAN	MUSIC SUPPLIES REIMBURSED	129.90
KSB SCHOOL LAW, PC LLO	DISTRICT LEGAL SERVICES	560.00
LITERACY RESOURCES, LLC	SOFTWARE	890.00
MAHONEY, JEREMY	MILEAGE	59.50
MARK'S	MAINTENANCE SUPPLIES	202.33
MAXABILITY THERAPY SERVICES	SPEECH SERVICES	106.77
MCI	TELEPHONE	0.03
McLaughlin, Michael	MILEAGE REIMBURSEMENT	140.70
METROPOLITAN UTILITIES DIST	UTILITY SERVICES	1,234.00
Moore, Megan	MILEAGE	49.56
NAMIFY	NAME TAGS	48.21
NASCO	SUPPLIES-J.JOHNSON SE	204.95
NASP	2025-2026 MEMBERSHIP DUES	230.00
NCSA	DR. SAUNDERS CONFERENCE	75.00
NE ASSOC OF SCHOOL BOARDS	NAEP STATE CONVENTION MATERIALS	45.00
NE PUBLIC HEALTH ENVIROMENTAL	WATER TESTING	16.00
NEBRASKA AIR FILTER INC	FILTERS	376.44
OMAHA PUBLIC POWER DISTRICT	UTILITY SERVICES	24,050.00
OMAHA WORLD HERALD	EMPLOYMENT LISTINGS	1,008.88
ONE SOURCE	BACKGROUND CHECKS	139.00
OPAA! FOOD MGT. OF NE, LLC.	PREK SNACKS	591.25
ORKIN	PEST CONTROL	378.00
PAPILLION SANITATION	TRASH SERVICES	1,306.30
PAPIO TRANSPORT SCHOOL SERVICE INC	TRANSPORTATION SPED ROUTE SA	8,400.00
PERRY,GUTHERY,HAASE & GESSFORD,P.C.,L.L.O	DISTRICT LEGAL SERVICES	6,653.40
PHYSICIANS MUTUAL	COLOR PRINTS	72.00
PRIME SECURED	PHONE REPAIRS	482.50
PROJECT LEAD THE WAY	CONTRACT AGREEMENT	5,400.00
QUADIENT LEASING USA, INC.	POSTAGE METER LEASE	215.85
QUILL CORP	TEACHER SUPPLIES	170.03
RANSOM, JESSICA	MILEAGE	228.90
RENAISSANCE LEARNING	PROFESSIONAL DEVELOPMENT/ACCELERATED READER	7,494.50
ROSSER LAWN CARE, INC.	MOWING & TRIMMING	6,420.00
Saunders, Ryan	CELL PHONE STIPEND 8/2024-6/2025	1,925.00
SERETTA, TIM	MILEAGE REIMBURSEMENT	114.24
SIMMS PLUMBING, LLC	OLD COMMONS BOYS BATHROOM	405.00

SISKE, JOSHUA	MILEAGE REIMBURSEMENT	369.60
SIX SHIFTS, LLC, THE	READING TRAINING	2,143.00
SMEKENS	PROFESSIONAL DEVELOPMENT	2,454.00
SPEECH SQUAD LLC	SPECIAL SERVICES	4,839.75
SPRINGFIELD ACE HARDWARE	MAINTENANCE SUPPLIES	816.63
STANTON, TAYLOR	MILEAGE REIMBURSEMENT	257.60
STAPLES ADVANTAGE	DISTRICT PAPER ORDER	10,491.80
STUDENT TRANSPORTATION OF AMERICA	CONTRACTED SERVICES	60,866.90
SUCCESS BY DESIGN, INC	DAILY PLANNERS (200)-WM	1,059.88
THOMAS, TINA	ROBOTICS SUPPLIES REIMBURSEMENT	97.95
ULEMAN ENTERPRISES INC.	REPLACEMENT VALVES	920.28
UNIVERSITY OF NEBRASKA AT OMAHA-MOEC	2025-2026 ANNUAL MOEC MEMBERSHIP	6,000.00
VERIZON WIRELESS	CELL PHONE BILL FOR DOUG & NICHOLE	107.41
WILSON, LESLIE	MILEAGE	206.43
WULF, ELLEN	CLASSROOM SUPPLIES	158.81
WYSS, JEFF	MILEAGE	293.44
Zierott, Heidi	EXPENSE REIMBURSEMENT	377.51
ZONES OF REGULATION, THE	PROFESSIONAL DEVELOPMENT TRAINING	990.00
		$322,771.60
NUTRITION FUND		
BANKS, PAULA	LUNCH ACCOUNT REIMBURSEMENT	87.40
BORITZKI, RAYMOND	LUNCH ACCOUNT REIMBURSEMENT	45.50
CARLSON, JUSTIN & REGAN	LUNCH ACCOUNT REIMBURSEMENT	42.00
COLEMAN, ANNETTE	LUNCH ACCOUNT REIMBURSEMENT	2.35
DOMINGUEZ, ABBY	LUNCH ACCOUNT REIMBURSEMENT	16.90
HAASE, MELINDA	LUNCH ACCOUNT REIMBURSEMENT	1.97
HENEGER, KAELA	LUNCH ACCOUNT REIMBURSEMENT	72.70
HORST, ANDY	LUNCH ACCOUNT REIMBURSEMENT	78.02
HOYLE, BETH	LUNCH ACCOUNT REIMBURSEMENT	35.85
HUNT, SOPHIA	LUNCH ACCOUNT REIMBURSEMENT	2.50
ISLAS, ELVIRA	LUNCH ACCOUNT REIMBURSEMENT	25.00
JOHNSTON, RYAN & DEBBIE	LUNCH ACCOUNT REIMBURSEMENT	13.50
MACKIE, MATT	LUNCH ACCOUNT REIMBURSEMENT	21.50
MCCABE, VALERIE	LUNCH ACCOUNT REIMBURSEMENT	12.64
MILLER, TINA	LUNCH ACCOUNTREIMBURSEMENT	0.10
OPAA! FOOD MGT. OF NE, LLC.	CONTRACTED SERVICES	52,450.80
OPITZ, DAN	LUNCH ACCOUNT REIMBURSEMENT	25.37
OPPERMAN, PAM	LUNCH ACCOUNT REIMBURSEMENT	0.75
ORR, ASHLEY & TRAVIS	LUNCH ACCOUNT REIMBURSEMENT	0.90
RILEY, TONYA	LUNCH ACCOUNT REIMBURSEMENT	45.90
ROACH, SHELBY	LUNCH ACCOUNT REIMBURSEMENT	31.80
ROESLER, TEATHER	LUNCH ACCOUNT REIMBURSEMENT	11.20

SCHORNACK, ABIGAIL	LUNCH ACCOUNT REIMBURSEMENT	55.85
WHEELER, ANGELA & IAN	LUNCH ACCOUNT REIMBURSEMENT	0.30
		$53,080.80
BUILDING FUND		
KULM CONCRETE	WM SIDEWALK REPAIR	3,760.00
OLSSON	SEWER CONNECTION STUDY (025-00795)	7,592.50
SPORTS FACILITY MAINTENANCE, LLC	GYM INSPECTIONS	5,408.50
		$16,761.00
STUDENT FEES		
CAMP KITAKI	OUTDOOR EDUCATION	3,009.00
		$3,009.00

TRANSPORTATION SERVICES AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into as of the 6th of June 2025, by and between Springfield Platteview Community Schools with principal offices at 765 Main Street, Springfield, Nebraska 68059 (hereinafter called "District"), and First Student, Inc., with its principal place of business at 191 Rosa Parks Street, 8th Floor, Cincinnati, Ohio 45202 and local business offices for purposes of this Agreement at 3333 Keystone Dr. Omaha, NE 68134 (hereinafter called "Contractor") (each a "Party" and collectively, the "Parties").

W I T N E S S E T H

WHEREAS District issued a Request for Proposal (the "RFP") and Contractor submitted a proposal in response thereto ("Contractor's Proposal"); and

WHEREAS District selected Contractor to provide the student transportation services in accordance with the RFP and Contractor's Proposal; and

WHEREAS Contractor desires to provide such transportation services.

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the Parties agree as follows:

SECTION 1: TERM

1.1 The term of this Agreement shall commence on August 1, 2025 and shall continue through July 31, 2029 ("Term") for 174 school days per Contract Year according to the school calendar. Except as otherwise provided herein, District agrees to compensate the Contractor at the rates specified in Exhibit A, which assumes a total of 174 student transportation days per Contract Year.

1.2 This Agreement may be extended by mutual written agreement for two (2) additional years, the negotiation process for each extension including the negotiation of new economic terms, to occur on or before February 1st of the preceding Contract Year. For purposes of this Agreement, the term "Contract Year" shall mean each one-year period commencing on August 1 and ending on July 31 during the Term of this Agreement.

SECTION 2: SCOPE OF SERVICES REQUIRED

2.1 Contractor shall, during the Term, provide transportation service as described in the District's RFP and Contractor's Proposal. In the event of a conflict between these documents and the provisions of this Agreement, this Agreement will control. Otherwise, the terms of the RFP and Contractor's Proposal shall govern the Parties' relationship, in the following order of precedence: (1) Contractor's Proposal and (2) the RFP.

2.2 District and Contractor will consult on a regular basis concerning the transportation requirements of District. In the event of increases or decreases in the number of students requiring transportation, or in routes or schedules, the number of vehicles and the number of spare buses will be adjusted accordingly. With notice to Contractor, District may increase or decrease service

levels to be provided by Contractor under this Agreement. However, where such increases or decreases impact by greater than 5% the service levels or equipment levels required of Contractor under the assumed routes, schedules, days of service, hours or miles, or vehicle requirements contained in Exhibit A, Contractor shall be permitted to adjust rates proportionately to cover increases or decreases in cost structure associated with such changes by District.

2.3 Contractor shall have thirty (30) days following notice of such changes to make operational adjustments to meet District requirements.

2.4 District will use Contractor as District's sole and exclusive provider for all of District's home-to-school and Charter Transportation at rates set forth in Exhibit A. "Charter Transportation" shall mean the outsourced transportation of any and all persons to be transported for field trips, excursions, extracurricular, athletic, creative or academic activities, or any similar purpose.

SECTION 3: COMPENSATION AND BILLING

3.1 In consideration for all services rendered hereunder, District shall pay to Contractor all sums due and owing for transportation services in accordance with the rates set forth in Exhibit A.

3.2 Contractor will submit to District a monthly invoice of its services rendered during the prior month. District shall pay all undisputed amounts due to the Contractor on or before the 30th calendar day following the date on which the invoice has been submitted.

If any portion of the billed service in the invoice is disputed by District or the District seeks a revised invoice, District shall deliver written notice specifying the disputed amount or requested revisions to the Contractor within twenty (20) calendar days of receipt of the invoice by District.

In the event that District fails to make a payment on any sums due hereunder, and such sums remain unpaid for 30 days, Contractor shall be entitled to charge interest on unpaid amounts at the rate of the lesser of 1.5% per month or the maximum amount allowed by state law. In the event of repeated delinquency by District, Contractor shall have the right to request a deposit or payment bond from District before resuming service.

SECTION 4: ESCALATION

4.1 District and Contractor recognize that certain of Contractor's costs are subject to change during the term of this Agreement. As such, District and Contractor have negotiated escalation amounts set forth in Exhibit A.

4.2 In the event of unusual circumstances, such as changes in local, state, or federal taxes, laws or regulations, District directives or specifications or any other condition which causes any of Contractor's operating costs hereunder to increase at a rate in excess of any negotiated escalation, then the Parties shall determine a reasonable and proportionate amount to cover such increase, and rates of Contractor compensation set forth in Exhibit A shall be adjusted to reflect such increase. If the Parties do not agree to a rate increase, Contractor shall have the right to terminate this Agreement upon not less than thirty (30) days' notice.

SECTION 5: FACILITIES AND FUEL

5.1 Contractor shall purchase all fuel required for the operation of buses hereunder to be reimbursed by District on a monthly basis.

5.2 Contractor shall provide parking, maintenance and administrative facilities needed to provide service under this Agreement.

SECTION 6: ROUTES AND SCHEDULES

6.1 Contractor shall be primarily responsible for planning all routes, stops and schedules. Contractor shall furnish District a complete route map on or before the first day of enrollment of each school year.

6.2 District shall furnish Contractor service dates with a list of student names and addresses at least twenty-one (21) days prior to the start of each school year, from which Contractor will construct a complete route map.

6.3 Performance of the routing and other services under this Agreement may entail the disclosure of personally identifiable information from student education records protected by the Family Educational Rights and Privacy Act (FERPA) ("Student Information"). For the purposes of this Agreement, Contractor will be designated as a “school official” with “legitimate educational interests” in Student Information, as those terms have been defined under FERPA and its implementing regulations and will abide by the limitations and requirements imposed by 34 CFR 99.33(a) on District. To that end, any personally identifiable information, as that term is defined by FERPA, may be used by Contractor only for the purposes for which disclosure was made.

6.4 Notwithstanding the foregoing, District reserves the right to establish the routes and schedules to be followed and to make changes therein from time to time. District shall notify Contractor whenever changes are necessary in routes or time schedules, and Contractor shall make a reasonable effort to adjust its operations to incorporate such changes within five (5) business days after notice is received from District. In the event District changes routes or schedules once service has begun or been published, District will assist in republication of changes or other notification to those students whose service has been changed. Contractor shall consult with District regarding stops or portions of routes that Contractor considers to be a safety concern due to traffic patterns or configurations. If any stop or portion of a route remains unchanged by District after such discussions, and Contractor believes such stop or route presents an unacceptable safety risk to Contractor’s property or students, Contractor may reject the stop or route portion and provide District with alternative designations by written notice.

SECTION 7: RECORDS AND REPORTS

7.1 Contractor shall provide within thirty (30) business days of any request, those reports and records which may be reasonably requested by District pertaining to students, routes, stops, mileage audits and other information having to do with daily operations. In reviewing Contractor’s records, District shall protect the confidentiality of Contractor’s proprietary or confidential information included in the data provided by using the same degree of care used to protect its own confidential information.

7.2 Contractor shall maintain such records and submit such reports, as are deemed necessary by District and as negotiated between Contractor and District from time to time. All reports required by District shall be submitted on forms mutually agreed upon by both Parties. Contractor will not be responsible for filing on behalf of District any state or regulatory reports concerning ridership or reimbursement.

7.3 Contractor shall immediately notify the Superintendent of Schools, by telephone and confirmed as soon as practicable in writing, of the occurrence of any incident involving student riders, or an accident reportable by law that involves a vehicle with passengers that is being used to provide transportation services pursuant to this Agreement. Written notification shall contain a full and complete statement of all relative facts including police case number when available.

7.4 If Contractor provides District with audio or video recordings or any other records that include private or personally identifiable information, District shall handle such records in accordance with applicable local, state, and federal law and shall hold harmless, indemnify, and defend Contractor for any failure to comply with applicable law.

SECTION 8: INDEMNIFICATION

8.1 Contractor agrees to indemnify, hold harmless, and defend District, its governing board, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by the negligence or willful misconduct of Contractor, its agents, or employees in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees; student upon student violence; routing or scheduling; allegations of abuse, assault, or molestation by the agents or employees of the District; or Contractor's good faith adherence to District's policies, procedures, or directives.

8.2 Notwithstanding the foregoing, (a) each Party shall advise the other Party in writing of any claims, notices, or additional information received by it or of which it becomes aware for which such Party will seek indemnification hereunder, in such time and manner as not to impair or prejudice the ability of the indemnifying Party to defend such claims or investigate such notice, (b) each Party shall provide the indemnifying Party with the cooperation and assistance necessary to defend such claim requested by the indemnifying Party, and (c) neither Party shall settle or compromise any claim admitting the fault, liability, or negligence of the other Party without the other Party's prior written consent, which shall not be unreasonably withheld, conditioned or delayed. The obligations set forth in this paragraph shall survive the termination of this Agreement. As it applies to both Parties, nothing in this Agreement shall be construed to prevent or reduce the immunities from civil liability granted by applicable law.

SECTION 9: INSURANCE

9.1 Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement for claims arising under this Agreement, General Liability and Automobile Liability Insurance to protect Contractor, its drivers and other personnel. Contractor shall provide General Liability- including Bodily Injury, Property Damage, Personal Injury, and Advertising Injury with limits of $2,000,000.00 each Occurrence/$5,000,000.00 General Aggregate; Automobile Liability limits of $5,000,000.00 combined single limit for bodily injury and damage

to property for all non-owned autos. Upon request, Contractor agrees to provide to District a certificate of insurance evidencing such coverage. Upon request, Contractor also agrees to provide District certificate of insurance designating District as an additional insured under its General Liability policy, but only with respect to liability for bodily injury, property damage, or personal injury arising directly out of Contractor's negligent or willful acts or omissions, and under its Auto Liability policy, but only with respect liability arising out of the use of a covered auto under the Auto Liability policy Insurers shall maintain a minimum A.M. Best's & Company rating of A. Upon request, Contractor shall provide District with a certificate of insurance as evidence of having statutory workers' compensation coverage at levels and in forms required by the laws under which Contractor shall operate for this Agreement.

9.2 District will, at its own expense, procure and keep in force general liability insurance as is customary in the business including Bodily Injury, Property Damage, Advertising Injury and Personal Injury and at limits of not less than $2,000,000.00.

9.3 Notwithstanding the foregoing, (a) each additional insured Party shall provide notice to the other Party in writing of any claims, notices, or additional information received by it or of which it becomes aware for which such Party will seek insurance coverage hereunder, in such time and manner as not to impair or prejudice the ability of the primary insured Party to contact its carrier, defend such claims, and investigate such notice (for the avoidance of doubt, if a Party sends a claim to the other Party's insurance carrier, the party sending notice will also copy the other Party), (b) each additional insured Party shall provide the primary insured Party with the cooperation and assistance necessary to defend such claim requested by the primary insured Party, and (c) neither Party shall settle or compromise any claim admitting the fault, liability, or negligence of the other Party without the other Party's prior written consent, which shall not be unreasonably withheld, conditioned or delayed. The obligations set forth in this paragraph shall survive the termination of this Agreement. As it applies to both Parties, nothing in this Agreement shall be construed to prevent or reduce the immunities from civil liability granted by applicable law.

SECTION 10: FORCE MAJEURE

10.1 In the event Contractor is unable to provide the transportation services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, cyber-attack, power or communications outage, picketing, strike, pandemic, epidemic, labor dispute, labor shortages, supply chain disruption, fuel shortage, governmental action or any other condition or cause beyond Contractor's control (each a "Force Majeure Event"), District shall excuse Contractor from performance under this Agreement for the duration of such Force Majeure Event.

SECTION 11: SCHOOL CLOSINGS OR CHANGES IN SCHEDULE

11.1 Whenever (a) inclement weather or impassibility of roads occurs, (b) school is canceled or delayed, (c) the school day is scheduled for other than regular start or end times, or (d) school is dismissed early for any reason, District shall notify Contractor not later than 6:00 a.m. on the day of such cancellation or delay or not later than two (2) hours before early dismissal or the cancellation of Supplemental Transportation. District shall pay Contractor half the daily rate per bus for days when District fails to notify Contractor by 6:00 a.m. of school cancellation.

11.2 Notwithstanding the foregoing, in the event of circumstances in the operation of any school which necessitate early dismissal for student health or safety reasons, the Contractor and District shall cooperate to facilitate orderly transportation of students in the most efficient manner possible in light of the circumstances presented.

11.3 If District suspends service for any reason, including, but not limited to, a Force Majeure Event as defined in this Agreement, and such suspension alters the total number of student transportation days, District and Contractor shall negotiate and determine a reasonable amount to compensate Contractor.

SECTION 12: SAFETY PROGRAM

12.1 Contractor shall be responsible for implementing, maintaining, and reviewing annually a comprehensive student transportation safety program.

12.2 Contractor's employees shall not be required to perform any medical functions for passengers, including but not limited to administering an Epi Pen.

12.3 Contractor, its agents, employees, and all Contracted Employees shall abide by all District's policies, rules, practices and procedures, including District's pupil transportation safety program and policies.

12.4 Contractor's employees shall abide by all state and federal laws and regulations.

SECTION 13: MANAGEMENT PERSONNEL

13.1 Contractor shall employ management personnel who shall be responsible for the efficient operation of the transportation services furnished hereunder and act as Contractor's liaison to District. Contractor will designate a crisis management contact person for emergency contact with District. Prior to the start of the school year, Contractor shall inform District of the name(s), contact telephone number(s) and address(es) of such management personnel.

13.2 District shall designate management personnel who shall be responsible for coordination of the student transportation requirements of District and act as District's liaison to Contractor. District will designate a crisis management contact person for emergency contact with Contractor. Prior to the start of the school year, District shall inform Contractor of the name(s), contact telephone number(s) and address(es) of such management personnel.

SECTION 14: OPERATIONS PERSONNEL/DRIVERS

14.1 Contractor shall employ a sufficient number of qualified drivers and support personnel to assure District of continuous, reliable, safe, and on time service.

14.2 Contractor shall take reasonable steps to ensure that its employees act professionally and appropriately around all students and District staff. Contractor shall not knowingly permit its drivers to smoke on the bus, or to violate any federal or state law related to the operation of a vehicle while intoxicated or under the influence of any prohibited substance.

14.3 Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder. However, District shall have the right to request that

Contractor remove from service to District any driver, aide or monitor who, in District's sole discretion, is deemed unsuitable for the performance of transportation services for District; provided that District shall make such request in writing, state the reasons therefore, and include any supporting documentation, and provided further that such request does not violate applicable local, state or federal laws, rules or regulations. Unless prohibited by law, District shall indemnify, defend, and hold harmless Contractor from and against all claims, expenses, or liabilities by or to a removed Contractor employee arising from the removal of that employee based on District's request.

14.4 Contractor shall provide drivers that are fully qualified, trained and licensed as required by the U.S. Department of Transportation (USDOT) and any applicable state law or regulation and applicable District rules or regulations. Not less than sixty (60) days prior to the start of any school year, District shall advise the Contractor of District's requirements for training or qualification for drivers or driver/trainers. Contractor will, to the extent such requirements do not conflict with state or federal laws, implement such requirements into its hiring and training programs for drivers servicing District's students. Contractor agrees that each driver shall:

14.4.1 Possess a valid Commercial Drivers' License as required by the USDOT for school bus drivers or such other drivers' license or permit required for any smaller passenger vehicle.

14.4.2 Be certified by a USDOT medical examiner as medically qualified as required by the USDOT under federal law. The physical examination shall be conducted prior to employment and periodically thereafter.

14.4.3 Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent required by applicable law consistent with Exhibit B.

14.4.4 Prior to employment and periodically thereafter, to the extent required by law and/or by the USDOT under its mandatory drug and alcohol testing requirements for school bus drivers, undergo such drug and alcohol testing to verify that the driver is not engaged in any prohibited or unsafe vehicle operations. Any driver that fails a drug or alcohol test or refuses to take such test will be subject to immediate disqualification.

14.4.5 Meet any other criteria required by law or by District's policies, rules, or regulations.

14.5 Contractor will furnish drivers who fulfill and comply with the "Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles" under Title 92, Nebraska Administrative Code, Chapter 91, including physical and mental standards, any required permit, driving skills and practices and knowledge of traffic law, rules, and regulations which relate to school vehicle transportation. Contractor will provide drivers in adequate numbers to fulfill the requirements in this Agreement.

SECTION 15: TRAINING REQUIREMENTS

15.1 Contractor shall provide thorough instruction to drivers in compliance with state and federal safety and operations guidelines and regulations. Upon request, District shall have the right to review course content.

15.2 Prior to the start of the school year, Contractor will provide time at one of its driver orientation sessions so that District administrators may address drivers assigned to work under this Agreement on matters relating to the expectations for student conduct and to familiarize drivers with members of the school administration. Such orientation will be at a time and place mutually agreed upon by Contractor and District. District may not distribute materials to drivers or communicate with drivers without Contractor notice and approval.

SECTION 16: VEHICLES AND EQUIPMENT

16.1 All vehicles supplied by Contractor in performance of this Agreement shall meet or exceed the standards established by applicable law and regulation. Contractor shall maintain the vehicles supplied by Contractor and used to provide transportation services under this Agreement in accordance with law and accepted industry maintenance standards. No buses will be used older than 10 years. The average age of the daily bus fleet will be no more than 6 years old. All buses and equipment shall be open to inspection by the District at all times.

16.2 The prices included with this Agreement do not include seat belts on school buses. If District or any government agency shall during the term of this Agreement mandate that Contractor provide seat belts for use in school buses, the Parties shall negotiate in good faith alternative pricing and availability of vehicles to service District under this Agreement. If District or any governmental agency imposes additional equipment requirements on any of Contractor's vehicles during the term of this Agreement (including, but not limited to, new technology or equipment relating to safety or emissions standards), which are specific requirements for continued operation of the vehicles, Contractor and District shall negotiate price increases applicable to such equipment installation and any associated increase in vehicle maintenance costs.

16.3 Contractor agrees that all Contractor school buses shall be equipped with sufficient communications technology acceptable to the District to maintain communications while on route. Contractor agrees to perform an inspection of such equipment prior to the start of the school year and periodically thereafter to ensure proper performance. When an inspection reveals equipment malfunction, Contractor shall promptly repair or replace such equipment.

16.4 Contractors will provide digital video cameras on all buses/vehicles. Video equipment must be accessible and standard to bus transportation. Video must be stored for at least 30 days, and be available to school administrators on request.

16.5 District shall reimburse the Contractor for all expenses related to public health mandates arising during the term that require operational or equipment changes to vehicles in the provision of transportation services.

16.6 District shall excuse Contractor from performance for service disruptions caused by vehicle or equipment supply chain delays. Contractor shall utilize substitute equipment and vehicles conforming to applicable state standards without penalty to cover service for the duration of the disruption caused by supply chain delays.

16.7 District may direct Contractor to perform additional tasks not specifically described in the Scope of Services. Contractor may perform such assignments in accordance with an agreed upon schedule and level of effort. Costs associated with such assignments shall be invoiced to District at rates set forth in Exhibit A.

16.8 The Parties acknowledge that Contractor may be eligible to apply for certain funding opportunities to acquire vehicles and equipment used under this Agreement, including, but not limited to, federal or state grants to purchase electric vehicles and associated equipment. District hereby consents to Contractor's pursuit of such funding and agrees that Contractor shall be entitled to apply such funding as Contractor deems appropriate in its sole discretion.

SECTION 17: PUPIL DISCIPLINE/VANDALISM

17.1 The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with District. Contractor's drivers are responsible only for such discipline as is required to operate Contractor's buses properly and safely. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a vehicle for misbehavior except in the event of an extreme emergency endangering the safety of other students or drivers and then only after radio notice to Contractor's terminal and to the student's building or school principal. In all cases of disciplinary ejection, the vehicle shall remain at the approximate area of student discharge until authorities arrive on site and authorize it to proceed on route. All discipline problems shall be reported in writing by the next school day following completion of the route. District and Contractor will, in the event Contractor determines that a student poses a danger to himself/herself or other passengers, cooperate to provide a safe transportation environment prior to Contractor being required to transport such student. Further procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

17.2 Vandalism, damage to Contractor's equipment or facilities shall be the responsibility of Contractor. District shall give Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities where damage is determined to be caused by District students or personnel. Contractor may, with the written concurrence by District, refuse to provide a student with transportation services until vandalism damages caused by such student are paid.

SECTION 18: ASSIGNMENT

18.1 This Agreement shall not be assigned by the Parties hereto, without the written consent of District, which consent shall not be unreasonably withheld, conditioned or delayed; provided, however, that Contractor may, without approval, assign the Agreement to a parent company, subsidiary, related or affiliated company. Furthermore, a Contractor shall have the right to assign or otherwise transfer this Agreement in connection with a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all its assets.

SECTION 19: TERMINATION

19.1 If either Party violates any of the covenants or duties imposed upon it by this Agreement, such violation shall entitle the other Party to terminate this Agreement in accordance with the following procedure: The non-defaulting Party shall give the offending Party thirty (30) days' written notice of default and the opportunity to remedy the violation or take steps to remedy the violation. If at the end of such 30-day default notice period, the Party notified has not remedied the purported violation or taken steps to do so, the non-defaulting Party may terminate this Agreement as follows: within ten (10) business days following the last day of the 30-day

default notice period, the non-defaulting Party shall give the defaulting Party not less than thirty (30) business days' notice of termination. If the non-defaulting Party does not provide the notice of termination within ten (10) business days, the default notice shall be deemed rescinded.

19.2 District has the ability to cancel this Agreement effective at the end of any Contract Year on the failure of the state legislature or other applicable governmental entity to provide adequate funding to allow District to provide transportation services to students within District. In the event District shall elect to terminate this Agreement due to governmental funding deficiencies, District shall give written notice to Contractor on or before February 1 prior to the end of any Contract Year for services to be rendered in the following Contract Year. In the event that governmental funding is restored following a termination of this Agreement under this Section, the Contractor shall be entitled to a right of first refusal to provide continuing service to District under this Agreement.

19.3 Either Party may terminate this Agreement for convenience upon not less than sixty (60) days' prior written notice to the other Party.

SECTION 20: DATA RIGHTS

20.1 District hereby grants to Contractor the right and license to (a) use, store, create derivative works from, sublicense, translate, format, distribute, and otherwise process Service Data as required in the performance of Contractor's obligations under this Agreement; (b) use Service Data to improve, enhance, and support the nature, quality and features of Contractor and Contractor affiliate products, software, and services; and (c) create and develop adaptations, analyses, derivatives, modifications, reports, and summaries of Service Data, provided that Contractor complies with applicable privacy law and the resulting materials do not contain personally identifiable information. All adaptations, analyses, derivatives, modifications, reports, and summaries of Service Data described in the foregoing subsection (c) shall be deemed to be Contractor data. "Service Data" means data collected by, provided to, or processed by Contractor, or input by or on behalf of District, through or in connection with District's use of the Services, including location and routing data generated by, collected by and/or transmitted through products installed in vehicles.

SECTION 21: SURVIVAL

21.1 The mutual obligations described in Compensation and Billing, Data Rights, and Indemnification hereof shall survive the termination or expiration of this Agreement.

SECTION 22: STATUS OF CONTRACTOR

22.1 Contractor shall be an independent contractor employed by District to provide transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an agent, employee or official of District. Contractor shall be responsible for and hold District harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes.

SECTION 23: SEVERABILITY

23.1 In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of this Agreement shall remain in full force and effect.

SECTION 24: MODIFICATION

24.1 Contractor and District may modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the Parties.

SECTION 25: NOTICE TO PARTIES

25.1 All notices to be given by the Parties to this Agreement shall be in writing and served by depositing the same in the United States mail, postage prepaid, registered, or certified mail.

Notices to District shall be addressed to:

Springfield Platteview Community Schools
Dr. Ryan Saunders
Superintendent
765 Main Street
Springfield, Nebraska 6805

Notices to Contractor shall be addressed to:

John Billigmeier
Senior Vice President
First Student, Inc.
10551 Barkley St. Suite 620
Overland Park, KS 66212

With a copy to:

First Student, Inc.
191 Rosa Parks Street, 8th Floor
Cincinnati, OH 45202
Attention: General Counsel

25.2 District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

25.3 Notices under this section shall include notices regarding claims made to insurance carriers as set forth in Section 9.3

SECTION 26: ENTIRE AGREEMENT

26.1 This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this Agreement.

SECTION 27: COMPLIANCE WITH THE LAW

27.1 Notwithstanding any contrary provision in this Agreement, the Contractor shall comply with federal, state, and local laws, rules and regulations in providing transportation services described herein.

SECTION 28: DISPUTE RESOLUTION

28.1 The Parties shall negotiate in good faith to resolve any dispute that may arise under this Agreement. If good faith negotiation is not successful, the Parties may pursue their remedies as they choose. Nothing in this Agreement shall be deemed to prevent the Parties from agreeing in the future to submit a dispute to arbitration.

SECTION 29: PLACE OF CONTRACT/CONTROLLING LAW

29.1 This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Nebraska, without regard to conflict of law principles. The Parties agree that any action at law or equity instituted against either Party to this Agreement must be commenced only in a court of competent jurisdiction for Sarpy County, Nebraska. Contractor irrevocably consents to the personal jurisdiction of the state and federal courts of Nebraska as set forth above.

SECTION 30: AUTHORITY

30.1 Both Parties warrant that they are properly authorized to enter into this Agreement.

SECTION 31: PUBLIC OBLIGATION

31.1 District acknowledges that this Agreement serves a public purpose and that any payments associated with this Agreement for the provision of any aspect of student transportation services promotes a public purpose and is for the public welfare.

SECTION 32: NONDISCRIMINATION

32.1 The Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

SECTION 33: EMPLOYMENT ELIGIBILITY VERIFICATION

33.1 The Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If the Contractor employs or contracts with

any subcontractor in connection with this Agreement, the Contractor shall include a provision in the contract requiring the Subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

IN WITNESS WHEREOF, the Parties hereto have executed the Agreement the day and year first hereinabove written.

_____	_____
First Student, Inc.	Springfield Platteview Community Schools
By: John Billigmeier	By: _____
Title: Senior Vice President	Title:

EXHIBIT A
SCOPE OF TRANSPORTATION SERVICES
RATES AND CONDITIONS
8/1/2025 – 7/31/2029

Description/Route Types	Yr1 2025-26	Yr2 2026-27	Yr3 2027-28	Yr4 2028-29
Regular Route Per Bus/Day (6-Hrs Max)	**$506.76**	**$532.10**	**$558.71**	**$586.65**
Special Education Route Per Bus/Day (6-Hrs Max)	**$424.50**	**$445.73**	**$468.02**	**$491.42**
Preschool/Midday (2-hr max)	**$123.26**	**$129.42**	**$135.89**	**$142.68**
Excess Charge over Route/Midday Max	**$61.63**	**$64.71**	**$67.95**	**$71.35**
Activity Charges				
Minimum Trip Charge (3-Hours)	**$173.25**	**$181.91**	**$191.01**	**$200.56**
Hourly	**$57.75**	**$60.64**	**$63.67**	**$66.85**
Rates based on 174 days of School, 7 Regular Ed Routes, 3 Special Ed Routes and 3 Preschool Midday Routes. Hours are calculated from Gate to Gate.				

Exhibit B

A. Contractor shall obtain all criminal history information regarding any employee prior to any employee providing any transportation services to District. Contractor will provide written certification to District that Contractor has complied with this requirement prior to any employee providing any transportation services to District. Upon request by District, Contractor will provide, in writing: updated certifications and the names and any other requested information regarding any employee, so that the District may obtain criminal history record information on any employee. Contractor shall assume all expenses associated with obtaining criminal history record information.

B. Contractor will not assign any employee with a "disqualifying criminal history", as those terms are defined below, to work for District. If Contractor receives information that an employee has a reported disqualifying criminal history, then Contractor will immediately remove employee from providing any transportation services to District and Contractor must notify District in writing within three (3) business days. If District objects to the assignment of any employee on the basis of the employee's criminal history record information, then Contractor agrees to discontinue using that employee to provide services to District.

C. "Disqualifying criminal history" means any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 19 years of age or enrolled in a public school: a felony offense under Nebraska Criminal Code Article 3 Offenses Against The Person; an offense for which a defendant is required to register as a sex offender under the Nebraska Sex Offender Registration Act, Neb. Rev. Stat.§§ 29-4001 et seq.: or an equivalent offense under federal law or the laws of another state. District reserves the right to supplement, at any time and in its sole discretion, the definition of "disqualifying criminal history." In the event that District supplements the definition of "disqualifying criminal history," Contractor agrees to certify in writing and within three business days to District that Employee has complied with the requirements of this Exhibit B to this Agreement by ensuring that no employee has a "disqualifying criminal history."

D. Contractor prior to any assignment will obtain current criminal history record information and will at least annually thereafter obtain criminal history record information that relates to any employee. Contractor shall assume all expenses associated with the background checks and shall immediately remove from any of District's work any employee who was convicted of a felony or a misdemeanor involving moral turpitude. District, in its sole discretion, shall determine what constitutes "moral turpitude."

Karen A. Haase *NE, SD, IA, WY*
Steve Williams *NE, SD*
Bobby Truhe *NE, SD*
Coady H. Pruett *NE, CO, SD*

Jordan Johnson *NE, WY, NE*
Tyler Coverdale *SD*
Sara Hento *NE, SD*
Shari Russell, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

From: KSB School Law

Date: May 28, 2025

Re: Annual Policy Updates

It's time for the 2025 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not necessarily require a policy change but present new obligations or things to keep in mind as you enter the 2025-26 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect three months after the legislature adjourns. This year the Unicameral is currently scheduled to adjourn sine die on June 9, so the effective date of most bills will be September 9, 2025. However, if a bill has a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law. That also means there could be some new bills approved after the release of these updates which will require us to supplement the updates. There are also a handful of bills that passed in previous sessions but go into effect for the upcoming 2025-26 school year.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday,**

June 2, 2025, at 9:00 a.m. Central Time. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

Policy Changes

REVISION OF POLICY 1002: CREATION, AMENDMENT AND DISTRIBUTION OF POLICIES

As the list of required policies, reviews, reapprovals, and hearings grows, we eliminated the list from this policy so it did not need to change so often. Instead, we will continue to update and provide subscribers with the Annual Notices, Hearings, Reviews, and Trainings document that is released with the policy updates each year. There is no requirement to list these obligations inside of a policy.

This change is required, unless you want to continue maintaining the list of requirements in this policy.

REVISION OF POLICY 2006: COMPLAINT PROCEDURE

We made just a couple of tweaks to this policy to remove references to the Biden Administration Title IX rules, which are no longer in effect.

This change is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, or SITE IMPROVEMENT

School districts are generally prohibited from engaging "in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by" a licensed Nebraska architect or professional engineer. However, the law provides an exception to this requirement when the "contemplated expenditures for the complete project" are below a certain dollar amount. In July 2024, the Nebraska Board of Engineers and

Architects increased this exemption from $119,000 to $144,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the mandate to engage a licensed Nebraska architect or professional engineer.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

During our regular review of policies, we noticed a citation was partially removed from Section G Allowability of Costs. This citation has been corrected.

This change is required.

REVISION OF POLICY 3023: RECORD MANAGEMENT AND RETENTION

During some federal fund audits, the auditors recommended adding a provision to this policy to address the retention of federal award records. We have added such a provision to the policy.

This change is required.

REVISION OF POLICY 3026: HANDBOOKS

We have updated this policy to reflect how changes to the handbooks operate. We've included the one sentence that was in policy 5034, and 5034 has now been eliminated. We made a few other tweaks that hopefully will clarify the handbook updating process, especially as new legal interpretations and guidance seem to be coming out daily.

Administration is permitted to make changes without board approval unless it is required by law or conflicts with a policy. Administration is also permitted to make changes (whether or not requiring board approval) and provide notice to affected individuals by just sharing the amendment and not resharing the full handbook, unless required by law. For example, if you add a new student conduct rule to the handbooks and intend for that to be used for discipline, under the Student Discipline Act the "board" would have to

approve that rule, and both students and parents must be provided notice prior to it being implemented. However, you wouldn't have to reprint or reshare the entire handbook. You could just provide the amended section or provision.

This change is required.

REVISION OF POLICY 3036: PURCHASING (CREDIT) CARD PROGRAM

This policy change eliminates an inappropriate reference to a nonexistent reimbursement.

This change is required.

REVISION OF POLICY 3043: DESIGN-BUILD CONTRACTS

One of the legal requirements for school districts using the design-build project delivery system for school construction projects is for the school district to hire a performance-criteria developer (PCD), a licensed Nebraska architect or professional engineer. For projects with a cost of $896,000 or below, the timeframe and procedures for selecting and hiring the PCD can be shortened and simplified. The proposed revisions to this policy reflect that alternative. While updating this policy, we have also included changes in the organization of the policy and reformatting.

This change is required.

REVISION OF POLICY 3047: DATA BREACH RESPONSE

We have amended this policy in light of the PowerSchool data breach this past year. The amendment provides that the district's data directory will include a list of approved vendors and contractors to ensure that information exists in a consolidated format. Additionally, as part of the incident response plan, this policy change encourages contacting an insurance provider as part of a school district's response.

Note that the first section of this policy requires you (or your tech coordinator) to keep an updated list of computing devices, software, vendors with access to personally identifiable information and staff members'

usernames and passwords for any district software. The PowerSchool data breach is also a good reminder to be sure that this information is updated and that you know where to find it in the event of a breach.

This change is highly recommended.

REVISION OF POLICY 3057: TITLE IX

Death, taxes, and Title IX policy updates. These are the constants in life.

As many of you are aware, the Biden administration issued regulations in 2024 that necessitated updates to this policy. The updates also allowed for more streamlined investigations but expanded definitions of sex discrimination. However, a federal court vacated the 2024 updates in their entirety. The new White House has stated its belief that the regulations from 2020 are still in effect.

As a result of these changes, KSB is once again recommending a policy change.

Option 1 is a significantly pared-down version of the 2020 policy, which maintains the required substance in a simplified version. We have also improved this policy based on our five years of experience addressing Title IX complaints under the framework instituted by the previous Trump administration. We believe this policy would satisfy any requirements required by a Trump-led Office of Civil Rights.

Option 2 is a more aggressive option. This version is based on a close reading of the court decision that struck down the 2024 regulations, part of which rested on a rationale that vacating the 2024 rule would "'cause a return to the status quo' that existed for more than 50 years prior to its effective date." KSB believes the basis for this recent decision suggests that the 2020 regulations contain similar flaws. Thus, this policy focuses on the clear mandate laid out in federal statute and court decisions that require public school districts to respond to allegations of sexual harassment in their education programs and activities promptly and in a way that is not deliberately indifferent. This option is no less rigorous in requiring schools to be responsive, but it is less detailed and proscriptive in the granular procedures dictating *how* schools respond. This option allows for maximum flexibility in investigations, in exchange for undertaking some risk that the

procedures that the school district employees may not strictly comply with a hyper-technical reading of the 2020 regulations.

We will have additional Title IX guidance and forms available on the portal based on the option your board elects to assist your Title IX team comply with your board's choice.

One of these policies is required. Please note that your handbooks must include the version of this policy that your board selects (and our handbook redlines will have a prompt for adding the policy option your board chose as you update them).

REVISION OF POLICY 4051: STAFF AND DISTRICT SOCIAL MEDIA USE

The last time we reviewed this policy, X was called Twitter. In light of the changes in the social media landscape and recent court cases addressing official government accounts, it's time for some updates.

We have proposed a host of relatively small and simple tweaks, but they are important. For example, we have added more detail, differentiating between personal and school-owned accounts. We've clarified staff use of social media for instructional purposes. We address "tagging," where the school accounts are tagged or mentioned in outside posts to increase traffic to the post.

We have also updated the relevant rules for deleting comments, blocking posts and users, and banning outside users on school-owned accounts. It's important to note that this policy has always prohibited school-owned accounts from having comments "on" unless approved by the superintendent. When you enable comments, you take the bitter with the sweet. If you have not been following that part of the policy, now is a good time to review your practices and expectations for staff administering these accounts. If your practices differ from the policy, you should either change those or work with us to change the policy. There has been a lot of recent court action on the First Amendment rights of users interacting with individual school official accounts, like board members, and school-owned accounts operated by school employees.

These changes are required.

REVISION OF POLICY 4057: SUPERINTENDENT EVALUATION

We have amended this policy to eliminate the provision that required the superintendent evaluation to occur at a board meeting. You may still evaluate the superintendent at a board meeting if you wish, but now you may also conduct the evaluation with the board president and superintendent, with a committee of the board and superintendent, or any other way you deem appropriate.

Note that if your board decides to conduct the evaluation outside of a board meeting, you should review your superintendent contract, as well.

This change is highly recommended.

REVISION OF POLICY 4059: BEHAVIORAL AND MENTAL HEALTH TRAINING

We have revised this policy to remove the requirement that the training be at least one hour. Now, the length of the training is "a reasonable amount as determined by the school board." We have also added the statutory list of topics that may be covered in the training.

This change is required.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM - TRADITIONAL APPROACH

This policy has been revised to provide clearer procedures for the Attendance Officer to follow in responding to excessive absenteeism. The policy previously referred to external procedures that were inconsistently developed and adopted.

This change is required.

REVISION OF POLICY 5015: PROTECTION OF PUPIL RIGHTS AND POLICY 5018: PARENT INVOLVEMENT IN EDUCATION PRACTICES

During the 2024 session, the Unicameral amended sections 79-530 through 79-533 through LB 71 to give parents, guardians, and educational decisionmakers greater access to information about and involvement in educational practices. Those changes are reflected in this policy. Additionally, the current Unicameral again amended section 79-532 through LB 428 to add various requirements related to surveys administered by the school. These changes include allowing parents to obtain copies of the surveys through various methods as well as the ability to exempt their children from participating in the surveys.

This policy must be adopted by July 1, 2025. The policy must be developed with parental input from parents, guardians, and educational decisionmakers. It must be the subject of a public hearing before the school board before adoption by the board. As previously required, the policy must be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing. Any public hearing must include a reasonable opportunity for public comments.

The school district must make the policy accessible on the school district's website by August 1, 2025. The policy must be accessible by a "prominently displayed" link on the website. If the policy is altered, the new version of the policy shall be made accessible within a reasonable time thereafter.

Finally, the school district must continue to comply with the PPRA survey requirements. This means schools must comply with Policy 5015 (federal law requirements) and Policy 5018 (state law requirements) when administering surveys.

This change is required.

REVISION OF POLICY 5016: STUDENT RECORDS

The introductory paragraph of this policy clarifies that "student records" generally do not include transitory communications such as emails, text messages, handwritten notes between school and home, and similar items. These types of communications are not typically maintained by the district.

Following that introduction, the policy presents three different options for the board to consider regarding what types of records the district will officially "maintain." Recently, we have seen a noticeable increase in requests from parents asking for complete copies of their children's student records. At the same time, the rise in digital communication has complicated decisions about whether emails and text messages should be included in those records.

To address this, we have added a consistent reminder in each of the three options regarding what it means for the district to "maintain" a record. This serves as a clarification for both parents and school officials that, regardless of which option the board selects, the general rule excluding most emails and texts from the definition of "student records" still applies.

This change is highly recommended.

REVISION OF POLICY 5031: STUDENT APPEARANCE

Section 79-2,158 requires each school district to adopt a written dress code and grooming policy to be implemented at the start of the 2025-26 school year that is consistent with the model policy developed by the State Department of Education. We've revised our policy to be consistent with the Department's model policy (don't shoot the messengers), though hopefully a bit more concise.

This change is required.

ELIMINATION OF POLICY 5034: HANDBOOKS NOW "INTENTIONALLY LEFT BLANK"

The policy has been combined into policy 3026 and is now eliminated.

This change is required.

REVIEW OF POLICY 6025: STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

LB 140 requires schools to have policies prohibiting the use of cell phones and other electronic devices while at school or attending a "school instructional function." Of course, that term is not defined. We assume they are talking about field trips and other off-site curricular activities, not extracurricular activities.

However, the bill also allows boards and administrators to permit use of cell phones when "determined appropriate." So you "shall" have a ban but may deem any use appropriate. Consequently, we have not proposed any changes to policy 6025, because all of those options remain lawful.

As a result, we believe some schools will keep their current policy in place heading into 25-26. Here's the issue. LB 140 says, "The development of the policy shall include stakeholder participation to ensure that such policies are responsive to the unique needs and desires of students, parents, and educators in each community." It's unclear what that means if you already have a policy in place that was approved at a public meeting. The law does not require the formation of a committee or that you prospectively seek input now. It ties that input to the "development" of a policy, not any future amendment.

Here's our opinion on your options. If you solicited stakeholder feedback when developing your policy initially, or if staff, students, and parents provided input voluntarily at that time, we believe it would be lawful to simply move forward without seeking additional feedback or even reapproving the policy you have in place. For example, we know some schools conducted a stakeholder survey or invited stakeholders to board meetings if they had input when creating the policy. We believe that is sufficient to meet the requirements of LB 140.

If you did *not* receive stakeholder feedback initially, you have two choices. First, you could intentionally reach out for feedback in some way now, such as via survey, ad hoc working group, or to specific individuals whose input you think would be helpful. After obtaining that feedback, you could then reapprove the policy as it exists or with any amendments you see fit. We're happy to help with those. Second, you could take the slightly more aggressive approach that, because the policy was approved at a duly noticed

public board meeting with the policy on the agenda, stakeholders had an opportunity for feedback at that time. In our view, this is as much a political question as a legal one.

The bill also has 5 listed exceptions that schools must make to any restrictions on cell phone and device use. They are not required to be in the policy. Some of the exceptions we already include in our 4 policy options, such as use by a student when deemed necessary because of a disability accommodation, like a student with diabetes who uses a phone to monitor their levels.

One particular exception that could prove tricky permits students to use cell phones regardless of the strength of the school's ban in cases of "emergencies and perceived threats of danger." Of course, those terms are not defined, nor is it clear who decides what constitutes an emergency or threat. We have elected not to bring attention to this exception for fear that every student and parent will argue that the exception applies to them. You may see other policies throughout the state that list all of these exceptions, so we wanted to let you know it does exist and explain our rationale for not suggesting changes to our current policy options.

No changes required, but you must consider whether you met the requirement to obtain stakeholder input when your policy was developed.

REVISION OF POLICY 6031: EMERGENCY EXCLUSION

The policy had a discrepancy in the hearing request section. We aligned those timelines, which are already shortened to comply with the expedited hearing obligations under the emergency exclusion statute.

This change is required.

REVISION OF POLICY 6034: CONCUSSION AWARENESS

The policy requires updating to remove specific references to guidances and training that have since been updated. Review the approved trainings from DHHS and the NDE Brain Injury Support page for all updated materials.

This change is required.

NEW POLICY 6044: PARTICIPATION AND ASSIGNMENT OF ATHLETIC TEAMS

LB 89 establishes the Stand with Women Act. Originally, the bill would have required schools to designate locker rooms, bathrooms, and athletic teams based on sex as male, female, or coed. As the bill progressed, it was amended to include only requirements for designating athletic teams and limiting participation in athletics based on sex. The law defines sex in terms of reproductive organs and functions. The law also requires every school to have a policy implementing the new requirements.

There are a few other items to note. While the bill eliminated explicit provisions for bathrooms and locker rooms, it does require the policy to address the "conduct of visitors and the public." We are not sure what that means, because there is no explanation in the bill. We assume that is a nod of deference to existing policies and practices as it relates to things like restrooms that patrons and visitors can use when on school grounds. For that reason, we have simply said all visitors and members of the public shall comply with existing policies and law.

This policy is required *if LB 89 becomes law*.

NEW POLICY 6045: BEHAVIORAL INTERVENTION

Section 79-262.01 requires school districts to develop and adopt a policy consistent with or comparable to the model policy developed by the State Department of Education. We went with "comparable to" and tried to draft a policy that won't be too onerous compared to common and best practices we've seen prevalent across the state.

This policy is required.

Form Changes

Public Participation Rules for Public Comment

We've updated these rules slightly in light of some recent court decisions regarding public comment at school board meetings. However, the changes are not major. Recently, the Nebraska Attorney General's office representatives have shared informally that they believe public comment at board meetings can be limited to items on the board's agenda. We do have some concerns about that informal guidance in light of published decisions that say the opposite, but if your board is interested in exploring that limitation, give one of us a call to talk through that option.

Application for Employment

We reviewed LB 144 and determined that no changes to the employment application form are required. LB 144 revised the definition of spouse of a veteran and added language regarding the preference eligibility for the spouse of a service member. As such, we recommend reviewing the statutory standard and definition if you receive an application indicating veteran preference.

Title IX

For schools selection Option 1 for their Title IX policy, we will have updated forms and refresher training available this summer. In the meantime, if you receive a Title IX complaint prior to the start of next school year, give us a call to talk through your response options regardless of the policy you chose.

Other Issues To Consider

LB 306

Apparently, this bill has 9 lives. On May 21, it appeared dead. On May 22, it was revived. We will continue to monitor it along with any amendments. When AM1440 was discussed on May 21, only the LB 550 (religious instruction) section seemed to implicate a policy change. Even then, it said a school "may" adopt a policy. We simply don't yet know if this bill and any others amended into it will pass, or if the wording will remain the same. The

sections on funding 3 weeks of FMLA leave and restrictions on superintendent employment, for example, would not require policy changes but would require schools to consider their responses to those new provisions.

LB 390: Parent Right to Access School Library Materials

LB 390 (approved by the Governor on April 14, 2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy will provide parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to receive certain notifications when their student checks out a library book.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year." We will provide you our recommended policy that complies with LB 390 with our 2026 annual updates.

LB 457: ANAPHYLAXIS POLICIES

LB 457 directs the Department of Health and Human Services, in consultation with the State Department of Education, to develop model anaphylaxis policies available for use in school districts and licensed child care programs setting forth guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.

On or before July 1, 2026, each school district must adopt a written policy to address incidents of anaphylaxis involving students at school. A school board may use the model policy mentioned above as a guide. The policy must not conflict with or hinder the implementation of an individualized anaphylaxis plan of a student and must be consistent with section 79-224 relating to self-management by a student.

Next year, we will review the policy developed by NDHHS and NDE and determine if we will revise Policy 5053 - Self-Management of Diabetes or Asthma/Anaphylaxis.

FAIR Leave Act (Modifying FMLA)

Under the FMLA, if both spouses work for the same employer, they are required to split the (up to) 12 weeks FMLA leave for things like bonding time with a newborn or adopted child or to care for a family member with a serious health condition. The "FAIR Leave Act" introduced in the House would eliminate this restriction. For example, if you employ two teachers who have a newborn, both would be permitted to take up to 12 weeks for bonding time. This bill is separate from what's happening with paid leave in the Unicameral. We will monitor the bill and provide updates, including an updated policy, if it advances.

Children's Online Privacy Protection Rule (COPPA) 2.0

The Federal Trade Commission's 2025 proposed amendments to the Children's Online Privacy Protection Rule (COPPA), AKA "COPPA 2.0," aim to modernize protections for children under 13 based on the changes in the tech world which have occurred since the last amendments to COPPA in 2013. The amendments take effect June 23, 2025. To note, while these amendments do not directly apply to schools, they may impact how schools interact with EdTech companies who provide classroom technologies, resources, and apps.

In the 2024 Notice of Proposed Rulemaking, the FTC proposed codifying a school authorization exception to parental consent and also new definitions of "school" and "school-authorized education purpose." However, in the Final Rule, the FTC chose not to finalize these EdTech-specific amendments which would impact schools. With the possibility of amendments to FERPA in the future, the Commission decided to wait to change any language regarding EdTech and schools within COPPA 2.0. For our schools, this means that the existing interpretation, where schools may consent on behalf of parents for the use of EdTech tools, so long as the information is used exclusively for educational purposes and not for commercial gain, remains in effect. Schools will also see enhanced notices from EdTech companies regarding how data is collected and utilized by these companies. We encourage you to review the notices received.

Because schools utilize technology and software that record a child's voice (e.g., speech to text), one of the new exceptions to parental consent requirements found in COPPA 2.0 is helpful. It allows operators to collect audio files containing a child's voice and no other personal information solely to respond to a child's specific request, provided the file is not used for any other purpose, is not disclosed, and is deleted immediately. Other finalized

revisions include reinforced data minimization standards, which limit the use of persistent identifiers and restrict data collection. The definition of "personal information" has been expanded to include biometric identifiers such as facial recognition data, voiceprints, and fingerprints. Once the law is finalized, we will blog about any specific guidance the FTC may release regarding EdTech and parental consent. If you would like light reading materials to lull you to sleep, the proposed commentary and rule is available here.

KSB Superintendent Evaluation Platform

We are also pleased to announce that the KSB Superintendent Evaluation Platform is now live and available for use. This platform was designed specifically to align with Nebraska law and best practices, offering boards a streamlined, legally sound, and customizable way to conduct superintendent evaluations. Subscribers will be able to access the platform through the KSB portal. We have a summary of the platform's features and a short video about it available here. If you have questions about getting started or would like more information, please don't hesitate to reach out.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

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Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

~~Each policy shall bear the date when it was adopted, revised or reviewed.~~

The superintendent shall ~~distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site~~maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

~~**Annual Review**~~

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: _____
Revised on: _____
Reviewed on: _____

2006
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.

~~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~~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 complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, 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 be submitted 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. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~

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 allegations against 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 the 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 or 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 the 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. Individuals who file complaints (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 or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with 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 Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $109,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $109,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds $109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000 ~~$118,000.~~

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. **Purchases up to $10,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. **Purchases between $10,000 and $250,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than $10,000 and less than $250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. **Purchases Over $250,000**

a) Sealed Bids (Formal Advertising)

For purchases over $250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over $250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $250,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;
(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).
The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

    a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to

facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3023
Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication. Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other that their original format. Each individual who creates or receives electronic communications that belong to or pertains to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these polices or state and federal law.

Option 2 – use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for

electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of 60 days from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3026
Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board ~~board of education~~ may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3036
Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and [insert other standing authorized expenditures]. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is $[insert amount].

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: _____. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees ~~seeking reimbursement for~~ making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and _____ will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

I. **Definitions.** For purposes of this policy:

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

~~A.~~B. **Board** means the District's Board of Education.

~~B.~~C. **Department** means the Nebraska Department of Education.

~~C.~~D. **Design-Build Contract** (~~DB~~D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the ~~Nebraska Political Subdivisions Construction Alternatives Act (Act)~~Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

~~D.~~E. **Design-Builder** means ~~a~~the legal entity which proposes to enter into a ~~DB~~D-B Contract which is subject to qualification-based selection pursuant to the Act.

~~E.~~F. **District** means _____ Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

~~F.~~H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

~~G.~~I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~for Proposals, evaluation of Proposals, evaluation of the construction under a ~~DB~~D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.~~J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.~~K. **Proposal** means an offer in response to a Request ~~For~~for Proposals ~~("~~(RFP~~")~~) by a Design-Builder to enter into a ~~DB~~D-B Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.~~

~~J.~~N. ~~**Request for Proposals** (RFP) means the documentation by which the District solicits Proposals.~~**e**

~~K.~~O. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~**Procedures.** The District shall follow the procedures below in connection with any DB Contract.~~

II. ~~**Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**~~ **Resolution to Select Design-Build.** The Board shall

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. Selecting and Hiring a Performance-Criteria Developer (PCD)

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

Project Cost $896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The~~ District to be $896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

   a. The ~~shall~~ Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

   b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

   c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of $896,000.** For a project whose basic construction cost is estimated by the District to exceed $896,000,

the District will use the following procedures for identifying the most qualified PCD:

a. The District will encourage ~~eligible persons~~individuals or ~~organizations~~firms who desire to provide professional services to the District as ~~a~~its PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~ . At least ~~thirty~~fifteen (15) days prior to ~~selecting and hiring a PCD~~the deadline to respond, the District ~~shall~~will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

   i. A general description of the ~~Design-Build~~ project; ~~Directions regarding how~~
   ii. How interested ~~persons or organizations~~firms can apply for consideration by the District; and
   iii. The date by which ~~persons~~individuals or ~~organizations~~firms must submit their ~~applications~~statements of qualifications; and
   iv. A statement that any ~~person~~individual or ~~organization~~firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience;~~ equipment and facilities; promptness~~, and~~; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

d. The Board ~~shall~~will evaluate each qualified applicant's ~~current~~ statement of qualifications and ~~performance data.~~any other relevant the District has received. The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than~~, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service~~, and other factors identified above~~.

e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

~~L.~~B. **Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must

~~A. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

~~M.~~C. ~~The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~

~~C. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

1. ~~The contract between the District and the PCD shall~~ contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

D. **Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

~~N.~~E. **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

F. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

~~O.~~G. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as ~~a~~ PCD.

~~A~~

~~P.~~H. The PCD ~~may not be~~is prohibited from being employed by or ~~may not have a~~having any financial or other interest in a Design-Builder that will submit a ~~Proposal~~proposal.

~~**Procedures and standards to be used to prequalify**~~

~~II.~~IV. **Pre-Qualifying Design-Builders~~.~~

A. **Letters of Interest.** The District~~, with the help of the PCD,~~ shall prepare a request for ~~letters~~Letters of ~~interest. The~~ Interest, which request ~~for letters of interest~~ shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest~~;~~.
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience;~~ equipment and facilities; promptness~~, and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

~~**Procedures**~~

~~**2.**~~ **Preparing Requests for ~~the preparation and content of RFPs.~~**

~~III.~~V. **Proposals (RFP).** The District, with the ~~help~~assistance of the PCD, ~~shall~~will prepare the RFP, which shall contain:

A. The identity of the ~~school district~~ District for which the project will be built and the District that will execute the ~~Design-Build Contract;~~ design-build contract;

B. A copy of this Design-Build ~~Contract~~Contact Policy and all other policies ~~adopted by the District relating~~related to the ~~DB~~D-B Contract;

C. The proposed terms and conditions of the ~~DB~~D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

D. A project statement which contains information about the scope and nature of the project;

E. Project Performance Criteria;

F. Budget parameters for the project;

G. Any bonds ~~or~~and insurance required by law or as may be additionally required by the District;

H. The criteria for evaluation of Proposals and the relative weight of each criterion;

I. A requirement that the Design-Builder provide a written statement of ~~its~~the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

J. A requirement that the Design-Builder agree to the following conditions:

1. ~~(i)~~ An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

2. ~~(ii)~~At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

3. ~~(iii)~~ The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;

4. ~~(iv)~~ A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will~~:~~ (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. ~~(v)~~ The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the ~~Act~~NEARA; and

K. Other information which the District chooses to require.

~~IV.~~VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening ~~Proposals~~proposals, the ~~notice of the RFP~~District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent ~~by first-class mail~~directly to the prequalified Design-Builders only.

~~V.~~VII. ~~Procedures for preparing~~ Preparing and ~~submitting~~Submitting Proposals~~.~~

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

~~VI.~~VIII. ~~Procedures for evaluating~~ Evaluating Proposals~~.~~

A. The District may only proceed to negotiate and enter into a ~~DB~~D-B Contract if there are at least two proposals from prequalified Design-Builders.e

B. The ~~District~~Board shall ~~refer the proposals for recommendation to~~ designate members of a selection committee~~. The selection committee~~, which shall ~~be a group of~~include at least five persons ~~designated by the District.~~. Members of the selection committee ~~shall~~must include ~~(1):~~

1. One or more members of the ~~school board, (2)~~Board;
2. One or more members of the ~~school~~District's administration or staff~~,~~ ~~(3) the school's architect or engineer (4) any~~;
3. The PCD;
4. Any person having special expertise relevant to selection of a ~~design-builder~~Design-Builder or construction manager under the Act~~,~~; and ~~(5) a~~
5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

~~B.~~D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1)~~ The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2)~~ The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3)~~ The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4)~~ The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5)~~ The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6)~~ The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7)~~ Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

~~C.~~E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

~~D.~~F. ~~D.~~ The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request~~

~~for proposals~~RFP and taking into consideration the recommendation of the selection committee.

~~**3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.**~~

IX. Negotiating a Design-Build Contract

~~E.~~A. The District may attempt to negotiate a ~~DB~~D-B Contract with the highest ranked Design-Builder selected by the ~~Board~~District and may enter into a ~~DB Contract~~Design-Build contract after negotiations.

~~F.~~B. The negotiations shall include a final determination of the manner by which the ~~design-builder~~Design-Builder selects a subcontractor~~.~~

~~G.~~C. If the District is unable to negotiate a satisfactory ~~DB~~D-B Contract with the highest ranked Design-Builder, ~~it~~the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a ~~DB~~D-B Contract ~~with that Design-Builder~~ after negotiations.

~~H.~~D. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with the second highest ranked Design-Builder, ~~it may terminate negotiations with that Design-Builder. The~~ the District may ~~then~~ undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a ~~DB~~D-B Contract ~~with that Design-Builder~~ after negotiations.

~~I.~~E. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with any of the ranked Design-Builders, ~~it~~the District may either revise the RFP and solicit new ~~Proposals~~proposals or cancel the ~~design-build~~Design-Build process~~.~~ under the Act.

~~J.~~F. If the District is able to negotiate a satisfactory ~~contract~~D-B Contract with a ~~design-builder~~Design-Builder, the District shall file a copy of all ~~design-build contract~~ D-B Contract documents with the ~~State~~ Department ~~of Education~~ within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the ~~design-builder~~ Design-Builder shall file a copy of all contract modifications and change orders with the ~~State~~ Department ~~of Education~~.

~~VII.~~X. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of ~~DB~~D-B Contracts~~.~~

~~A. Definitions.~~

A. **Definitions**. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to~~ award.

B. **Right to Protest**. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of~~ the ~~bid.~~event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder.~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a ~~bid~~Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the ~~school district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the

contract should be suspended. The ~~school district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~ **Authority to Resolve Protests**. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other ~~bidders.~~Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. ~~D.~~ **Board Appeal Procedures**. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school district board of education~~The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. ~~The school district board of education's~~The Board's decision shall be final.

~~VIII.~~XI. **Refinements and Changes**. A ~~DB~~D-B Contract may be conditioned upon later refinements in scope and price and may permit the District~~,~~ in agreement with the Design-Builder~~,~~ to make changes in the project without invalidating the ~~DB~~D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria**. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the

Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

~~IX.~~XIII. **Projects Excluded**. The District shall not use a ~~design-build contract~~Design-Build Contract for any construction project excluded by NEB. REV. STAT. ~~———~~§ 13-2914 or any other applicable law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3047
Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,

2. Software that is installed on district devices,

~~2.~~3. Approved vendors/contractors that have access to personal information or personally identifiable information,

~~3.~~4. Staff members with access to district devices,

~~4.~~5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

~~1.~~2. The District will contact its cyber or relevant data breach insurance provider ~~-~~in the event of a suspected breach.

~~2.~~3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

~~3.~~4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.

2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.

2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.

3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3057
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 [765 Main Street, Springfield, NE 68059; jacci.lucas@spcsne.org; 402-592-1300]. 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, Forcible**—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) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
        - **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
        - **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
        - **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

  - **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

  - **Statutory Rape**—Non-Forcible 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the 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 district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4051
Staff and District Social Media Use

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. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff ~~may be~~are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

~~2.~~1. Staff may use social media for school-related communication with fellow educators, ~~students,~~ parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

~~3.~~2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media 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. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall ~~not~~ never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, ~~Twitter~~X, ~~and~~ Instagram, Snapchat, and TikTok on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~permitted by district policy or preapproved by the staff member's

immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;

~~3.~~4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;

~~4.~~5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

~~5.~~6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4057
Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his 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 classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" 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 generally 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. If the superintendent's evaluation is conducted at a board meeting, ~~T~~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: _____
Revised on: _____
Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5001
Compulsory Attendance and Excessive Absenteeism

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a exe mpt 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 exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

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

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

Commented [1]: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer ~~will follow the attached procedure for addressing barriers to the student's attendance.~~ 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.

Commented [2]: The board may select any number of unexcused absences to trigger the notification and meeting requirements.

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~~/must~~ 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~~/must~~ file a report with the appropriate county attorney.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences

through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____
Revised on: _____
Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in ~~Policy 5108 –~~the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.
b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.
b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
   i. this policy and its availability upon request from the office of the district;
   ii. how to opt their child out of participation in activities as provided for in this policy;
   iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
   iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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 email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

[OPTION 1] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, 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_____ [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

[OPTION 3] 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.

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. 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: _____
Revised on: _____
Reviewed on: _____

5018
Parent ~~and Guardian~~ Involvement ~~In~~ in Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental ~~and guardian~~ involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents ~~and guardians~~ to participate in the education of their children are preserved.

1. Parents~~/Guardians~~ will be provided access~~, as described in district procedures,~~ to ~~district-approved~~ textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials")~~textbooks and other curricular materials and tests used in the district~~ ~~upon request~~as follows:~~.~~

   a. A parental request to review specific ~~approved textbooks and other district- or building-approved~~ curricular materials (written, visual, or~~and~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.

   b. ~~Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the~~ The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption ~~of the instructional process~~to the efficient operations of the district.

   ~~b.~~c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.

   ~~c.~~d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to

the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents~~/Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

   a. Parents~~/guardians~~ are invited to make appointments with the building principal to visit classes, assemblies~~,~~ and other instructional activities. The principal shall give permission after determining that parental~~/guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

   b. Parents~~/guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents~~/guardians will be permitted, within district procedures, to ask~~may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

   a. Parents must submit this request in writing to the building principal for consideration.

   ~~a.~~b. Building principals may excuse a student from any ~~single~~ school events~~experience~~ at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

   ~~b.~~c. When the building principal determines it appropriate ~~appropriate~~, alternative experiences ~~will~~ may be provided for the student by the school.

4. Parents~~/guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents~~/guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents~~/guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.

    a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents~~/guardians~~ of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

    b. State Assessments

        State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents ~~or guardians~~ to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

    c. National Assessment of Educational Progress

        As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

        The District shall provide parents~~/guardians~~ of eligible students with reasonable notice prior to the exam being administered. Parents~~/guardians~~ wishing to opt their students out of the NAEP

assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents~~/guardians~~ will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents~~/guardians~~ may restrict their child from participating in any survey.

   c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

   d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

   e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

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

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

~~b.~~8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031
Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

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: _____

5034
[INTENTIONALLY LEFT BLANK]

Adopted on: _____
Revised on: _____
Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]

(USE AT SCHOOL OPTION)

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule 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.

(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)

Students are prohibited from using cellular phones or other personal electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's

Commented [1]: This is the option we have currently. Our school specific modifications are highlighted in yellow.

Commented [2]: Our policy reads this: Students are permitted to use cell phones and other electronic devices on school sidewalks and in common areas before and after school provided they do not cause distractions or disruptions an adhere to all other policies and handbook rules. Specific prodedures for cell phone use in each SPCS building will be detailed in their building operation guide.

Commented [3]: Our policy reads this: Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. During school hours student cell phones or electronic devies must remain in lockers, backpacks, or be locked in a personal vehicle. Teachers may establish classroom procedures to store student devices while in their classroom. Students may use cell phones or other technology in classrooms only with express permission of the classroom teacher and/or school personnel.

Commented [4]: Our policy says: personal electronic devices.

administration, be subject to additional discipline, up to and including suspension or expulsion.

(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. [INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule 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.

(COMPLETE BAN OPTION)

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~ one school day~~s~~ of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6034
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.~~:~~

   - ~~HEADS UP to Youth Sports Coaches: Online Concussion TrainingHeads UP Concussions in Youth Sports~~
   - ~~Concussion in Sports (NFHS)—What You Need to Know~~
   - ~~Sports Safety International~~
   - ~~ConcussionWise~~
   - ~~ACTive™Athletic Concussion Training for Coaches; and~~

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
   1 The signs and symptoms of a concussion;
   2 The risks posed by sustaining a concussion; and
   3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance~~follow the model provided by the Nebraska Department of Education. ~~entitled "Bridging the Gap from Concussion to the Classroom~~REAP~~," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
[INSERT ALL OF YOUR SPORTS]	

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6045
Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least X hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____
Revised on: _____
Reviewed on: _____



Springfield Platteview Community Schools
Preschool Operation Guide

2025-2026 School Year

Important Phone Numbers:

Springfield Preschool
Springfield Elementary School …….…….……..……..(402) 253-2245
940 Main Street, Springfield, NE 68059
Ms. Claire Johnson, Preschool Teacher
Mrs. Megan Hanson, Principal

Westmont Preschool
Westmont Elementary School……...……...……...(402) 895-9602
13210 Glenn Street, Omaha, NE 68138
Mrs. Megan Moore, Preschool Teacher
Mrs. Melissa Hasty, Principal

Early Childhood Speech Language
Pathologist…….…….……..…(402) 895-9602
Mrs. Leslie Wilson

Transportation…….…….....(402) 884-4025

District Administration Office……....…...…….…….....(402) 592-1300
Dr. Ryan Saunders, Superintendent
Mrs. Jacci Lucas, Director of Special Services
765 Main Street, Springfield, NE 68059

Welcome to the Springfield Platteview Community Schools' Preschool Program

The Springfield Platteview Community Schools (SPCS) early childhood team would like to welcome you and your child! We believe YOU are your child's first and most important teacher. Our goal is to provide an environment that builds upon the foundation you have established with your child. We are here to partner with you, to encourage your child's growth and development. Together we will make a great team!

SPCS Philosophy of Early Childhood Education and Intervention:

We believe quality early childhood programs nurture the continuing growth of children's knowledge and understanding of themselves and their world. Quality early childhood programs provide a safe, nurturing, and stimulating environment that facilitates learning and development. SPCS early childhood programs recognize that children and families are individuals, and that every child and family is unique.

We believe children develop skills at their own rate. What your child CAN do will be the starting point in developing your child's program. Children need a structured, child-directed environment that fosters cognitive, social, self-help, physical, and communication skills. We believe in a process-centered approach. What is important is the process by which children discover and learn, not just the end product.

Preschool Hours

(See District Preschool Calendar)

A.M. Session- Tuesday-Friday 8:00am-11:00am
P.M. Session- Monday-Friday 12:15pm-3:15pm
**Please note: The classroom will not be open before class starts. This will allow the staff to prepare for class and also to hold any meetings.

Pick up/Drop off:

Students may be dropped off/picked up from the Preschool Classroom Entrance. The classroom door opens at the start of class time and will remain open for 5 minutes. After this time, the door will be locked, as preschool staff will be assisting children with classroom procedures. If you arrive late, please enter and check in at the main office. All doors to the school are locked. The school's main door has a buzzer system and you will need to push the button to be buzzed in.

Safety of our students is our number one priority. Your child will be released only to parents/guardians and those persons listed as emergency contacts. If someone else is going to be picking up/dropping off your student, it must be in writing from you. Please let the person picking up

your student know that the teacher may ask for photo identification to confirm that it is the correct person.

Please drop off and pick up your student on time. Our staff is preparing for the next class session and planning for the next day. The Paraeducators' hours are specifically set for classroom hours.

Springfield Preschool: Preschoolers enter the classroom from Door F on the east side of the elementary building. Please walk your child up to the door and wait for the teacher/Educational Assistant to let you in.

Westmont Preschool: Preschoolers enter the classroom at Door 2 (west entrance at the front of the school). Please walk your child up to the door and wait for the teacher/Educational Assistant to let you in.

Special Education Transportation:
If your child is eligible for special education transportation, please contact transportation when your child does NOT need to be picked up/dropped off. If you require a change in transportation arrangements, you need to contact transportation to make those arrangements. It may take 5-10 business days for the arrangements to be made. The number for transportation is 402-884-4025.

Attendance/Health:
Springfield Platteview Community Schools Early Childhood program believes in the importance of regular school attendance even at this early age. Regular attendance during the preschool years is just as important as regular attendance for later grades. Research shows that early, regular school attendance results in improved success not only in later grades but as adults. Learning for a child can only occur when they are in class and have access to the developmentally appropriate curriculum. The Early Childhood curriculum builds on each day's activities and is important for the learning process. If a child misses school frequently, they have missed an opportunity to learn and grow. Parents are asked to contact the school if a student is going to be absent.

We ask you to please follow the SPCS Elementary Student and Parent Handbook guidelines concerning illness. The guideline states, "Students who have been ill with vomiting, diarrhea, severe headaches, excessive coughing and excessive nasal drainage should not return to school until symptoms subside and their temperature is below 100 degrees for 24 hours without medication." If your child becomes ill at school, you will be called and expected to come for him/her as soon as possible. If you cannot be reached, the person(s) indicated on the emergency card will be notified.

If your child has more than 10 unexcused absences, SPCS reserves the right to discontinue preschool services (for children who qualify for special education, your IEP team will be required to hold a

meeting). Please communicate with your child's teacher on a regular basis concerning any attendance concerns.

Cancellation of School:
The school district will use our automated text messaging system to notify all parents of school cancellations/changes. This information will also be posted on social media (Facebook/Twitter).

Birthday/Party Invitations, Treats & Celebrations:
Birthday/party invitations can be passed out at preschool if the **ENTIRE class** is invited to the party. If your child is not inviting all of the children in their class, we will not pass out invitations at preschool. You will need to make other arrangements for sending out invitations.

Bringing birthday treats or prizes is optional for parents/students. All foods offered on the school campus needs to meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as plates, napkins, etc.

There will be special activities over the course of the year where you will have an opportunity to send treats to preschool. Due to student food allergies, we will be very strict on the district policy of NO HOMEMADE GOODS unless your child's teacher has a special activity planned that requires food. Please remember to notify your child's teacher of any allergies. **All donations must be store bought, sealed and still in the package so that we can double-check the ingredients!** Thank you for your contributions!

Preschool Snack Program
SPCS Preschool provides a healthy snack in accordance with the Nebraska Department of Education Rule 11 requirements and within the USDA Child Nutrition Guidelines as part of your child's monthly tuition. The snack menu will be available monthly.

If your child has special dietary requirements, you are welcome to talk with your child's teacher and arrange to send a healthy snack to preschool.

Suggested Supplies (including clothing):
Families are encouraged to provide your child with a backpack they will bring to preschool every day. This backpack should be large enough to accommodate preschool projects and to an 8 x 11

folder—mini-backpacks are usually not large enough for all of the creations your child will make over the course of the year! If you are unable to provide a backpack for your child, please let your early childhood teacher know.

Please send an extra change of clothes (shorts/pants, shirt, underwear, socks, etc.) to school, even if your child is potty trained or if he/she rarely has accidents. The extra clothes are good for days your child may get wet or messy during play/activities. If your child wears pull-ups or diapers, we would ask that you keep your child's backpack stocked with an adequate supply, including baby wipes. The change of clothes (including diapers/pull-ups/wipes) can remain in the backpack and travel from home to school daily, if that is your preference.

Dress your child in simple, washable clothing. Much time is spent on the floor and working with messy art materials. Closed-toe shoes make playing on the playground much easier and safer for the children. Open-toe shoes and "flip flops" are discouraged due to safety concerns. Please send your child to school in appropriate clothing for the weather—we <u>will</u> go outside and play, weather permitting.

We encourage self-help at toilet time. For this purpose it is helpful that children are dressed in clothing that is manageable for them to pull up, down, snap, zip, etc. Label all removable clothing such as coats, hats, mittens and your child's backpack with their <u>FULL</u> name.

Please make sure your child brings only necessary items to school (backpack, jacket, folder, etc.). Items from home (toys, stuffed animals, blankets, etc.) will not be allowed to be removed from backpacks. Please be sure to check your child's backpack every day!

Home Visits:
SPCS abides by Nebraska Department of Education Rule 11 Regulations for Prekindergarten Programs. One of the requirements is that 2 home visits are conducted each year. The home visits are designed to last about 20 minutes.

The intent of the home visits is to build positive relationships with families and to partner together to support your child. Research indicates that positive interactions during home visits lead to higher student growth and achievement in the classroom, along with more parent involvement in schools.

Home visits may be completed at another location, but please discuss this with your child's teacher if you would like to make these alternate arrangements.

Communication:
Communication between home and school is very important to the success of our program. If at any time you have questions or concerns about your child's preschool day, do not hesitate to send a note in your child's backpack, call, or email the teacher. A communication folder will be in your child's backpack every day. This will hold projects that have been completed, as well as any notes that need to go home to parents.

Teachers check backpacks daily and look for notes from parents. It is important for parents to check your child's backpack daily. If you have an emergency or need to get information to the teacher immediately, please call the school office.

Please check with your child's preschool teacher for the best time/method for contacting them. The following are some ways to share information:

*Email and Phone Numbers (listed in the "important phone numbers" section)

*Parent Teacher Conferences/home visits: There will be opportunities to meet with your child's early childhood teacher during the school year to discuss your child's progress.

*Progress Reports: For those children who have Individualized Education Plans (IEP), progress reports will be sent home at the end of each quarter and annual IEP meetings will be held.

*Teaching Strategies GOLD assessments reports are sent home in November and at the end of the school year.

<u>Class Dojo</u>
The main form of communication we use in our classroom is an app called Class Dojo. This is an app that only members of our classroom and their families have access to. We will post pictures and updates throughout each day as well as any reminders. A permission form for Class Dojo must be completed to participate.

If your child's contact/personal information changes in any way, it is critical that you communicate these changes to your child's teacher and/or building secretary. This may include any changes in address, phone number, emergency contact, guardianship, child care location, transportation, and custody arrangements.

Discipline:
Our preschool promotes positive behavior supports and actively teaches children how to solve simple social problems using a variety of strategies. You can find more information about our framework for social-emotional development at the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) http://csefel.vanderbilt.edu/.

"Be Responsible, Be Respectful, Be Safe, Be Kind"- we teach our preschoolers these expectations across all aspects of their preschool day. We will send strategies home with you so that you can reinforce what your child is learning in school.

Children will be encouraged to learn self-discipline and practice social problem solving strategies. The following strategies are examples of what may be implemented: modeling of appropriate behaviors, redirection, verbal prompts, self-talk, planned ignoring, review of classroom rules, use of visual cues and supports, and facilitating peer mediation.

Each early childhood classroom uses multiple levels of social-emotional supports intended to support healthy social-emotional development, and the development of critical peer interaction strategies. SPCS teachers have completed training in The Well Managed Classroom from the Boys Town Education Model which supports using positive behavior strategies and positive reinforcement in the classroom. You will have an opportunity to learn more about the positive supports/strategies used in your child's classroom over the course of the preschool year.

Residency:
Families MUST reside within the Springfield Platteview Community Schools District boundaries to attend district preschool and receive services from SPCS staff. If you consider a move during the school year, please talk with your child's educational team prior to the move. They can help you determine whether your new location is within our district boundaries.

If you do move out of the SPCS boundaries, your child will be allowed to complete the semester in which they are currently enrolled. **They will NOT be "automatically" allowed to continue in SPCS for Kindergarten.** If you move out of our District and wish for your child to continue in SPCS Schools for Kindergarten, you MUST complete the application for option enrollment that can be found on our District website at spcsne.org.. This does not guarantee your child will be able to continue in SPCS for Kindergarten. There are specific deadlines for application, and it is your responsibility to meet those deadlines.

If you have questions regarding your residency status, please contact our District Administration Office. Please note: Option Enrollment laws do not presently apply to early childhood-age students.

The SPCS preschool abides by all Nebraska regulations regarding immunizations, health physicals and birth certificate documentation. If you have questions regarding any of these issues, please contact your child's early childhood provider.

Preschool Tuition (Preschool Peers):
Preschool tuition is $150 per month for all 3 and 4 year old Preschool Peer students. Families who meet eligibility requirements may apply for free or reduced tuition rates.

Tuition payments are due on the 15th of each month, beginning August 2025 and continuing through May 2026. If tuition is not paid for two consecutive due dates, the student may be removed from the program until the account is paid in full (Re-enrollment is subject to the availability of open preschool slots).

If a student will no longer be attending preschool, a two-week written notice is required.

What Can I Expect My Child to Learn in Preschool?
Springfield Platteview Community Schools is proud to offer high-quality early childhood learning environments that will engage your child in meaningful and structured play opportunities that enhance their learning.

Over the course of the preschool year your child can expect to experience a variety of developmentally appropriate activities which:

- Develop social skills including how to participate in a group setting, playing with other students, and relating to adults
- Nurture budding independence and self help skills
- Provide opportunities to develop executive function and self-regulation skills
- Engage in activities that develop fine and gross motor skills including outdoor play time when the weather permits
- Provide pre-literacy skills through exposure to literature and the alphabet
- Provide pre-mathematical skills through exposure to numbers and a variety of counting and measuring activities
- Encourage expressive and receptive language skills within the context of routine classroom activities including playtime

<u>Teaching Strategies Creative Curriculum</u>
Preschool students will engage in this rich curriculum that encourages learning in everyday experiences while taking into consideration individual differences and unique needs of every child. In an inquiry-based learning model, all preschoolers can be successful as they are building on their

prior knowledge to gain new knowledge. In inquiry-based learning, preschoolers generate questions about specific topics, make observations and gather data to answer the questions, collect, analyze and interpret their findings, and then make predictions about what might happen in the future. The Creative Curriculum is aligned with the Nebraska Early Learning Guidelines for 3-5 year olds.

Along with the developmental domains listed above, the SPCS preschool classroom curriculum facilitates specific instruction in social skills, interaction with other children, literacy, math concepts, and fine motor/pre-handwriting activities that are developmentally appropriate and aligned with the curriculum used in Kindergarten.

In addition to Creative Curriculum, SPCS utilizes the following supportive preschool curricula:

- Handwriting Without Tears to support fine motor and handwriting development.
- Heggerty to support phonemic awareness
- Second Step to support social emotional learning

<u>Teaching Strategies GOLD Assessment</u>

Your child will participate in the general education assessment which, at the early childhood level is Teaching Strategies GOLD. Results are provided based on widely held expectations. Widely held expectations are criterion-referenced: your child's performance is compared to specific research-based milestones of child development—not to the performance of other children. GOLD determines whether each child has achieved specific skills or concepts.

GOLD is intended to answer:

- Are children performing where research says they should (i.e., developmental expectations/widely held expectations)?
- Are children growing/adding skills?

Your child's development will be monitored through careful observation and you will receive updates regarding your child's progress throughout the year. You are also an important participant in this process, and we will ask for your input and observations regarding your child's skills. You will also have a chance to discuss your child's assessment at parent/teacher conferences and home visits.

Field Trips

The preschool program will participate in field trips that are aligned to the preschool curriculum. Teachers will share more information about the field trips as they are scheduled.

Early Childhood Advisory Team

The SPCS Early Childhood Advisory Team is part of Planning Region Team 3. The advisory team is a representative group of early childhood administrators and teachers, services coordinators,

community partners, and parents. This team meets 3-4 times a year to collaborate in the development and review of early childhood programs and resources for families and young children. If you are interested in learning more about the Early Childhood Advisory Team and/or are interested in participating as a member of the team, please call the Director of Special Services, Jacci Lucas, at 402-592-1300.

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

2025-26



MISSION STATEMENT

The Mission of Springfield Platteview Community Schools is to ensure that all students acquire the 21st century skills and behaviors necessary for each student to succeed now and into his/her future.

DISTRICT ADMINISTRATION

Dr. Ryan Saunders, Superintendent
Mrs. Heidi Zierott, Director of Learning
Mrs. Jacci Lucas, Director of Special Services
Ms. Nichole Baugh, Director of Public and Community Relations
Mr. Tim Seretta, Director of Technology
Mr. Doug Mann, Director of Maintenance

BOARD OF EDUCATION

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Michael Patera, Member
Mr. Brett Kreifels, Member

PURPOSE of the PLATTEVIEW CENTRAL OPERATIONS GUIDE

The Platteview Central Junior High School Operations Guide outlines procedural expectations for students and parents. The Springfield Platteview Community Schools District Handbook can be found online and is the policy that oversees all of our school operations and protocols.

The Operations Guide establishes the responsibilities of all students:

- Attend school to receive an education.
- Be on time for school and all classes.
- Come to class with necessary materials.
- Complete all in-class and homework assignments. Meet deadlines.
- Obey school rules and school personnel.
- Cooperate with and respect school faculty and staff.
- Respect other students and their property.
- Respect public property.

MESSAGE FROM THE PRINCIPAL

I invite all students and parents to participate in Platteview Central's educational opportunities. As part of our philosophy, we feel that teachers, support staff, students, parents, counselors, community, and administrators mutually share the responsibility of guiding each student in a positive direction regarding our school's curriculum, extra-curricular offerings, and district mission. This partnership is crucial to each student's success here at Platteview Central.

Please feel welcome to communicate with any of our staff concerning areas that affect your student(s). Always start with the person closest to your area(s) of concern, then work your way up to the principal, if necessary. As a staff, we have made a commitment to serving you and your children and we always try to make the best decisions based on individual student needs, while protecting our outstanding learning environment.

We are looking forward to an exciting school year and thank you for choosing Platteview Central for your child's educational needs. We feel we offer the best education in the metro area and have the academic success, extra-curricular opportunities, and educational climate to prove it! Thanks for your support. Let's have a great year!

Sincerely,

Darin Johnson
Principal

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Contact Information and School / Office Hours:

Mr. Darin Johnson, Principal - darin.johnson@spcsne.org 402-339-5052
Mrs. Sarah Svoboda, Counselor - sarah.svoboda@spcsne.org 402-339-5052
Mrs. Tren Svendsen, Office Manager - trendolyn.svendsen@spcsne.org 402-339-5052

School Hours: Monday —> 9:10 AM-3:25 PM
Tuesday through Friday —> 8:10 AM- 3:25 PM

Office Hours: Monday through Friday —> 7:30 AM-4:00 PM

Address: 14801 South 108th Street
Springfield, NE 68059

Website: http://pc.springfieldplatteview.org

Facebook: www.facebook.com/platteviewcentral

X: @platteviewcent

Daily Bell Schedule:

Mondays	Late Start	Regular	Tues-Fri	Early Dismissal	1:25 PM
Period	***Times***	***Period***	***Times***	***Period***	***Times***
1	9:10-9:54	1	8:10-8:54	1	8:10-8:39
2	9:58-10:37	2	8:58-9:42	2	8:43-9:12
3	10:41-11:20	3	9:46-10:30	3	9:16-9:45
4	11:24-12:03	4	10:34-11:18	4	9:49-10:18
5	12:07-1:16	Advisory	11:22-11:43	6	10:22-10:51
7th Lunch	12:03-12:33	5	11:47-1:01	Advisory	10:55-11:16
8th Lunch	12:46-1:16	7th Lunch	11:43-12:13	5	11:20-12:19
6	1:20-1:59	8th Lunch	12:31-1:01	7th Lunch	11:16-11:46
7	2:03-2:42	6	1:05-1:49	8th Lunch	11:49-12:19
8	2:46-3:25	7	1:53-2:37	7	12:23-12:52
		8	2:41-3:25	8	12:56-1:25

Staff Directory

Staff Name	Assignment	Email Address
Arch, Sherry	Reading 7	sherry.arch@spcsne.org
Behrens, Allison	Art	allison.behrens@spcsne.org
Blum, George	Social Studies 8	george.blum@spcsne.org
Bos, Michael	Industrial Tech I	michael.bos@spcsne.org
Caniglia, Katelynn	Family Consumer Sci	katelynn.caniglia@spcsne.org
Clayton, Shannon	Science 7	shannon.clayton@spcsne.org
Crouse, Nick	Strength and Condition	nicholas.crouse@spcsne.org
Elder, Christina	PE / Health	christina.elder@spcsne.org
Erspamer, Nicole	Library Para	nicole.erspamer@spcsne.org
Farr, Denise	Evening Custodian	denise.farr@spcsne.org
Gray, Daylene	Language Arts 8	daylene.gray@spcsne.org
Jenson, Scott	Physical Education	scott.jenson@spcsne.org
Johnson, Darin	Principal	darin.johnson@spcsne.org
Kroll, Morgan	Chorus	morgan.kroll@spcsne.org
Kuhl, Adam	Physical Education	adam.kuhl@spcsne.org
Layher, Patti	Keyboarding	patricia.layher@spcsne.org
Laughlin, Frank	Social Studies 7	frank.laughlin@spcsne.org
Lodes, Julie	Computer Science	julie.lodes@spcsne.org
Lusienski, Zach	Math 7	zachary.lusienski@spcsne.org
Morehead, Barbara	Special Education 8	barbara.morehead@spcsne.org
Poppe, Logan	JAG	logan.poppe@spcsne.org
Robertson, Tony	Custodian	tony.robertson@spcsne.org
Robles, Mark	Industrial Technology	mark.robles@spcsne.org
Sloup, Madison	Secondary Speech Path	madison.sloup@spcsne.org
Spiehs, Shari	Media Specialist	shari.spiehs@spcsne.org
Starks, Teresa	Business Basics	teresa.starks@spcsne.org
Stednitz, Leah	Ass't Office Mgr; Sub	leah.stednitz@spcsne.org
Steinke, Alex	Band	alex.steinke@spcsne.org
Stork, Bridget	Language Arts 7	bridget.stork@spcsne.org
Svendsen, Tren	Office Manager	trendolyn.svendsen@spcsne.org
Svoboda, Sarah	Counselor	sarah.svoboda@spcsne.org
Kevin Thoendel	Assistant Band	kevin.thoendel@spcsne.org
Thomas, Tina	Science 8	tina.thomas@spcsne.org
Wills, Cole	Math 8	cole.wills@spcsne.org
Woodward, Marty	Special Education	marty.woodward@spcsne.org
Zeleny, Kim	Spanish 8	kimberly.zeleny@spcsne.org

Student Expectations

• *Attend school to receive an education.* Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused. See district policy regarding attendance.

• *Be on time for all classes.* Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work. This includes the first period of the day. Be on time for school!

• *Come to class with necessary materials.* A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.

• *Complete all in-class and homework assignments and meet all deadlines.* The full responsibility for student learning does not rest with the teacher. Educational efforts cannot be effective unless students take responsibility and parents support our structural endeavors.

• *Obey school rules and school personnel.* No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are expected to follow rules and be courteous to everyone who works in our schools along with classmates and peers.

• *Cooperate with school staff.* Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

• *Respect the rights and property of others.* Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and school sponsored events. Always be a good person.

• *Respect public property.* Schools are a community investment and resource for young people. Students who damage school property will be held responsible.

• *See that school correspondence to parents reaches home.* From time to time, we will send important paperwork home (grade reports, notification of events, etc.).

Boys Town Social Skills: Springfield Platteview Community Schools is committed to teaching all students important social skills. Examples of social skills are “following directions” and “accepting no for an answer.” These examples have specific and observable behaviors which are taught and reinforced by staff. Student success in the social skill area is critical to a quality learning environment for all students.

Important Dates

***All Mondays that school is in session will be a 9:10 AM start time, unless during Final Exams.

Semester 1

August 4-5	iPad Set Up Days, Physicals due, ALL paperwork completed
August 6-12	Teacher Workdays
August 7	Sports Meetings; 7th/8th Orientation; Digital Citizenship
August 13	1st day of School
August 27	School Pictures
September 1	Labor Day NO SCHOOL
September 29	NO SCHOOL - Teacher Professional Development Day
October 10	Mid-Semester
October 15-16	P/T Conferences 2-7:00 PM - Early Dismissal 1:25 PM
October 17	Teacher Comp Day - NO SCHOOL
November 26-28	Thanksgiving Break- NO SCHOOL
December 17-18	Early Dismissal 1:25 PM - Semester Finals
December 19	Early Dismissal 11:25 AM - Semester Finals
December 22-Jan 5	Holiday and Winter Break - NO SCHOOL

Semester 2

January 6	1st day of 2nd Semester
January 19	Martin Luther King Jr. Day- NO SCHOOL
February 11-12	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
February 13	Teacher Comp Day - NO SCHOOL
February 16	President's Day - NO SCHOOL
March 13	Mid-Semester
March 16-20	NO SCHOOL - Spring Break
April 3 and 6	Holiday Break - Easter
April 24	NO SCHOOL - Teacher Professional Development Day
May 19-20	Early Dismissal 1:25 PM - Semester Finals
May 21	Last Day for Students - Early Dismissal 11:25 AM - Finals
May 22	Teacher Work Day

Visitors

Parents and/or guardians are welcome at Platteview Central Junior High. Please check in at the office when arriving. Parents asking to visit a classroom in session are asked to contact the school office one day in advance to help with necessary planning. Students are NOT allowed to bring student visitors to school. Any visitor to our campus must be approved ahead of time with the principal. All school doors are locked during the school day.

Drop-off and Pick-up of Students

The drive in front of Platteview Central and circle radius at the south end of the drive is for quick drop off and pick up. There is a designated area in the southeast corner of the high school parking lot if you arrive early for pick up. The parking stalls in front of PC are for staff only. The visitor parking stalls are for guests that have business in the building.

Closed Campus

Platteview Central is a closed campus. Students may not leave school grounds during regular school hours. The campus is also closed during lunch time. Students may leave during lunch time only if a parent signs them out and accompanies them off campus. Exceptions must be approved by the principal.

Final Exams

Final exams are held each semester. Attendance during final exams is expected. Please ensure that students are at school during final exams and that vacations for holidays and summer occur after the scheduled final exams are completed.

Student Records

Parents have rights to: 1) inspect and review educational records; 2) request an amendment of the student's record to ensure accuracy; 3) consent to disclosures of personally identifiable information to the extent of the law; 4) file a complaint concerning alleged failures by the school to comply with regulations; 5) obtain a copy of the school district's policy on records. See FERPA and PPRA attachments in the District Handbook for more information.

Withdrawal of a Student

Parents should notify the school at least two days ahead of the student's last day of attendance. The student will be given a withdrawal form to take to all classes. All textbooks, iPad (cord, charger, case), materials, and equipment must be returned to the school. Fines for lost or damaged items must be paid before withdrawing from Platteview Central.

Curriculum and Course of Study

The course of study at Platteview Central is designed to provide learning experiences for each student to develop the readiness skills necessary for future learning and life. All students in grades 7-8 take courses in Mathematics, Science, Language Arts, and Social Studies. The curriculum is aligned to the Nebraska State Standards for education.

In addition to the core classes, 7th graders will also take Reading. Students will have the opportunity to receive instruction in other areas as well, including Art, Physical Education, Health, Keyboarding, Business, Vocational Technology, Personal Finance and Agriculture, Computer Science, General Music, Choir, Band, Spanish, Leadership, Career Education, Digital Tools, and Family Consumer Science.

7th Grade Course of Study

Subject	***Length of Course***
Math 7 or JH Pre-Algebra	Year
Science 7	Year
Language Arts 7	Year
Social Studies 7	Year
Reading 7	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Digital Tools (elective)	1 Semester, every other day
JAG Career Education (elective)	1 Semester, every other day
World of Music (elective)	1 Semester, every other day
Band (elective)	Year
Keyboarding	1 Semester, every other day
Industrial Technology I (elective)	1 Semester, every other day
Art (elective)	1 Semester, every other day
Guided Study	Year (if in Band, every other day)

***7th grade students may take junior high Pre-Algebra (or other advanced math classes) if test scores, classroom performance, and teacher recommendation align. Parents, teachers, and administrators may be asked to participate in math course selection to ensure adequate placement.

8th Grade Course of Study

Subject	***Length of Course***
Pre-Algebra	Year
Algebra or Geometry (for H.S. credit)	Year
Language Arts 8	Year
Science 8	Year
Social Studies 8	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Band (elective)	Year
Art (elective)	1 Semester, every other day
Business Basics (elective)	1 Semester, every other day
Health	1 Semester, every other day
Computer Science (elective)	1 Semester, every other day
Industrial Technology II (elective)	1 Semester, every other day
Personal Finance / Agriculture Ed. (elective)	1 Semester, every other day
Spanish (elective)	1 Semester, every other day
Family Consumer Science (elective)	1 Semester, every other day
Strength and Conditioning (elective)	1 Semester, every other day
Robotics and STEM (elective)	1 Semester, every other day
JAG Career Education (elective)	1 Semester, every other day
Guided Study	Year (if in Band, every other day)

Citizenship Grade

Good citizenship is valued at Platteview Central. Along with an academic grade, each student will receive a citizenship grade on his/her report card based on established criteria.

Student comes to class prepared.

Student completes assignments on time.

Student follows all classroom rules and procedures.

Student attends class regularly.

Student is actively involved in class.

Student is respectful to themselves, others, and property.

Student works independently and/or well in groups.

Student cooperates and participates in class activities.

Student graciously accepts “no” for an answer.

Student stays on task.

Student uses technology appropriately.

Student makes appropriate comments at appropriate times.

Grading Policy

The district grading system uses a letter grade to represent each student's progress. To more accurately reflect the precise grade, a plus or minus may be used. The following table shows the range and GPA assigned for each possible grade.

A+	**97-100**	**4.0**	**C+**	**77-79**	**2.33**
A	**93-96**	**4.0**	**C**	**73-76**	**2.0**
A-	**90-92**	**3.67**	**C-**	**70-72**	**1.67**
B+	**87-89**	**3.33**	**D+**	**67-69**	**1.33**
B	**83-86**	**3.0**	**D**	**63-66**	**1.0**
B-	**80-82**	**2.67**	**D-**	**60-62**	**0.67**
			F	**0-59**	**0.0**

The following are important aspects of Grading Policy 5204 (adopted for 2015-16; amended for 2016-17). For full policy review, see our district website and click "Board of Education" then click "News and Information" to see this policy, among others.

1. Formative assessments (homework, quizzes, daily work, other checks for understanding) shall make up no more than 30% of a student's grade. Summative assessments (end of unit tests, projects, presentations) shall make up at least 70% of a student's grade. Extra credit is not allowable, nor permitted.

2. Final Exams, whether cumulative or a unit ending test, presentation or project, will fall into the Summative grading category as part of the 70% (or more). There are NO RETAKES for Final Exams.

3. The penalty for formative late work shall not exceed 10% of the possible grade for the assignment. If the student has not completed the work prior to the summative assessment, a zero may be submitted for the student's grade.

4. A student who fails a summative assessment is provided an opportunity to retake the assessment. A student who scores below a 79% on a summative assessment may choose to retake the assessment. The student who chooses the retake may earn up to a 79%, but not more.

Cheating and Plagiarism

Any student caught cheating (providing answers or assignments, copying answers or assignments, accepting and turning in assignments not completed by themselves, plagiarizing, or any other act which violates the academic integrity of our school, including the use of ChatGPT or other A.I. platforms), is subject to the following consequences —> Parents are notified. A detention is assigned. The assignment or assessment will be completed during detention (modified), a grade reduction of 1/3 (33%) will be administered. If multiple cheating violations occur, the consequences will double.

Grade Reports

Grade reports will be issued at least four times per school year. These reports will be at the end of each of the four quarters along with Parent Teacher Conferences in February. Grade reports communicate academic achievement, citizenship standing, tardies, and student absences. Semester grades are used to establish GPA.

Homework and Make-Up Work Policies

Homework supports learning at Platteview Central. It is used to reinforce skills already being taught in the classroom, to work on independent study, complete projects, and to complete classroom assignments. Students and parents should develop a study time set aside at night for this purpose (70 minutes for a 7th grader and 80 minutes for an 8th grader is recommended). This will develop habits for your student to become successful at high school and college levels of education, as well as future careers.

With each Platteview Central student being assigned an iPad, the expectation is that each student will use a homework and/or calendar app for purposes of staying current with homework, upcoming quizzes, tests or projects. Daily assignments are posted online on our webpage.

Students need to make-up assignments and tests due to an absence from school. The student is responsible for requesting missing assignments from the teacher and turning them in at the designated deadline set by the teacher (minimum 1 day for each day missed). Any parent wishing to pick up work for a student who is absent, needs to request it from the Office Manager before noon. Collected work will then be available by 3:25 PM unless arrangements are made with the Office Manager to pick it up sooner.

Homework Online

All daily homework can be found online. When accessing homework online, go to our school website at www.pc.springfieldplatteview.org and click “Students and Parents” on the menu bar, then select “Homework 7” or “Homework 8.” Homework remains posted for one week.

Schoology

Student assignments, grades, progress reports, and attendance records are available through use of PowerSchool and Schoology. To set up your Schoology account, please email our instructional technology department, by emailing Mr. Mahoney, at jeremy.mahoney@spcsne.org.

Complete guidelines and instructions will be included in your account activation letter. It is important that each legal guardian protect their password. **PowerSchool and/or Schoology are not intended to replace teacher –> student and / or teacher –> parent communication.** Please contact the individual teacher if you have questions about your student's progress before contacting the school counselor and/or principal.

Middle School Assistance Process (MSAP):

Students are expected to complete each assignment given by each teacher, on time. The following process will be used to help students experience success when having trouble completing assignments on time. The probability of student learning is increased significantly when each teacher given assignment is completed in a timely and thorough manner.

(1) If an assignment is not completed or presented at a satisfactory level at the time it is due, the student will be assigned to MSAP.

(2) Parents will be contacted when after-school attendance at MSAP is required for the student to be successful.

(3) MSAP will be from 3:25-4:05 PM on a daily basis for all teacher identified students. Students that participate in athletics or clubs after school will go to MSAP prior to their activity.

(4) Students who do not report to MSAP as directed by a teacher may earn discipline consequences.

Watch List MSAP

(1) MSAP for Watch List will begin after the first six weeks of each semester

(2) Parents of students who appear on the Watch List for earning 3 or more D's and F's will be contacted for their student to stay for MSAP during the week.

Guided Study

Platteview Central students will be assigned to Guided Study in both 7th and 8th grade. Students not in band will have Guided Study each day, while band students will attend every other day. This study period will be used for mandatory silent reading (15 minutes to begin class), interventions for struggling students, additional assistance, homework completion, gifted opportunities and test make-ups. All core teachers are available during this time. Students will be assigned to a particular Guided Study, but can request a pass to get help from any teacher, as needed. This is an excellent way to make sure your student understands the work before he/she comes home.

Guided Study Intervention

As an alternative to MSAP, Guided Study intervention can/will happen during Guided Study period. Students that are on the D's and F's list may be assigned to Guided Study Intervention, along with any students who have not turned in homework or completed it to teacher satisfaction. A teacher will be available to oversee Guided Study Intervention.

Media Center

All students at Platteview Central will have an opportunity to utilize our outstanding media center facility. Students will contact the person in charge of the media center to receive the necessary pass. The media center is designed to be used as a resource center for students. When students report to the media center, they should be business-like, possess paper and writing instrument(s), and display appropriate behavior throughout the entire period. Students who violate media center rules are subject to the loss of privileges for a stated period of time and/or additional school discipline. Media Center privileges can be adjusted for students having failing grades or failing to meet other achievement expectations.

Book Responsibility: Each student is responsible for his/her library books. Books damaged/lost as a result of misuse will result in fines and/or replacement fees for the cost of the book. Library materials may be checked out for a maximum of two weeks. A fine of 5 cents per day will be charged for late books. Students consistently having late books, etc. will lose book checkout privileges. Students will be allowed to use both the junior high and senior high libraries for reference materials. A Platteview Central student should always have a book in their possession for quiet reading opportunities and earning Accelerated Reader Book Points in ELA classes.

Lost and Found

If your student has lost anything at school, chances are it can be located at the "Lost and Found" in the school cafeteria. Parents, please feel free to browse if your student is missing something.

Student Activities and Programs

Student Council:
The Platteview Central Student Council is comprised of students in 7th and 8th grade who are elected by the student body and/or teacher teams. The Student Council serves as a liaison between students and members of the faculty and administration. Members are expected to be positive student leaders who exhibit proper behavior and acceptable grades. Student Council members who do not meet these prerequisites may be replaced by an alternate member.

The Student Council is responsible for planning student activities throughout the school year and also functions in a leadership and organizational role. Individual students are encouraged to seek out their Student Council representatives to express views concerning school activities and programs.

Music Programs:
1. Vocal Music Program:
Choir is an elective course for all 7th and 8th grade students. In 8th grade, students may take Wold of Music as one of their elective classes if they are not in band or choir.

2. Instrumental Music Program:
Junior High Band is offered (as an elective) to both 7th and 8th grade students as a continuation of the elementary music curriculum. The junior high band participates in a Holiday Concert, a Fall Concert, a Spring Concert and a Music Contest. It also marches at a high school home football game in the fall of the year.

National Junior Honor Society:
The National Junior Honor Society (NJHS) was established at Platteview Central to stimulate high scholarship, develop leadership, provide service to school and community, and to recognize students who excel academically. Qualifications for induction into the National Junior Honor Society include a 3.7 GPA, recommendations by members of the faculty and the school principal. Candidates for induction into the National Junior Honor Society will be selected based on character, leadership, and service in addition to academic excellence.

HAL (High Ability Learners):
The purpose of the HAL program is to provide gifted students with challenges that go beyond those offered in the regular classroom. HAL also provides an opportunity to improve decision-making skills by planning individual/group activities. Qualification for the HAL program involves three levels of criteria. The student must qualify in all of the following areas: test scores, teacher recommendation, and gifted placement exams.
Student of the Month Awards: This student recognition by staff members is made to students who demonstrate the following characteristics:

Cooperation in class
Responsibility in completing work
Positive classroom leadership
Academic improvement
Concern for quality work
Consistent academic achievement

WeOverMe Character Traits **—>** Nominations for *WeOverMe* come when students demonstrate outstanding qualities in specific areas, such as: Kindness, Respect of Others, Responsibility and Determination. These are awarded on a monthly basis with students earning small prizes.

Advisory Period: Advisory is a chance for students to meet consistently with one teacher who will serve as their adult advocate for the period of one school year.

Mission Statement: Daily and intentional time will be reserved to ensure every student at Platteview Central has at least one trusted adult advocate who will stand by them to listen, advise, mentor, and lead.

Sample Activities: Tracking grades, attendance, tardies, and discipline. Individual student meetings. Team building activities. ACT prep. MAP testing prep. Interventions. Exploration of study. Enrichment activities. Career education skill building. Core study practice. Reading. Character building and development. Games and competitions.

Athletics

Various athletic programs are available for both male and female student-athletes. A current school physical must be on file prior to participation in athletic practices or games. A 7th grade physical to begin the school year counts as the athletic physical. Activities throughout the school year include:

7th-8th grade boys' / girls' cross country (fall season)
7th-8th grade girls' volleyball (fall season)
7th-8th grade boys' football (fall season)
7th-8th grade boys' basketball (late fall season)
7th-8th grade girls' basketball (winter season)
7th-8th grade boys' and girls' wrestling (late winter season)
7th-8th grade girls' track (spring season
7th-8th grade boys' track (spring season)

Items regarding athletic department policies and problems will be handled within the confines of the athletic department first. All coaches are directly responsible to the Activities Director, who in turn is responsible to the Principal and Superintendent. Any concerns of the athletic department should first be brought to the coach, and if not resolved, to the Activities Director.

Athletes that choose to start a sport after the season has begun, must acclimate to practices for the duration of time that every other athlete practiced prior to the start of games. As an example, if volleyball held 10 practices before having their first game, an athlete that started the season after games began, must first participate in 10 practices before being allowed to compete in games. Once the mid-point of a season has arrived, no additions will be made to a team or roster, unless special circumstances arise. If so, the administration will make the final decision if the player will be added to the roster (must acclimate first; see above procedure).

Guidance Services:

There is a full-time counselor assigned to students in Grades 7-8. Counselor goals include: providing assistance to all students in selecting classes and activities; administering the junior high MAP and NSCAS tests; working with teachers, students, and parents in assuring educational continuity; establish bullying prevention and dating violence lessons in accordance with state statutes; and assisting junior high students both on the personal and academic level.

Contact with the Counselor: Students may arrange for an appointment with the school counselor during study halls or before/after school. Parents may contact the counselor and arrange for a conference to discuss areas of concern, test results, or other school related matters.

Testing Program: Northwest Evaluation Assessment (MAP Testing - Measures of Academic Progress) is administered in the fall of the school year and the Nebraska Student-Centered Assessment System (NSCAS) is administered during the latter half of Semester 2. NWEA testing includes assessments in Math, Science, Language, and Reading. NSCAS tests will cover Math and Reading in grades 7 and 8 and Science in grade 8. Individual student profiles with test data are returned to parents along with the students' report card after school's completion in late May. Additional information may be obtained from the counselor regarding data interpretation.

Student Scheduling: Students register for classes in the spring of the school year with the guidance counselor. A parental signature is required on the student registration form to ensure parental involvement in this process. Questions concerning recommendations, requirements, electives, etc. should be referred to the counselor.

Schedule Changes: Elective courses may be dropped or added only after a parental note of approval has been given to the counselor. These schedule changes may be performed only during the first seven days of each semester. Changes are also dependent upon space availability in the new class. Exceptions to these rules are discouraged and will not be made unless there is teacher, parent, counselor, and administrative consensus.

Special Parent Reports: Parents/students requesting more frequent feedback about progress of a student should contact the teacher/counselor if they have immediate needs. Increasing communication between home and school is a goal of the counseling and guidance service.

Safety Drills

Platteview Central will conduct a variety of safety drills throughout the year. All safety drills, which may include fire, severe weather, bomb, or intruder, are important precautionary measures. It is essential that when the first signal is given, everyone follows instructions promptly and reports to the various areas assigned for safety. All classrooms have maps on where to go for safety and teachers will lead students to those areas of safety during a severe weather or crisis situation. Most importantly, it is critical to follow teacher directions.

Food and Drinks

Food and drinks are prohibited at Platteview Central, except these limited scenarios as described below:

** A snack (healthy options only) may be eaten during the first five minutes of Period 3 each day.

** A water bottle (preferably clear) is allowable at all times at Platteview Central. The bottles can only contain water.

No other food or drink is allowed, except at lunch, under any circumstances, unless pre-authorized by a teacher or sponsor. Consequences for abuse of this rule will start with confiscated food or drink (not returned), and can lead to detentions.

Personal Phone Policy, Unauthorized Use

1st Violation	Device Confiscated	Returned at End of Day	Warning
2nd Violation	Device Confiscated	Returned at End of Day	1 Week Loss of Phone (office)
3rd Violation	Device Confiscated	Returned at End of Day	2 Week Loss of Phone (office)
4th Violation; 5th…	Device Confiscated	Returned at End of Day	4 Week Loss of Phone (office)

iPad Policy, Gaming or Unauthorized Use

1st Violation	Parents Notified by Teacher	Warning
2nd Violation	Parents Notified by Teacher	Lunch Detention
3rd Violation	Parents Notified by Administrator	Lunch Detention
4th Violation	Parents Notified by Administrator	2 Lunch Detentions
5th Violation	Parents Notified by Administrator	2 Lunch Detentions
6th Violation	Parents Notified by Administrator	4 Lunch Detentions
7th Violation	Parents Notified by Administrator	4 Lunch Detentions
	Consider —->	Loss of iPad for a Set Amount of Time

Tardies

Being prompt is a valuable lifetime habit and should be encouraged by staff and parents. Tardiness affects everyone. A student who arrives late to school should report to the office to sign in. When students continue to be tardy to a class or school the following consequences will serve as a reminder to the importance of being on time and to help build proper habits. Tardies are kept on a 9-week basis, per period and include tardies to school. Regardless if parents call the school to notify the office, a student is still tardy if they do not have a valid reason (doctor note, appointment verification, etc.).

1) **1-2 tardies** - student signs tardy sheet. These are considered FREE tardies.
2) **3 or more tardies -** Lunch Detention assigned for each tardy.

Locker Rules and Regulations:

Locker combinations will be given to students at the beginning of the school year. Lockers should be kept neat and appropriate at all times. There will be periodic "locker clean-outs" during the school year. **The school administration reserves the right to inspect lockers for any reasonable cause at any time during the school year.** Students should use only the locker assigned to them. Taking property not belonging to you is considered theft and will be subject to appropriate school discipline which can include suspension and expulsion. Students are not to tamper with other lockers ***nor give their combinations to another student(s).***

P. E. Lockers: Lockers are provided for Platteview Central student use during P.E. classes and athletic practices/games. Lockers come with built in combinations. It is expected that you lock up valuables at all times.

Any missing property should immediately be reported to the P.E. teacher or coach. After reporting the missing property to the P.E. teacher or coach, contact the school office manager and fill out a theft report when appropriate. Timeliness in this process is very important!

School Dances

Dances may be held periodically throughout the school year. If dances are held, the dances are open to students in grades 7 and 8 only and anyone attending must be a student of Platteview Central. NO EXCEPTIONS WILL BE MADE…..this includes friends, relatives, and former students. The following are guidelines for school dances:

1) All regular school rules are in effect before, during, and after school dances. Students not following rules or displaying inappropriate behavior will be asked to leave the dance and parents will be called to come pick up the student.
2) All students are to enter the dance through the designated door. Students will not be allowed to leave the dance once being admitted unless a parent is picking them up early.
3) Students who are under the influence of drugs or alcohol will be referred to the police, parents will be called, and school disciplinary procedures will follow.

School Closings

Any time school may be closed due to inclement weather, please listen to local television stations and check the district website. You will also receive district communication via email and/or text messaging. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION ON SCHOOL CLOSINGS. If school is open during inclement weather, parents may decide whether or not their children should attend school. We will work with you on an excused absence.

Remote Learning

Students may be expected to participate in Remote Learning from home through eLearning or other schoolwork as communicated by the Platteview Central principal.

Title IX

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.springfieldplatteview.org/Title-IX-Information

Fee Schedule

Program	Amount of Fee ($) OR Specific Material Needed
PE / Physical Education	Soft Soled/Tennis Shoes and socks, running shorts, T-Shirt(s)
Music - Optional (Band)	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student. Instrument Rental Fee is $45 for Tier 1 and $75 for Tier 2 per year for use of school owned instrument(s).
Classroom Supplies	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
School Meals	Lunch - $3.70; Milk - $0.70; Breakfast - $2.35; Prices are maximums based on one meal per day and will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
Lost or Damaged Books (textbooks)	Fees and fines up to $15 for damaged books (rebinding). Lost or ruined books are charged replacement cost, generally at a maximum of $70.
Yearbook	Yearbooks are published and made available annually at a cost estimated to be around $25. Yearbooks are an optional purchase.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge). Ten cents (.10) per page when charges apply.
iPad Use	$20 per year, per student; $60 maximum per family, per year.
iPad Damage or Lost/Stolen iPad	$0 for severely damaged or broken iPad; $0 for cracked iPad (still usable); $300 for lost or stolen iPad
iPad Puck and Cord	$10 to replace damaged/lost/stolen cord * $20 to replace puck * $30 for both
School iPad Case	$30 to replace damaged/lost/stolen case
Admission to Events	$5 maximum per event. Students may purchase activity fee pass for $40 per year. District and conference events hosted by the school, cost to be set by NSAA will not exceed $20 per event.
Athletic Physicals	Costs varies; payable directly to student's physician or clinic.
School Pictures	Students purchase pictures as desired and pay directly to photo company. Pictures are optional for purchase but necessary for yearbook(s).
Field Trips	Costs of school sponsored field trips will remain minimal. Costs will not exceed $20 on any single occasion. Students are responsible for meals as directed by the school officials in charge of the trip.

Springfield Platteview Community Schools

Springfield/Westmont Elementary Operations Guide 2025-2026

Westmont Elementary School
13210 Glenn Street
Omaha, NE 68138
(402) 895-9602

Springfield Elementary School
940 Main Street
Springfield, NE 68059
(402) 253-2245

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Michael Patera, Member
Mr. Brett Kreifels, Member

District Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Nichole Baugh	Director of Public Relations
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Heidi Zierott	Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal

Westmont Elementary

13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402- 339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools
Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this Operations Guide carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.

This Operations Guide contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, contact the school office, or speak with me.

Sincerely,

Principal Name Contact Info

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SCHOOL DAY

Arrival and Dismissal Times

Westmont Elementary	Springfield Elementary
Monday: ● 9:00 Students enter the building ● 9:10 Tardy bell rings ● 3:05 K-1st Grades dismiss ● 3:10 2nd-6th Grades dismiss	Monday: ● 9:10 Students enter the building ● 9:20 Tardy bell rings ● 3:20 K-6th Grades dismiss
Tuesday-Friday: ● 8:00 Students enter the building ● 8:10 Tardy bell rings ● 3:05 K-1st dismiss ● 3:10 2nd-6th Grades dismiss	Tuesday-Friday: ● 8:10 Students enter the building ● 8:20 Tardy bell rings ● 3:15 Start to dismiss bus students ● 3:20 K-6th Grades dismiss
Breakfast Served: ● Monday 8:45-9:05 ● Tuesday- Friday 7:45-8:05	Breakfast Served: ● Monday 8:45-9:15 ● Tuesday- Friday 7:45-8:15

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through their designated door. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
    a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
    b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
    c. Please do not drop off students in any of our parking areas/lots.

Attendance
It is our goal to have every student in school as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students, so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

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 district policy.

Expectations for Regular Attendance:

- Students are expected to attend every class, every day.
- The only "excused" absences shall be:
    a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
    b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
    c.) student attendance at a school-sponsored activity;
    d.) student has been suspended or expelled from school by the school district; and
    e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."

School Attendance on Days of Scheduled Activities
Students who are unexcused or sent home from school due to illness will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Tardies
Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school, parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work
We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band
Students may participate in the elementary band and begin taking band lessons in 6th grade. 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.

Before and After-School Care
Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Westmont Elementary School in the mornings and to Springfield Elementary after school each day. If you are interested in the program and have additional questions, please contact the Kids Care program director at kidscare@spcsne.org.org or 402-657-8125.

Birthday Treats/Prizes/Invitations
Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards and provide a list of alternative ways to celebrate children to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents, unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff. School staff will not be responsible for the delivery of invitations in any form (hard copy, digital, or electronic).

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.

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.
In addition, students must also comply with the student code of conduct while riding in school vehicles. <u>If misconduct is recurring, the student will not be allowed to ride the bus.</u>

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.

Transportation 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.

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.

Transportation to Activities

The school district provides transportation of 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.

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.

Bus Company Contact Information and Route Service Request:

First Student, Inc
Office: 402.572.6160
3333 Keystone Drive
Omaha, NE 68134
Transportation Manager: Jennifer Morgan
Route Service Request Form (Link)

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify

themselves to office staff or other designated staff member who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Dens/House
Individual Building description:

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

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in pick up routine for the child. The office will notify the student's teacher. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

Westmont Elementary (additional dismissal & pick up procedures)

- Parents have a few options for pick up and drop off. Parents can use the car lane in the front loop, park in one of the designated parking spots in the front loop, or pick a designated location on Richland Drive where students can walk out to your car. If you choose to use the loop and your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. When you see your student, please pull your car as far forward in the loop as you can get and over to the side. Please have them enter/exit your car on the curbside of the car for their safety.
- We respectfully ask you not to park your car in the loop at any time. If you need to leave your car, please park in the designated spots or on Richland Drive.
- Kindergarten and first grade students will be walked out of the building by staff for pick-up. Each parent is asked to complete a form indicating the child's after-school plan. Parents should keep the teachers informed of this plan or any deviation in routine.

Springfield Elementary (additional dismissal & pick up procedures)

- Each grade level is assigned a door to enter and exit the building. When students arrive they should line up at their assigned door until 8:10 when the bell rings (if eating

breakfast students may use Door A and go directly to the gym to eat). When leaving, at the end of the day, students need to check out with school staff assigned to the designated door.

- **Grade Level Door Assignments:**

Grade Level	Door	Grade Level	Door
Preschool	F	3rd Grade	B
Kindergarten	A	4th Grade	H
1st Grade	A	5th Grade	H
2nd Grade	A	6th Grade	B

- Each family will be assigned a family pick-up tag number. The tag needs to be displayed in the car's front or passenger side window or maybe held by a parent waiting. As a student's number is displayed (either in a car or by an adult holding the tag), a staff member will notify the classroom(s) that "Example Family's" ride has arrived by putting the tag number into our system. The students will then be dismissed to leave out their assigned door (see above). Students will then check out with the dismissal staff when they leave the building. This allows us to document and track students' whereabouts as they leave the building.
- All traffic will enter the parking lots from the East Entrance on North 10th Ave. Once a vehicle has entered the loop in front of the school the drive becomes one way with two lanes heading west. Students may be dropped off curbside from either of the two lanes directly in front of the school. It is important that you drop students off on the curbside. Students should NOT be allowed to get out of the car between lanes of traffic (non-curb side). There are parking stalls on the lower level (southside) of the loop. Parking is prohibited in the two lanes directly in front of the school. If you would like to park please loop around and park in the angled parking stalls on the south side of the loop. All students dropped off on the lower level or away from the building are required to walk on the sidewalk and be crossed by Safety Patrol or School Personnel.
- Please drive as far forward as possible when picking up or dropping off students. This could be east of the crosswalk. If your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. Please do not stop on Main Street to load or unload children. The safety of the children is our primary concern.
- There is a designated bus lane. Cars should not utilize the bus lane. Please remember to continue to loop around until your student(s) is visible and if a bus is behind you.

Lost and Found

To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found area/box. All lost and found articles are to be taken to the lost and found area/box. 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. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Cafeteria & Meal Procedures
All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
    a. bring cash or check ($3.35 per meal).
    b. purchase an extra milk ($.70).
2. Parents may apply for free or reduced-cost lunch for their child. Free or Reduced Lunch Applications are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time, and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult meals cost $5.00.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.
- 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 into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.
- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.

School Breakfast Program
Westmont and Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is $1.95. Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or free.

Springfield Procedures for staying separated from Kids Care

Media Center
Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Pets at School
Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

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. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures
The school district arranges for a photographer to be present at school in the fall to take class pictures. Picture Days for the 2025-2026 School Year: Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Student Appearance
It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student's health and safety or to the health and safety of others.
- distractive or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage “horse-play,” or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no “sagging” pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the administration or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the administration for approval.

Textbook, Material, and Technology Fines/Fees
It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

Students must pay a fee to check out an iPad and MacBook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and use it 24/7, the device must be returned to the school’s media center at the end of each school day.

The current fee is $20 annually per device, applicable for one academic school year. The fee should not exceed $60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	**With Fee**	**Without Fee**	**Additional Fee**	**Replacement Cost**
*Lost/Stolen iPad/Non-Repairable	**$300**	**$350 (full replacement cost)**	Sync Cable Only	**$10**
Cracked iPad Screen (Remains Usable)	**Covered**	**$350 (full replacement cost)**	Puck (Plug-In)	**$20**
iPads Repairs	**Covered**	**Actual Repair Cost (not to exceed $350.00)**	Puck and Sync Cable	**$30**

*Lost, Stolen Laptop/Non-Repairable	**$500**	**$750 (total replacement cost)**	School Issued Case	**$30**
Cracked Laptop Screen/ Repairs (Remains Usable)	**Actual Repair Cost (not to exceed $500.00)**	**Actual Repair Cost (not to exceed $750.00)**	Laptop Charger	**$79**

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of $20. Since MacBooks do not have Apple Care, the district will apply fees at its discretion due to the incident.

If an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification.

SAFETY

Springfield Platteview Elementary Expectations
• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND

Be Safe
Keep their bodies and objects to themselves. Always walk in the building.
Be Responsible
Follow the directions of all adults the first time. Take good care of all property. Listen actively and be ready to learn. Do your personal best.
Be Respectful
Use appropriate language and tone of voice. Treat everyone as you would like to be treated. No bullying.
Be Kind
Help others, include others, work to cheer others up.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms. Parents are urged to practice these skills with their children at home as well.

1) How to greet someone.
2) How to follow instructions.
3) How to accept criticism.
4) How to accept no for an answer.
5) How to get the teacher's attention (asking permission).
6) How to make a request.
7) How to disagree appropriately.
8) How to give negative feedback.
9) How to resist peer pressure (or say no).
10) How to apologize.
11) How to engage in a conversation.
12) How to give a compliment.
13) How to accept a compliment.
14) How to volunteer.
15) How to report peer behavior.
16) How to introduce yourself.

Bicycles, Skateboards, Rollerblades, Scooters, Anything With Wheels
Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are

responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike Racks location

Bullying

SPCS is proactive in educating all students with good social skills and behaviors is integrated throughout all curriculum; including, but not limited to counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct and procedures outlined within the district handbook.

> 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 will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students')

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by supervising adult.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell (Westmont 8:10, Springfield 8:20) until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

Students must comply with each teacher's classroom expectations 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 shall be personally and solely responsible for the security of their cell phones and other personal electronic devices. The district is not responsible for theft, loss or damage of any personal electronic communication devices or any calls made on any devices or cell phones.

Any unauthorized or inappropriate use of a cellular or personal electronic communication device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a

warning. The second offense, the student will come to the office and call their parents (on the school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- Hold (in your room or area)
- Secure (get inside, lock outside doors, secure the perimeter)
- Lockdown (locks, lights, out of sight)
- Evacuate (to the announced location)
- Shelter (using announced type and method)



Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.



Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.



Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

Emergency Protocol Drills (Fire, Intruder, and Tornado)
All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

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. These forms are filled out during enrollment and are kept on file for the entire school year. 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.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from adult chaperone participation. The need for chaperones will be determined on an individual basis. Most often, chaperones will be asked to meet the students at the field trip location or to meet at school to follow the bus in their personal vehicle. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents will be notified before each field trip as to the destination, date, and time of the trip. At times chaperones will be required to attend a meeting prior to the field trip. Chaperones are required to follow the grouping expectations, and always be with another adult while chaperoning. Students and chaperones are expected to demonstrate appropriate conduct as a basis for participation on field trips.

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.

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. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside
When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Recess Boundaries/Procedures

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their 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.

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

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- 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.

Safety Patrol

Our safety patrol personnel and sixth graders help students cross the street safely at two locations as they walk to and from school. Safety patrol staff and students are on duty starting at 8:00-8:10 a.m. in the morning and from 3:05-3:15 p.m. in the afternoon. There are two spots where we cross students. The first one is on Glenn Street just west of the exit to our front drop off loop and the second crossing is on Richland Drive just north of the entrance to the staff parking lot. All walking students are required to use one of these two locations unless a parent or guardian is present and walking their student to school.

Watch D.O.G.S. (Dads of Great Students)

The WATCH D.O.G.S.® program is one of the nation's largest and most respected school-based, family, and community engagement organizations and is designed and developed by educators, experts and parent & guardian volunteers over more than two decades.

The program helps provide positive male role models for the students, demonstrating by their presence that education is important. It also provides extra sets of eyes and ears to enhance school security, reduce bullying and provide a greater sense of campus safety allowing students and teachers to focus on learning and instruction.

Dads are encouraged to volunteer. You could sign up for any amount of time you are available. No amount of time is too little. It is completely up to you and your availability. It could be one day per school week/month/year or an hour per day. If you are interested in volunteering here at school, please contact the school office.

Weapons or Perceived Weapons

Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies
Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services
SPCS is proud to be able to offer elementary counseling services. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor directly to answer any questions you might have in this area of development.

Health, Accidents, Illnesses, and Medications
The health of all students is one of our primary concerns. We encourage children to be in regular attendance at school. However, if a child has signs of illness or fever over 100 degrees within the last 24 hours, he/she should stay home. Parents are required to contact the school office by 9:00 a.m. to report the child's illness or absence. All children are expected to participate in recess and outdoor activities unless they have a signed excuse from a medical professional or it is part of an individual health plan.

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of injury. If a child is injured or becomes ill while at school, the school will make every effort to notify the parent or person to be contacted in case of an emergency. No child will be sent home unless contact is made with the parent or guardian. In the case of an accident or illness of a serious nature, a rescue unit will be called immediately.

The school district provides a school nurse who has various hours in each of the schools. This person is, however, on-call to any building at any time during school hours.

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.

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.

Health Screenings
During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height, and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening, they must submit a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at https://www.springfieldplatteview.org/Health-Services.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.
Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through School Messenger

Communicating Student Progress 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.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Homework
Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

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.

At the beginning of the year, classroom teachers will send home "homework expectations" appropriate to the age of the students. Students who do not meet homework expectations, may be required to make up missing or unfinished assignments before school, after school, or another determined time with the teacher. Parents will be notified prior to serving this time in order to make arrangements (childcare, transportation, etc.)

Parent Concern Procedure
If parents have a concern regarding a situation in their child's school, as outlined by the Board of Education policy, they should first contact the student's teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:55 a.m. - 8:05 a.m. and 3:20 p.m. - 3:35 p.m. for teachers at Springfield Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences
Parent/teacher conferences are held twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. 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. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child's teacher(s) in the event of questions or concerns about their child's progress.

Conference Dates for the 2025-2026 School Year: October 15th-16th, 2025 (1:50-7:50)
February 11th-12th, 2026 (1:50-7:50)
PTC Fast

Parent-Teacher Organizations
The Parent/Teacher Organization (PTO) is organized to foster a better understanding and cooperation between the home and school. Since its beginning, the PTO has been giving its support to our schools in many ways. Parents are urged to participate and support this excellent organization. Information concerning your school's PTO scheduled activities is published throughout the year within our school's newsletters.

School News
Announcements are published in the school Newsletter and Website. To access the website enter https://www.springfieldplatteview.org/School-Info click on Schools and Westmont/Springfield Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official X accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement
All teachers work as a professional learning community at SPCS. As a team we collaborate about all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing to the building principal, addressing your child's learning style and the type, not the name, of the teacher that would benefit your child, prior to June 1st.
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone

Parents who need to contact or visit with their child during the school day will be asked to leave their messages with the secretaries. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors

Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office.

- Children not enrolled at Westmont/Springfield may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check-in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need

to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive School Messenger Alerts. Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students may be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Late Start Schedule

Westmont Elementary	Springfield Elementary
Monday-Friday: ● 10:00 Students enter the building ● 10:10 Tardy bell rings ● 3:05 K-1st Grade dismisses ● 3:10 2nd-6th Grade dismisses	Monday-Friday: ● 10:10 Students enter the building ● 10:20 Tardy bell rings ● 3:20 K-6th Grade dismisses
Breakfast Served: ● Monday-Friday 9:45-10:05	Breakfast Served: ● Monday-Friday 9:45-10:15

Supervision will be on duty at 9:45 on when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2025-2026 SPCS School Calendar

Springfield Platteview Community Schools
2025-2026

6	New Teacher Workshop
7	All Certified Staff Report
12	All Classified Staff Report
13	First Day of Classes

AUGUST 2025

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

JANUARY 2026

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

2	Winter Break No School
5	Teacher Work Day No School
6	1st Day of 2nd Semester
19	Martin Luther King Day No School

1	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2025

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

FEBRUARY 2026

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

11-12	Early Dismissal 1:25 PT Conferences
13	Comp Day - No School
16	President's Day No School

10	End of 1st Quarter
15-16	Early Dismissal 1:25 PT Conferences
17	Comp Day - No School

OCTOBER 2025

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

MARCH 2026

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

6	End of 3rd Quarter
16-20	Spring Break-No School

26-28	Thanksgiving Break No School

NOVEMBER 2025

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

APRIL 2026

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

3	No School
6	No School
24	Teacher In- Service No School

17-18	Early Dismissal 1:25
19	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester
22-31	Winter Break No School

DECEMBER 2025

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

MAY 2025

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

13	Last Day for Seniors
17	Commencement
19-20	*Early Dismissal 1:25*
21	Early Dismissal 11:25 Last Day for Students
22	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	41 Student Days 43 Teacher Days
4th Qtr	46 Student Days 48 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2025-2026 Preschool Calendar

Springfield Platteview Community Schools

Preschool Calendar

2025-2026

AUGUST 2025

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

6	New Teacher Workshop
7	All Certified Staff Report
12	All Classified Staff Report
13	First Day of Classes

SEPTEMBER 2025

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

1	Labor Day - No School
15	No Preschool
29	Teacher In-Service No School

OCTOBER 2025

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

3	Preschool Staff In-Service No Preschool
6	No Preschool
15-16	PT Conferences No Preschool
17	Comp Day - No School

NOVEMBER 2025

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

10	No Preschool
26-28	Thanksgiving Break No School

DECEMBER 2025

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

17-19	No Preschool
22-31	Winter Break No School

JANUARY 2026

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

1-2	Winter Break No School
5	Teacher Work Day No School
19	Martin Luther King Day No School
23	Preschool Staff In-Service No Preschool

FEBRUARY 2026

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

2	No Preschool
11-12	PT Conferences No Preschool
13	Comp Day - No School
16	President's Day No School

MARCH 2026

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

2	No Preschool
16-20	Spring Break-No School
30	No Preschool

APRIL 2026

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

3	No School
6	No School
17	Preschool Staff In-Service No Preschool
24	Teacher In- Service No School

MAY 2026

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

4	No Preschool
18	Last Day of Preschool
19-22	*Teacher Work Days*

	Color Code
	No Preschool
	Regular School Day

Monday-Friday
AM Session: 8:00am-11:00am
PM Session: 12:15pm-3:15pm

2025-2026 Student Fees

Will be added once finalized

Supply List

The supply lists vary slightly between the schools. We will add the individual list at the building level before sending it out to parents.

Platteview High School
2025-26 Operations Guide









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Page 4: Accreditation
Page 5: PHS Administration, Counseling, Office Staff, Department Chairs
Page 6: SPCS School Board and Administration
Page 7: Our Core Values
Page 8: 2025-26 SPCS School Calendar
Pages 9-15: **The School Day** (Bell Schedule, Arrival/Dismissal, Closed Campus, Lunch/24-25 Prices, Parking Lot Expectations, Personal Items/Cell Phones, Student Fees, Dress Code, iPad/Mac Damage Fees
Pages 16-31: **Scholastic Achievement** (Curriculum Guide, Class Load, 20+ Absences, Open Periods, Schedule Changes, Tardiness, Graduation Requirements, Academic Integrity, Use of Artificial Intelligence, Sanctions for Academic Dishonesty, Grading Policy, Credit Recovery/Trojan Academic Center, Graduation/Commencement, Early Graduation, Academic Honors, Senior Honors Night)
Pages 32-39: **Extracurricular Activities** (Definition, Extracurricular Code of Conduct, Good Standing Policy, Individual Program Expectations, Ejections from a Contest, Quitting/Removal from a Program, Attendance, Academic Participation, Concussion Protocol, Link to Discipline Definitions and Specific Procedures, Trojan Awards.)







The intent of the Platteview High School Operations Guide is to serve as a reference for students, parents and staff that should provide a guide to the rules, regulations, and general information about Platteview High School. The SPCS District Handbook can be found here. ADD 25-26 Link Here

Although the information found in this guide is detailed and specific on many topics, it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and possible rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the Operations Guide. Should a situation or circumstance arise that is not specifically covered in the Operations Guide, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.springfieldplatteview.org/Title-IX-Information



Platteview High School is accredited through the Nebraska Department of Education using the Nebraska Framework. PHS also participates in the continuous school improvement process at the local and state level using guidance from the Nebraska Framework.

The school maintains rigid standards to meet requirements set forth by the State of Nebraska Department of Education.

Platteview High School's athletic teams are classified in Class B in most sports with a few sports classified at the C1 level. PHS is a member of the Trailblazer Conference. The school is considered a Class III District in the state of Nebraska.

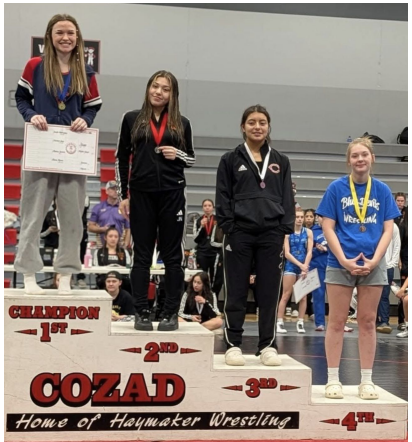
COLLABORATION ACADEMICS ATHLETICS FINE ARTS

TRAILBLAZER CONFERENCE









PHS Administration

Mike McLaughlin, Principal
Josh Siske, Assistant Principal/Athletics and Activities Director
Mark McLaughlin, Assistant Athletic Director

Counseling Department

Amie Christiansen, Counselor, 10th-12th grade students
Sarah Svoboda, Counselor, 9th grade students

Main Office Staff

Jackie Case, Administrative Assistant, Finances
Catherine Dodd, Administrative Assistant, Athletics & Activities
Amy Kiser, Administrative Assistant, Attendance
Katie Wallman Administrative Assistant, Principal

Department Chairs

Deb Vahle, Special Education and Student Services
Jon Comine, Social Sciences
Andrew Hopp, Mathematics
Kirsten Ehrke, World Languages
Patti Layher, Career Education
Nick Crouse, Physical Education and Health
Michael Kersulov, Language Arts
Morgan Kroll, Performing and Visual Arts
Ellen Sarmiento Wulf , Science



SPCS School Board

Lee Smith, President
Kyle Fisher, Vice President
Brenda Guenther, Board Secretary
Brian Osborn, Treasurer
Brett Kreifels, Member
Michael Patera, Member





School Board Policies are found at: https://www.springfieldplatteview.org/Board-of-Education

SPCS Administration

Superintendent, Dr. Ryan Saunders
Director of Learning, Heidi Zierott
Director of Special Services, Jacci Lucas
Director of Technology, Tim Seretta
Director of Public and Community Relations, Nichole Baugh
School Resource Officer - Adam Huff
District Nurse - Kelli Haynes



Our Core Values

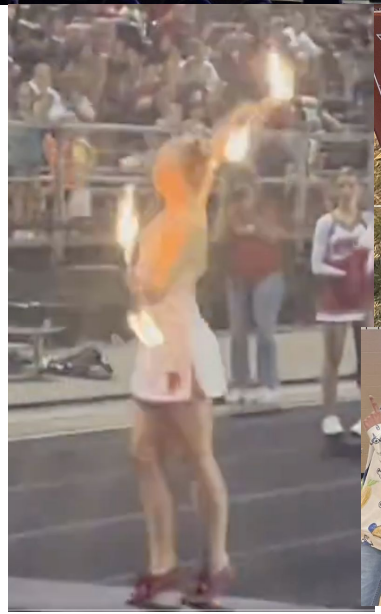
Our core values of Relationships, Community, Intentional, and Perseverance were created by our staff because we believe they best reflect our shared approach to education and the kind of environment we strive to build each day. We will strive to make sure these values guide how we teach, learn, and grow together. We are committed to modeling them consistently and finding meaningful ways to help students understand and experience their benefits in real life.

We also recognize that each individual brings their own unique and personal values, and we honor and encourage that diversity of thought. Together, our shared and personal values create a stronger, more welcoming school community.

When we lead with our values, we help students see what's possible—not just in school, but in life. Our values should shape every interaction, helping students feel seen, supported, and inspired to become their best selves.These values define not just what we teach, but how we build trust, foster growth, and create a meaningful educational experience.

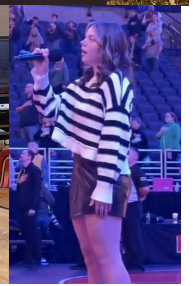
Here is a link to our Core Values and how we define each one.











****Statewide ACT Date for Juniors is Wednesday, April 1st. It is vital that all students are in attendance**

Springfield Platteview Community Schools
2025-2026

6	New Teacher Workshop
7	All Certified Staff Report
12	All Classified Staff Report
13	First Day of Classes

AUGUST 2025

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

JANUARY 2026

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

2	Winter Break No School
5	Teacher Work Day No School
6	1st Day of 2nd Semester
19	Martin Luther King Day No School

1	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2025

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

FEBRUARY 2026

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

11-12	Early Dismissal 1:25 PT Conferences
13	Comp Day - No School
16	President's Day No School

10	End of 1st Quarter
15-16	Early Dismissal 1:25 PT Conferences
17	Comp Day - No School

OCTOBER 2025

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

MARCH 2026

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

6	End of 3rd Quarter
16-20	Spring Break-No School

26-28	Thanksgiving Break No School

NOVEMBER 2025

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

APRIL 2026

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

3	No School
6	No School
24	Teacher In- Service No School

17-18	Early Dismissal 1:25
19	Early Dismissal 11:25 End of 1st Semester
22-31	Winter Break No School

DECEMBER 2025

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

MAY 2026

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

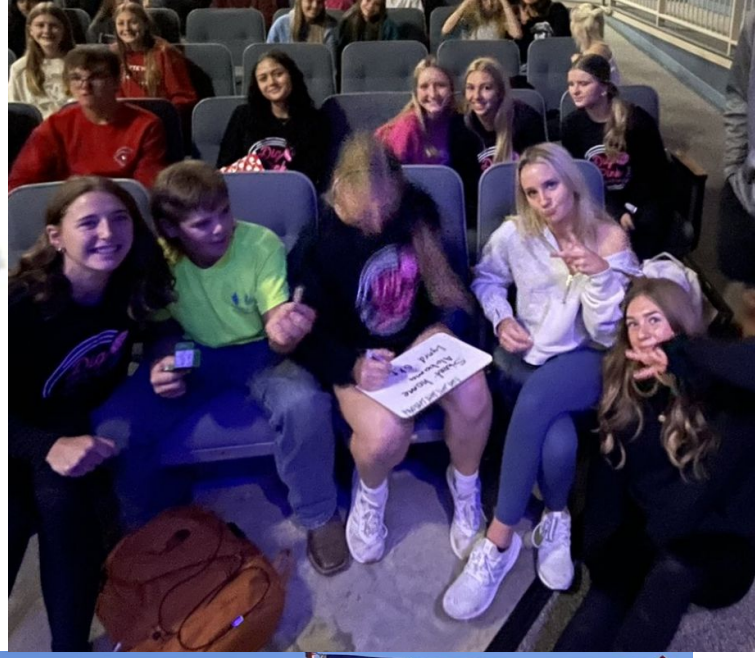
13	Last Day for Seniors
17	Commencement
19-20	*Early Dismissal 1:25*
21	Early Dismissal 11:25
21	**No school Elementary only**
22	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	41 Student Days 43 Teacher Days
4th Qtr	46 Student Days 48 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

The School Day









PHS & PC BELL SCHEDULES

REGULAR BELL SCHEDULE

Period 0	7:15	7:59
Period 1	8:10	8:54
Period 2	8:58	9:42
Period 3	9:46	10:30
Period 4	10:34	11:18
*Advisory	11:22	11:43
Period 5	11:47	1:01
Period 6	1:05	1:49
Period 7	1:53	2:37
Period 8	2:41	3:25

1st Lunch
11:43 - 12:13
2nd Lunch
12:31 - 1:01

TUESDAY • WEDNESDAY • THURSDAY • FRIDAY

MONDAY « LATE SART

Period 0	8:20	9:01
Period 1	9:10	9:54
Period 2	9:58	10:37
Period 3	10:41	11:20
Period 4	11:24	12:03
Period 5	12:07	1:16
Period 6	1:20	1:59
Period 7	2:03	2:42
Period 8	2:46	3:25

1st Lunch
12:03 - 12:33
2nd Lunch
12:46 - 1:16

NO ADVISORY • LATE START • NO ADVISORY

EARLY DISMISSAL « 1:25 PM

Period 0	7:30	7:59
Period 1	8:10	8:42
Period 2	8:46	9:18
Period 3	9:22	9:54
Period 4	9:58	10:30
Period 6	10:34	11:06
Period 5	11:10	12:12
Period 7	12:16	12:48
Period 8	12:52	1:25

1st Lunch
11:06 - 11:36
2nd Lunch
11:42 - 12:12

1:25 PM • EARLY DISMISSAL • 1:25 PM

EARLY DISMISSAL « 11:25 AM

Period 0	7:35	7:56
Period 1	8:10	8:31
Period 2	8:35	8:56
Period 3	9:00	9:21
Period 4	9:25	9:46
Period 5	9:50	10:11
Period 6	10:15	10:36
Period 7	10:40	11:01
Period 8	11:05	11:25

NO LUNCH

11:25 AM • NO LUNCH • 11:25 AM

Attendance

Regular attendance at school is a crucial for any student to be successful. The state of Nebraska creates mandatory attendance laws and the Springfield Platteview Community Schools Board of Education adopts policies for all of our schools. The SPCS attendance policies can be found in the District Handbook. The responsibility for regular attendance at school as stated by Nebraska law and by the policies of Platteview High School rests with the parent, but, for the same sources, it is equally as specific that the school is the only one who may excuse a student from attending school. Parents may ask to have a student excused but only the school may grant the excuse.

Absences will only be considered *communicated* if the office has received a phone call to the Attendance Secretary (a voice message may be left on voicemail if no answer) or an email prior to the absence whenever possible or by 9:30am the day of the absence. Failure to communicate absence(s) will result in the absence(s) being documented as unexcused.

Excessive absenteeism is defined as twelve (12) or more countable absences per semester for each individual class period for any reason other than school-sponsored activities, medical issues verified by a note from a physician and three college visits per school year. Attendance at a funeral of a direct family member, a required court appearance and a religious observance will also not be considered countable absences. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. The school will notify the parent or guardian after 7 and then at 12 absences. Next steps will be considered by Admin at this time if needed.

Reporting Habitual Truancy Students who accumulate twenty(20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If attendance issues have not improved after contact from PHS, the Principal could file a report with the county attorney of the county in which such person resides. The full SPCS Compulsory Attendance and Excessive Absenteeism Policies can be found here.

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the academic hallways **10 minutes** prior to the first class or school program. Unless a student has a pass from a teacher, hall supervisors will not allow students to enter academic hallways until this time. Students should have scheduled appointment with teachers arranged the day before. Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. Students are expected to leave campus no later than 20 minutes after the conclusion of the school day or 20 minutes after participation in school activity whichever is later. **The school is not responsible for supervision of students once the students are to have left school grounds**

Closed Campus

All students are required to remain on campus during the school day. Students must sign in and out of the main office if they arrive after school has started or if they are leaving prior to dismissal. Students who have been approved for an open period with an adjusted start or departure time are not required to sign out. **Parents may not call a student out to allow the student to drive off campus for lunch. Students who leave campus for lunch will be subject to rules regarding skipping classes regardless of a parent call.** If a parent wishes to take their child out for lunch, the parent must be present physically to take the student to lunch. In this situation, the parent may not take friends or other students and we ask that this occurs sparingly. Also, once school starts, students will not be allowed to go their car unless it is deemed absolutely necessary by admin. Students, please plan ahead at the start of the school day to avoid this type of disruption. **Also, to minimize disruptions during Semester Finals, students will be released per parent request only between classes on days that Finals are being given (Study Hall would be exempt from this policy).**

Lunch Expectations

Students are expected to bring their lunch to school or purchase food from the cafeteria. **Outside food delivery services of any kind (such as Doordash and Grubhub) can cause an unnecessary disruption for the office and are prohibited.** Parents may bring lunch to students but we ask that this is done sparingly as it can be disruptive. In the event that a student does have food delivered to PHS during the school day, administration will store the food and return it to the student at the end of the school day.

2024-25 Lunch Prices can be found here. **NEED Updated Prices**

Parking Lot Expectations

Students are expected to abide by the following general expectations for parking lot usage. Failure to abide by all expectations and safety guidelines may result in loss of privileges to park in parking lot areas and may subject the student to disciplinary action.

-All students should have a hanging parking tag shall be in place and visible from outside the vehicle to make sure only PHS student cars are in the parking lot.
-The West parking lot in front of the school is open for staff and students
-No one will be allowed to ride in the back of, or on the outside, of any vehicle.
-**Students may not linger inside their vehicles in the parking lot areas**. At no time should a student have other students loitering in or around their vehicle before or after school.
-Any student driving recklessly in the parking lot (during or outside of school hours) will be referred to the Sarpy County Sheriff's Office and may also be subject to disciplinary measures, including loss of parking privileges.
-The posted speed limit in all parking lot areas on campus is 10 mph.

Personal Items/Cell Phones

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, blankets 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. PHS believes cell phones create a consistent disruption to the learning environment and requires a more strict approach. Our updated policy can be found here: 2025-26 PHS Cell Phone Policy.

Student Fees

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. Below is a list of classes that require extra fees at PHS:

Intro to Skills & Technical Science - $25	35	Woods 1 - $40	50 PROPOSED INCREASES
Foundations of Art - $15	25	Woods 2 - $85	
Drawing and Painting - $20	25	Foods 1 - $20	30
Advanced Art, Pottery, 3D Art - $25	30	Foods 2 - $30	40
Material Science 1 & 2 - $25	30	Photography - no more than $50	

Fee waivers are available to those who qualify for free/reduced lunch

Dress Code

The school district establishes a dress code that can be found in the District Handbook. Enforcement of the dress code begins at the start of Zero Hour every school day. On Mondays, start time is 8:20am. Tuesdays-Friday, start time is 7:15am. The specific policy for wearing clothes with school inappropriate messages can be found here.

iPad/MacBook Damage Fees

Students must pay a fee to check out an iPad and MacBook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and use it 24/7, the device must be returned to the school's media center at the end of each school day. **The current fee is $20 annually per device, applicable for one academic school year. The fee should not exceed $60 per family annually.**

New for 25/26?Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	**$300**	**$350 (full replacement cost)**	Sync Cable Only	**$10**
Cracked iPad Screen (Remains Usable)	**Covered**	**$350 (full replacement cost)**	Puck (Plug-In)	**$20**
iPads Repairs	**Covered**	**Actual Repair Cost (not to exceed $350.00)**	Puck and Sync Cable	**$30**
*Lost, Stolen Laptop/Non-Repairable	**$500**	**$750 (total replacement cost)**	School Issued Case	**$30**
Cracked Laptop Screen/ Repairs (Remains Usable)	**Actual Repair Cost (not to exceed $500.00)**	**Actual Repair Cost (not to exceed $750.00)**	Laptop Charger	**$79**

*Fees will be applied at the district's discretion due to the incident.

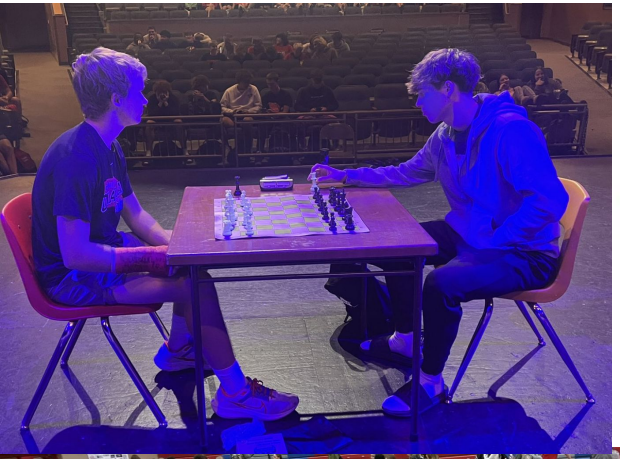
Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of $20. Since MacBooks do not have AppleCare, the district will apply fees at its discretion due to the incident.

If there is an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification.

Scholastic Achievement











Each year, the staff of Platteview High School will publish a Curriculum Guide that outlines the policies and procedures for taking classes at Platteview High School that provides information in great detail. Students and parents can access the current Curriculum Guide at this link. Add 25-26 Link

Class Load

Students in grades 9-10 are required to carry a **minimum of seven (7) academic periods during each semester of high school**. A 9th or 10th grade student may:

- be enrolled in seven (7) courses and a study hall or
- be enrolled in eight (8) classes

Students in grade 11 are required to carry a **minimum of six (6) academic periods during each semester of high school**. Administration reserves the right to waive this requirement for an Internship or academic program that takes the student outside of PHS such as Metro Academy. This waiver will only be considered for students who are in good academic standing and on course for graduation.

Students in grade 12 are required to carry a **minimum of four (4) academic periods during each semester of high school**. Seniors in good academic standing, on course for graduation or planning to graduate early may request abbreviated schedules. The Principal and Counselor will make scheduling decisions based on the needs of the individual student.

20+ Absences Procedure

When a student hits more than 20 countable absences in any single period, they will be dropped from that class with an 'F'. School-sponsored activities, medical issues verified by a note from a physician, three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance and a religious observance do not count toward the total absences in this area. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. Here is a link to the Contract that will be issued and signed when this occurs. Credit recovery will be immediately arranged for any student that has this procedure applied.

Senior Open Periods

In order to be eligible for an open period, a senior must meet pass Counselor verification that the student is on track for graduation. Administration reserves the right to determine which seniors will be allowed an open period.
Additional notes regarding open periods:

- The only time frames allowed for open periods to be scheduled by students that qualify will be 1st or 8th period.
- A student may request to have a maximum of one open period per day.
- Students with an open period may not be on campus during the open period unless the student has scheduled time with a staff member.
- Students with failing grades or poor attendance may have their open period revoked.
- The high school administration may assign alternate schedules to a student when extenuating circumstances arise.
- The process for requesting an open period will occur doing a student's scheduling meeting with the counselor or admin.

Study Hall/Online Academy Open Periods

Only Juniors and Seniors are eligible for an open period in lieu of attending their study hall or online academy period in person, and it is the responsibility of the student to apply for exemption from Study Hall or Online Academy at the start of each semester. Eligible students must meet (and maintain) the following qualifications:

- Remain in Good Standing (Policy here) throughout the semester and have no D's or F's at the start of a new month.

Grade checks will happen on the **first school day of each month.** Students who do not meet the qualifications will be expected to attend their Study Hall/OA class and are subject to all attendance requirements including the First & Eighth Period Study Hall/OA Attendance Policy.

Once a student qualifies for the open period for study hall and online academy periods, the following will apply:

The PHS administrative team will review the status of all Juniors and Seniors on the **first day of school each month** to assure the student remains eligible for exemption. If a student fails to meet the standard, the student loses the privilege of the open period until the next checkpoint.

PHS Admin reserves the right to decide if students with special needs or situations that do not meet the requirements laid out above can be allowed an open period if it is determined that the student would benefit from this arrangement.





Student Schedule Changes

Student schedule changes may be made without penalty during the first five school days of each semester. The acceptable reasons for a schedule change are: change in placement of a core class (honors vs regular) or change of choice in electives. Changes will not be made simply because a student wants a class at a different time or with different people. Significant time and effort is put into the creation and balancing of the master schedule and changes can create difficulties so we try to minimize them.

Drop and Add slips are to be obtained from Mrs Christiansen (LINK) and must be signed by both the teacher of the class being dropped and the teacher of the proposed new class. In addition, a parent signature must also be present on the form before the change will be made. After the first week of the semester (defined as 5 school days), students who insist on dropping a class,except for instances of an extended illness or other circumstance approved by the principal, will receive an “F” on their permanent records, and that grade will be averaged into the student’s cumulative grade point average.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention or some other assigned intervention. At PHS, consequences for being tardy begin on the 4th occurrence. Here is a link to those specific consequences.

Graduation Requirements

Platteview High School and Springfield-Platteview Community Schools, in accordance with the Nebraska Department of Education and our local School Board, mandates 49 credits to complete graduation requirements. A semester class is worth 1 credit. Specifically, the following number of credits are required in academic areas:

8 in ELA, 6 in Math, 6 in Science, 7 in Social Studies, 2 in Business/College (3 starting with the Class of 2028 as the State of Nebraska mandated a Computer Sciences Class), 3 in PE/Health, 17 Electives (this number is 16 starting with the Class of 2028 due to new Computer Science class).

Here is a link to all credit requirements and what is taken during each of the four years.





Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Use of Artificial Intelligence

The emergence of Artificial Intelligence and online programs like ChatGPT has contributed to rising episodes of academic dishonesty at PHS made easily accessible by these new tools. ChatGPT is a natural language processing tool driven by AI technology that can answer questions and assist anyone with tasks, such as composing essays and answering questions. These generative AI sources make it simple for anyone to plagiarize any written assignment or create a full first draft then simply make changes to the source material not generated by the student. PHS views any use of AI and online programs like ChatGPT as plagiarism when the expectation is for students to create their own original work. PHS staff uses the help of Turnitin, an internationally recognized program that identifies uncited, unoriginal information in student work in our efforts to detect when work is being submitted that is not generated by the student. Teachers will use Turnitin to detect possible use of unoriginal information with the knowledge that no program is 100% accurate. Therefore, Turnitin will serve as a first line of detection but teachers will retain the ability to use their professional judgment with input from administration if needed when making a decision on the authenticity of a student submission.

Prohibited Behavior

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. This includes the use of any artificial intelligence or resources such as ChatGPT.
- Copying another person's work or answers.
- Willingly sharing your work with another student and allowing them to hand it in as their own.
- 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.

Students will face immediate consequences for making the choice to cheat. Because cheating leaves a teacher without any way to know whether or not a student has mastered a standard, it is important to provide a mechanism for re-measuring students' mastery of the standard - at least on the first offense. The following sanctions will be applied to students who have been caught cheating:

Sanctions for Academic Dishonesty

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will immediately receive a zero (0) on the assignment involved, but will be allowed an opportunity to make up the assignment in whatever manner and time frame the teacher deems appropriate. At completion of the make up assignment, the student can be awarded up to a 60% grade.
- An “Academic Dishonesty 1st Offense Warning” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, loss of candidacy for or membership in Platteview High School Honor Societies, eligibility for academic awards. This is at the discretion of the school administration.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- The student will be ineligible for all academic awards.
- An “Academic Dishonesty 2nd Offense” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy or membership in Platteview High School Honor Societies. This is at the discretion of the school administration.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the semester will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility. In addition, the student may be declared academically ineligible for a period no longer than two weeks at the discretion of the PHS Activities/Athletic Director.
- The student will be ineligible for academic awards.
- An "Academic Dishonesty 3rd Offense" will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

The student and parent retain the right to appeal any decision regarding academic dishonesty/cheating and sanctions imposed. The appeal will consist of a meeting with the school Principal, Assistant Principal, Counselor and teacher whose class the incident occurred. The Principal will make a final decision on the appeal with input from all involved.

Grading Policy

The Springfield Platteview Board of Education has established grading policies for the entire district. That policy can be found in the District Handbook. A few of the most frequently used policies are:

-Effort, participation, attitude, and other behaviors shall not be included in grades.
-Formative/summative percentages as part of an overall grade are determined within each department. Formatives shall not exceed 40% of an overall grade, summatives shall account for at least 60% of an overall grade.
-Students are expected to complete all required formative work through each summative assessment period.
-Before summative assessments, teachers may set due dates and deadlines for all marked work that will be part of a student grade. **This means that formative work will not be accepted after a summative assessment.**
-Penalties on late work shall not exceed 10% if turned in prior to the student taking the summative assessment.
-Students with excused absences shall be given at least 1 day, per day of absence, for make-up opportunities for all missed assignments/assessments.
-Second Chance opportunities shall be made available to students who would like a retake to improve their assessment/project score. All students must follow the department guidelines for second chance assessment opportunities. Students who are enrolled in dual credit courses will follow the partnering institute's guidelines and complete a credit intention form that will be on file at Platteview High School.
-The highest grade a student can attain on a second chance summative assessment is a 100%. Retake opportunities are not available for Finals assessments or Finals projects.
-Scheduling intervention(s) for a retake must be done within 1 calendar week of the original test/due date and the actual retake must be completed no more than 1 week after that. **This means that 2 weeks after an assessment/project is graded there will be no further opportunities for that retake.**
-If a student does not complete a summative project on the due date, they will have a 10% reduction on their project grade. The student's parents will be informed of a late summative project. On the 5th day the project is late, the student may not receive higher than a 79% on the project grade. If the student does not turn in the project on the 6th day, the student will receive a zero.

Credit Recovery/Trojan Academic Center

A student who has failed a course may either be referred to the Trojan Academic Center for credit recovery or will be advised to repeat the entire course. This decision will be based on the amount of work the student completed in the failed class and if skills or standards were achieved at a level that the student can move forward in that academic area. The TAC is designed for unit recovery, not course recovery and cannot be used for initial credit in any class. When repeating a course that a student has failed, it is important to note that the “F” will remain on a student’s transcript and calculated in GPA, while a “P” (not calculated in GPA) will be recorded if credit is earned in making up the credit.

Graduation/Commencement

It is the responsibility of each senior student to work with the school counselor to insure that they are on track to graduate by earning credits in all necessary courses. In addition, notices are sent starting early in the year to seniors and their parents regarding cap and gown rentals or purchasing. **It is the responsibility of the student to acquire a cap and gown to participate in the commencement ceremony.**

Platteview High School reserves the right to set guidelines and expectations to assure that we remain true to the purpose of the event. This includes determining what can and cannot be worn by graduates during the ceremony. Here is a link to Commencement Ceremony Expectations.

Early Graduation (Board of Education Policy):

Any senior that wishes to graduate at midterm must adhere to the following guidelines:

1. He/she must declare intent to graduate at midterm no later than June 1st preceding their senior year by filling out a form that is available in the counselor's office.
2. Upon an examination of credits to see if midterm graduation is possible, a letter will be sent to the student and a duplicate put in the student's file to confirm the intent of midterm graduation.
3. Any intent to graduate early is contingent upon the student passing course work he/she is enrolled in.
4. Midterm graduates may participate in graduation exercises in the spring with the rest of their class. There will be no formal midterm graduation ceremony.
5. Application to waive a semester of attendance must be made no later than June 1st of the preceding school year.
6. Students must have attended Platteview High School for 2 semesters.
7. At the point of withdrawal from classes the student shall become ineligible for participation in any interscholastic activity sanctioned by the Nebraska School Activities Association.

Graduation at the End of the Junior Year:

The Board of Education has authorized the Superintendent of Schools to permit students to graduate after the junior year in very special circumstances.The procedure to be followed to request graduation after the junior year is as follows:

▪ The student or parent will request a meeting with the Principal and the Senior Counselor. Both student and parent will attend this meeting.
▪ The student and parent will explain the special circumstances that they believe necessitate an early graduation. ▪ The Principal and Counselor, based on the parent/student meeting, will make a recommendation to the Superintendent of Schools.
▪ The Superintendent will make the final decision and notify the parent and student.

▪ The student will have to successfully pass all graduation requirements in order to graduate early.

Academic Honors

Class Rank

Class rank for all students is determined at the end of each semester and may be obtained from the counselor.

Principal's List

The Principal's List is a designation that is earned by a student who achieves a grade point average of 4.00 or above in a semester, and is enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible).

Honor Roll

The PHS Honor Roll recognizes students who have achieved a grade point average of 3.5 to 3.99, and are enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible). This recognition is given only at the end of the semester grading periods.

Academic Lettering

Students who have been named to the Principal's List or Honor Roll for both current semesters will be awarded an academic letter. Seniors who Academically Letter for four years will receive special recognition at Commencement. This award will be recognized at a school assembly near the start of the new school year.

English Excellence Award

To earn this award a student must achieve the following: 3.75 GPA, English composite score in the 85th percentile on the ACT, SAT, or PSAT, entered 3 to 5 writing contests or submissions to publications, and earn an 'A' in all Honors or Honors-related English courses or complete four years of Honors English Courses.

Boys State/Girls State

The American Legion and Auxiliary votes on and honors a select group of junior boys and girls from a field of applicants.

Academic Excellence in Mathematics

Students who have completed four years of mathematics courses, have no more than two B's in their math courses and score in the 75th percentile or greater on the ACT qualify for this recognition.

Key Staffer Awards

Recognition for this award is based on participation and excellence in the Journalism Department.

Hugh O'Brian Award

This award is presented to a sophomore student selected by staff to represent Platteview High School at the Youth Leadership Institute.

Most Representative Students

This award is voted on by teachers to recognize students who excel in all areas.

Man/Woman of the Year

This award is voted on by students to honor one boy and one girl from each class as the man or woman of the year.

Top Ten Percent of the Senior Class

This designation is determined by the weighted grade point average of students. No rounding will occur. Seniors will be officially informed of this honor as soon as possible when all grades have been entered and finalized. This will not be announced at Honors Night which occurs before the end of the academic term and therefore changes in the official list might happen after semester final grades are entered. Top 10% Cords will be handed out on the morning of Graduation.

Senior Honors Night

Each Spring, PHS will host a ceremony honoring the achievements of the Senior Class in academics and extracurriculars.

Recognition for Underclassmen

Individual recognition for non-seniors will occur at school-wide assemblies during the school year.

Extracurricular Activities













Definition

Extracurricular activity shall be defined as “any activity involving students of Platteview High School outside the established academic discipline, at which public attendance is encouraged, or involves contests involving students from other schools.” Such activities at Platteview High School include, but are not limited to athletics, vocal music, band, cheerleading, dance team, Debate, One-Act, National Honor Society, FBLA, Student Council, FCCLA, speech, dramatics and other activities that are NSAA-sanctioned.

Extracurricular Code of Conduct

Participation in Platteview High School extracurricular programs is a privilege, not a right. Students participating in our programs serve as representatives of PHS in and out of the classroom. Our expectations are rooted in our core values of Relationships, Community, Intentional and Perseverance, which further emphasize integrity, responsibility, respect, and a commitment to excellence. These values guide not only our academic mission but also how we approach competition, teamwork, and leadership in all extracurricular activities.In addition, student health and fitness must be maintained on a year-round basis to meet the demands of interscholastic competition. For these reasons, student-athletes are required to comply with the standards set by these training and personal conduct rules. Students that participate in Platteview High School extracurricular programs must abide by behavior and code of conduct standards as outlined below. The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. Generally, the school favors credible reports and evidence which come from a member of the certified school staff, law enforcement, or admission by the student or student’s parent or guardian. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension. By choosing to participate, students commit to living out the core values of Platteview High School—on the field, on the stage, in the classroom, and in the community.

Good Standing Policy and Student Participation in School Sponsored Dances/School Events

To attend Homecoming or Prom or other school events as designated, a Platteview HS student must be in "Good Standing" specific to academics, daily attendance and tardies. To be in "Good Standing" at Platteview HS, students must achieve all three of the following criteria at the time of ticket purchase. Eligibility checks for "Good Standing" will not be extended further than the last school day before the event - this will be a hard deadline.

Academics

*Grades 9-10 must earn a passing grade in at least Five (5) classes. Grade 11 must earn a passing grade in at least Four (4) classes. Grade 12 must earn a passing grade in at least half of their classes.

Daily Attendance

*Absent 10% or fewer total school days. School-sponsored activities, medical absences verified by a note from a physician, up to three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance, or a religious observance will not be considered countable absences toward "Good Standing." PHS Admin reserves the right to determine countable vs. uncountable absences if necessary. School absences that do not meet the previously stated criteria but are excused by parents are countable absences.

Tardiness/Skipping

*Automatic loss of Good Standing with a cumulative total of 12 tardies or 3 confirmed incidents of skipping class. Skipping is defined as being absent from any part of the school day—including individual classes, lunch, or scheduled activities—without prior approval from the school. Full policy on skipping can be found here.

Students failing to achieve "Good Standing" in all 3 categories (Academics, Daily Attendance, Tardiness) will not be permitted to attend the Homecoming Dance, Prom or other school events as designated. PHS Admin will communicate to students who are not in "Good Standing" periodically in hopes that this will motivate

Individual Program Expectations

Individual coaches and sponsors may have program specific expectations that are unique to their particular program that students are expected to follow as a condition of participation and/ or lettering in the program. Such rules may exceed standards of the Platteview High School Parent-Student Handbook and NSAA By-laws, but may not be lower standards/expectations for participation in such a program. Any such additional standards and expectations that are program specific must be approved by the Activities Director and should be clearly communicated to all participants and parents in advance of participating in that program.

Sunday Activities

In order to provide students with sufficient time away from school for family-related interests, PHS does **not** allow the scheduling of athletics or activities practices on Sundays. In the event that a team or group has a unique scheduling event such as playing/performing on a Monday or if Districts/State are in the coming week, this rule can be waived by the Principal and/or the Activities Director.

Ejection from an Athletic Contest

Athletes or fans that are ejected from a contest will be suspended from play from the date of the ejection through the completion of the next contest the athlete or fan was suspended from. If the ejection was during the last contest of the season the suspension will be carried over into the next activity but not the next year.

Quitting or Being Removed from a Sport/Program

Any student who quits a sport or who is removed from a team automatically forfeits any letter he/she has earned during that season for that sport/program.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for a minimum of four (4) full periods (no periods during day may be unexcused). A student who is not in attendance for four full periods (no periods during day may be unexcused) is ineligible for the contest,performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception should be approved in advance by the Principal or Assistant Principal.

Academic Participation Policy

A student who chooses to participate in extracurricular activities and athletic programs must meet standards of the Nebraska School Activities Association and those of PHS in order to continue to participate and perform. Failure to do so may result in a loss of the privilege to participate in competition or performances, as outlined in the guidelines to follow. Any student who is participating in an extracurricular activity or athletic program, must be enrolled and pass at least 4 classes (20 credit hours) the previous semester in order to be eligible for varsity competition (NSAA Rule). In addition, Platteview High School has established weekly eligibility criteria for all NSAA extracurricular activities. Weekly eligibility will be established each Monday morning at 9:30AM throughout each semester beginning with the second full week of each semester. The criteria is as follows:

- No student may compete if they are in failing status in two (2) or more classes at time of weekly eligibility check.
- Students in failing status in two or more classes, will be declared ineligible to participate in game competitions or performances, but may continue to practice.
- Student that fail to serve detentions for other discipline (including tardy consequences) will be deemed ineligible at the discretion of the administration.
- Students notified of their ineligibility for competition or performance, should initiate contact with their teacher(s) to create a plan of improvement.

Procedures

- The PHS Activity Eligibility List will be generated beginning on the third full week of any new semester.
- All work submitted through 5PM on Friday each week will be included in grading for the next eligibility period.
- Teachers are asked to communicate with students that are failing or near failing. However, Schoology and PowerSchool are available for student and parent access.
- The PHS Activity Eligibility List is run on Monday mornings at 9:30 AM.
- The Athletic and Activities Director will send the PHS Activity Eligibility List to all athletic and activity coaches/sponsors each Monday AM.
- The Athletic and Activities Directors will notify parents/guardians of students (and students) on the ineligible list via email on Monday AM.
- Coach/Sponsors will make contact with the students on the ineligible list at practice or during class to notify them of their status.

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical and academic staff until the student is fully recovered. *Parents are responsible for notifying the health office when their student sustains a concussion during any school or non-school related activity.*

The school administration of Platteview High School adopts NDE Guidance entitled “Bridging the Gap From Concussion to the Classroom,” as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response which may require time away from a sport or activity.

Students who participate in any extracurricular program and have suffered a concussion must follow the process set up in Return to Learn. The athletic trainer and athletic director retain the right to hold out of practice or a contest any student who sustained any level of concussion and has not been cleared by a medical professional or completed the Return to Learn protocol.

Specific grounds for extracurricular discipline and

areas such as drug & alcohol use can be found at this link.

Trojan Awards for Athletics and Activities

Students will be recognized in the following areas:

Mighty Trojan Award - Three-sport athletes for the current school year.

Iron Trojan Award - SENIORS who completed each season in three sports for all four years of high school.

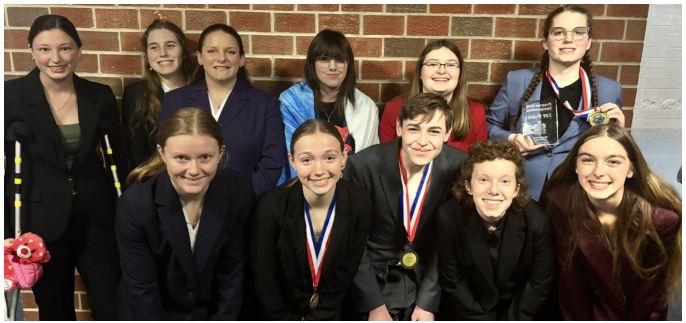
Trojan Star Award - Students who participated in at least 4 activities during the current school year.

Golden Star Award - SENIORS who completed each season in at least 4 activities during all four years of high school.

Platinum Star Awards - Students who participated in a combination of at least 5 activities and athletics during the current school year

All Star Award - SENIORS who completed each season in a combination of at least 5 activities and athletics during all four years of high school.







STUDENT & PARENT

HANDBOOK

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

25-26 EDITION



Springfield Platteview
COMMUNITY SCHOOLS

Connecting Passion with Potential

SPCSNE.ORG

765 MAIN ST. SPRINGFIELD, NE 68059 | PHONE: (402) 592-1300

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Brett Kreifels
Mr. Michael Patera

Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Heidi Zierott	Director of Learning
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Nichole Baugh	Director of Public Relations

Elementary Schools

Springfield Elementary
940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal

Westmont Elementary
13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High
14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High
14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

Required forms will be read, signed, and returned through the returning student registration process at the beginning of the school year.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Ryan Saunders
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.

Notice of Nondiscrimination

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org, 765 Main Street Springfield, NE 68059 or in person at the Administration Building. The School District's specific Notice of Nondiscrimination on the Basis of Sex may

be accessed at the following link:
https://www.spcsne.org/Title-IX-Information

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org, 765 Main Street Springfield, NE 68059, or in person at the Administration Building.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org or in person at the Administration Building. Students 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 the school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district policy 3053 - Nondiscrimination.

MISSION STATEMENT

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

BELIEF STATEMENTS

By creating the Standards for Success vision, the district and community will be able to focus on best-practice, research-based practices to prepare our children for their future and guide us toward defining what it means to be successful in our schools. These important factors identified below focus the district community on creating an atmosphere to reach our vision ofSpringfield Platteview Community Schools: "to ensure that all students acquire the 21st century skills and behaviors necessary for each student to succeed now and into his/her future."

DISTRICT PRINCIPLES

School Culture
Curriculum/Academics/ExtraCurricular
Teacher Effectiveness
Stakeholder Involvement
Leadership/Operations

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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.

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 the attendance officer is included in the salary for the superintendent or designee.

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism
When a student receives 7 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 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.

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.

School Attendance on Days of Scheduled Activities
Students who are unexcused from school for any part of the day or who are absent for more than four periods will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

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 are absent are responsible for completing any work required by the teacher. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Refer to each school Operation Guidelines for Absences

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Be in attendance for at least four periods or they will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:
1) Notify 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.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. 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 in collaboration with the Title IX Coordinator.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the office. Any check for these payments should be made out to Springfield Platteview Community 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 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.

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 will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

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. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting 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- Sarpy County TIPS report site to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately 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 matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cell Phones and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. 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.

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.
- Using AI Tools unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, in all other instances AI Tools may not be used.

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; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

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.

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 District Nurse at 402-339-3606.

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 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 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 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 complainant reasonably believes speaking directly to the person would subject the complainant or compaintant'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, iif 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 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) This 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.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

    a) This appeal must be in writing
    b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
    c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
    d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit its decision within 180 days after receiving the written appeal. complainant's written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.
   1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
   2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

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 to 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 Services. The Director of Special Services 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 Services or to the district's 504 Coordinator. The Director of Special Services 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. Individuals who file complaints (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 district provided technology 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 e-mail, 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

C. 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.

D. 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 deems 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

E. 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.

F. 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 director 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, and review the school district's copyright compliance policy. 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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building. Students 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

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 instill the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. 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.

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.

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 returning student registration. There is an emergency information section for each child enrolled in the district. The information 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.

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.

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 from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Breakfast prices for K-6 is $2.10, 7-12 is $2.35, and $3.00 for adults.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $3.50. Lunch for 7-12 lunch is $3.70 for students and $5.00 for adults. The cost for milk is $0.70.

Payment for Meals

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

The district will provide a full reimbursable lunch whenever possible. If a student's parents do not respond to multiple notifications and requests to address a negative balance, the student may be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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. Students with outstanding balances may not be issued school provided devices, a diploma, or other school provided materials until the negative balance is paid in full.

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.

Head Lice

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs 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 Director of Special Services, Jacci Lucas, who may be contacted at 402-592-1300.

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 will provide emergency information for each child enrolled in the district.

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.

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

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.

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.

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.

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. 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 Questionnaire

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 Director of Learning. This will need to be completed at least 10 days prior to the district exam date to request approval from ACT.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

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.

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 district nurse at 402-339-3606.

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 Nebraska Student-Centered Assessment System (NSCAS) is administered at least one time a year in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered at least in the spring of each academic year, and the results are sent home. This assessment is paired with NWEA/MAP assessment to review growth for the individual student.

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 Student Assistance Team (SAT). The SAT 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

Guidelines for Clothing Required for Specified Courses and Activities

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

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.

Personal or Consumable Items

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

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

Materials Required for Course Projects
The 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 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.

Technological Devices
The district will provide students with the technological devices necessary to complete all basic curricular projects.

Technology Fee Structure

As part of Springfield Platteview Community Schools' 1:1 iPad Initiative, all students are issued an iPad and, upon approval, a MacBook for educational purposes. Families are strongly encouraged to purchase device insurance to help cover potential damage or loss. Students may use the device at home or keep it at school during the day. If a parent chooses not to allow their student to take the device home, it must be returned to the school's media center at the end of each school day.

The current fee is $20 annually per device, applicable for one academic school year. The fee should not exceed $60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	**With Fee**	**Without Fee**	**Additional Fee**	**Replacement Cost**
*Lost/Stolen iPad/Non-Repairable	**$300**	**$350 (full replacement cost)**	Sync Cable Only	**$15**

Cracked iPad Screen (Remains Usable)	**Covered**	**$350 (full replacement cost)**	Puck (Plug-In)	**$20**
iPads Repairs	**Covered**	**Actual Repair Cost (not to exceed $350.00)**	Puck and Sync Cable	**$35**
*Lost, Stolen Laptop/Non-Repairable	**$750**	**$879 (total replacement cost)**	School Issued Case	**$30**
Cracked Laptop Screen/ Repairs (Remains Usable)	**Actual Repair Cost (not to exceed $650.00)**	**Actual Repair Cost (not to exceed $879.00)**	Laptop Charger	**$90**

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

High school students have the option to check out a MacBook, provided they receive a teacher's recommendation. The insurance fee is $20. If an incident occurs, the district will apply fees at its discretion.

If there is an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees when they complete the returning student verification process in the Fall of each year.

Extracurricular Activities.
The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of

district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. 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.

Elementary Schools

Program	General Description of Fee or Material	$ Amount of fee (Anticipated or Maximum) or specific material required
Art classes and special projects or events	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom Projects	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None-necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Field Trips	Transportation and admission costs of field trips.	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for overnight field trips. Currently, 6th grade Outdoor Education is $50-75. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free reduced lunch eligible students.

4th Grade (Music Class)	Recorder	$10-$15
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, piece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is $35 for Tier 1 and $25-75 for Tier 2 per year for use of school owned instruments.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. $8-15)
Picture Packets	Optional - Pictures are still taken for use in school yearbook	Students purchase packets as desired and pay directly to photo company
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Summer school courses	Classes offered during the summer, or at night, if any	None for Guided Reading/Library use. $35 to $200 per class for electives; None - Free-reduced lunch students
Yearbook-Optional	Cost of Yearbook	The book is optional (Appx. $25

Secondary Schools

Program	General Description of Fee or Material	$ Amount of fee (Anticipated or Maximum) or specific material required
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged, a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Art Fees	Fee for materials	Foundation of Art- $25, Drawing- $25, Painting -$25, Advanced Art-$25, Pottery-$25, 3D Art -$30
Art and shop classes and special projects, science	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on

classes	Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	it or otherwise be damaged, protective clothing for shop classes; approved protective goggles for science classes.
Business Classes	Workbooks	$25
College entrance tests and preparati		Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. An Online ACT prep course will be provided to juniors free of charge.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to $15 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $70.
Family and Consumer Science	Fees for general materials	Foods I-$30, Foods II-$40
Industrial Technology	Fees for general materials	Manufacturing Technology - $120 Year; Production Systems - $65; Technology Systems - $15, Intro to STS- $25, Woods I-$50, Woods II-$95
Locker usage	Use of school padlock	$5.00 fee if damaged or not returned at the end of the year.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is $35 for Tier 1 and $60 for Tier 2 per year for use of school owned instruments. Uniforms for the marching band will be supplied by the school. For High School Band students, a $25 uniform cleaning fee is required. For High School Vocal students, a $15 choir robe cleaning fee is required.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.)

		Limited instruments available for use by any student. Instrument Rental Fee is $45 for Tier 1 and $75 for Tier 2 per year for use of school owned instruments.
Music Theory	Fees for general materials	$25
Photography	Fees for general materials	No more than $50 per year.
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Postsecondary education costs are a maximum of $400 per class.
Science	Fees for general materials	Environment Sustainability-$20, Material Science-$30
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class through ESU #3: Up to $350; other classes $50 to $200 per class; none for free reduced lunch students
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $75-$85.

Extracurricular and other programs	General description of fee or material	$ Amount of fee (Anticipated or Maximum) or specific material required
Admission	Spectator fees for admission to events	$5.00 per event maximum for students. Students may purchase an Activity Pass for $40.00 per year. For District and Conference events hosted by the School, costs to be set by NSAA and Activity passes are not able to be used.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed $50.00 per club.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
Camps and Clinics	Registration and other costs of camps or	Students are responsible for the cost of all clinics, camps, and

	clinics	conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of replacement cost.	Required items include but are not limited to athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Other items required may include: uniforms not provided by school, athletic equipment, golf bags/clubs, mouthpiece, knee pads, poms, other items as identified by the coach. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.)
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $200.
Travel meals	Meals	Students are responsible for their own meals while traveling.

Class Organizations

Destination Imagination	State & national dues, meals and activities	Annual dues not to exceed $30.00 per club. Partial pay for nationals may be required.
FBLA/ FCCLA	State & national dues, meals and activities	Annual dues not to exceed $30.00 per club. Partial pay for nationals may be required.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed $30.00 per club.
SkillsUSA	State & national dues, meals and activities	Annual dues not to exceed $30.00 per club. Partial pay for nationals may be required.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed $30.00 per club.

Social and Recognition Activities

Class dues		Each of the six secondary classes may assess its members an amount not to exceed $60.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
School dances	Admission to prom, homecoming, etc.	Up to $40.00 per event
School plays, musicals and social activities	Admission to events	Up to $5.00 per play or activity
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. This may include the rental of graduation robes ($35), caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is $35 for Tier 1 and $60 for Tier 2 per year for use of school owned instruments. Uniforms for the marching band will be supplied by the school. For High School Band students, a $25 uniform cleaning fee is required. For High School Vocal students, a $15 choir robe cleaning fee is required.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is $45 for Tier 1 and $75 for Tier 2 per year for use of school owned instruments.

Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be $ 400 per course.

Copies of Student Files or Records

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

The district will charge a fee of $.10 per page for reproduction of student records.

Participation Pre-Kindergarten Services.
The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be $150.00/month

Participation in Summer School.
At the elementary level, the district will not charge fees for participation in summer school. There may be a reasonable fee charged for elementary summer enrichment courses.

Contributions for Junior and Senior Class Extracurricular Activities.
Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $60.00.

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.

Students who become ill at school will be sent to the building 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 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 can not be contacted, school officials may call the emergency contact listed for the student. If emergency contact is not available, emergency services may be contacted. Costs for emergency services will be the responsibility of the parents/guardians. 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.

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 upon completing Returning Student Enrollment.

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 five 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.

Tardiness

Students who arrive late to school or for individual class periods will be counted and documented as tardy. Parents/guardians will be notified of tardies. When students continue to be tardy to a class or school, the building administrator or designee may assign consequences and/or request a parent conference as needed to address student tardies. In working with families, the goal is to partner together to get all students to school on time.

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. 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 **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. 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

The threat assessment team (team) may consist of the Superintendent, Director of Special Services, Director of Learning, Information Technology Staff, School Nurse, Building Principal(s), Guidance Counselor, School Social Worker, and Local Law Enforcement.

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.

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.

5. 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.

6. 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 Services

The district provides 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.

The Contracted Transportation provider 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.

Transportation to Activities

The school district may provide 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.

Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public 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 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 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. 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 through school messenger and social media. 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.

SECTION TWO

ACADEMIC INFORMATION

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 course in which he/she was enrolled.

Students who transfer into the school district will be eligible to be included in class ranking.

Various courses at PHS are weighted due to the rigor of the course. Upon completion of the weighted course, the student will receive the grade earned on his/her transcript; however, the student will receive an adjustment to their mark points for the course (positively impacting their GPA). See mark point chart in this document for more information.

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 a grade for their academic core classes. The level indicates a limited understanding of grade level expectations.

The Kindergarten through 5th grade and 6th grade specials courses grading system is as follows:

AD	Advanced
PF	Proficient
PG	Progressing
BG	Beginning

The 6th grade, junior high and high school grading system is as follows:

A	Superior	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Unsatisfactory/Below Average	69% - 60%
F	Failing (no credit)	59% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-12 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 incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The following are the grading parameters:

1. Grading procedures shall only be related directly to the prescribed curriculum and the College and Career Readiness learning goals established by the District. Learning goals shall be reported based upon a semester grading period. Extra credit will not be given.
2. Grades on the report card will be based upon content area standards and goals. Group grades will not be given.
3. Life skills, as defined in our College Career Readiness framework, are reported separately with established criteria.
    a. Effort, participation, attitude, and other behaviors shall not be included in grades but will be reported separately unless they are a stated part of a learning goal established by the District/State.
    b. Late work and incomplete work (formative assessments such as homework) shall be handled as follows:
        i. Students are expected to complete all required formative work through each summative assessment period.
        ii. Before summative assessments, teachers may set due dates and deadlines for all marked work that will be part of a student grade.
        iii. In determining semester grades, teachers must

decide whether they have sufficient evidence of achievement. Work that is not submitted will be identified as **I** (Incomplete). Zeros will not be used unless the student fails to complete required work prior to the student taking the summative/unit assessment. Penalties on late work shall not exceed 10% if it is turned in prior to the student taking the summative/unit assessment.

c. Absences shall be handled as follows:

i. Students shall not be penalized for excused absences. Course work during unexcused absences will be treated as late work.

ii. Students with excused absences shall be given at least 1 day, per day of absence, for make-up opportunities for all missed assignments/assessments (marked work that will be part of student grades) without penalty.

iii. See student-parent handbook for additional attendance procedures/policies.

4. Summative/unit assessments shall be determined as follows:
   a. Marks from formative assessment shall not exceed 30-40% of overall grade.
   b. Summative assessments shall account for at least 60-70% of the overall grade.
   c. Students who fail a summative assessment (this does not include the final) may be allowed to retake an assessment. The process to complete this are found in the building operation guide.

5. Other specifics and/or procedures on grading can be found in the building operation guide and course syllabi at each building.

Graduation Requirements

Students must earn 49 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Platteview High School Diploma are:

Department	**Number of courses**	**Notes**
Language Arts	8	To include Honors or English 9, Honors or English 10, English 11 or AP Literature and Composition, and 2 semesters of English electives in 12 grade or Dual enrollment courses.
Social Science	7	To include US History 9 (Class of 2026), Honors or World History, Dual enrollment or US History 11, US Government, and one additional social studies elective.
Mathematics	6	To include Algebra 1, Geometry, and Algebra 2
Science	6	To include Full year of Biology, Semester of Chemistry 1, Semester of Physics 1, Semester of Earth and Space Science and a semester of Science Elective.
PE	2	Students may choose from PE courses to acquire 2 credits
Health	1	Usually taken during the Sophomore Year
Business	1	Personal Finance
College & Career	1	Required of all juniors
Technology	1	Required for Class of 2028
Electives	16	General Electives

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 building principal.

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.

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.

Report Cards

Report cards are available or 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 potential consequences for failing to meet those expectations will be clearly communicated.
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, referral to restorative justice practices or services, 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.

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 or guardian.

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.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a 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.

- 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.

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. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; 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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal

ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, and will work with teachers to complete and follow the same timelines as a student who is absent.

Firearms
No student 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 only exceptions for a student to bring or posses a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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.

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 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. 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. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
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. Engaging in hazing as defined by state law and this policy. 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. Under state criminal law, 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. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
j. Bullying which shall include cyber-bullying, 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 to 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;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. 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; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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.

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 parents or guardian 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. 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;

    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. 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

f. 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 parent(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 assignment 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 guardian 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 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, except with the consent of all parties.

8. The principal or legal counsel for the school, the student, and the student's parent, 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

SECTION FOUR

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

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
b. The health curriculum will include information on good nutrition and healthy living habits.
c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
d. The district will collaborate with public and private entities to promote student wellness.
e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

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

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

a. The district will participate in state and federal child nutrition programs as appropriate.
b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.
d. The district's lunchrooms will be attractive and well-lighted.
e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

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

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

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

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

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

6. Food and Beverage Marketing

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

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions- "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1996 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from midnight before to 30 minutes after the end of the official school day.
b. Applicability- Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR §

210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekend, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex. frozen pizzas, cookie dough tubs, etc.)

c. Fundraiser Exemptions - A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
d. Other Exemptions- The only other nutrition exemptions from the competitive food requirements are those found in 7 CR § 210.11.
e. Other Limitations- No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods to to the school nutrition program.

9. Triennial Assessment

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

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

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

10. Public Notice

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

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial

Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

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

12. Operational Responsibility

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

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy/local-school-wellness-policy

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Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 765 Main Street, Springfield, NE 68059 jacci.lucas@spcsne.org, 402-592-1300. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: https://www.spcsne.org/Title-IX-Information. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.spcsne.org/Title-IX-Information.

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

> **Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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. School 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.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—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) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning 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 length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;

- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;

- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;

- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	**Target Duration** (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of

administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such

determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in

this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 counseling of students, parent conferences, referral to restorative justice practices or services, 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.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: 2-13-2023
Revised on:7-15-2024
Reviewed on:_____

SCHOOL CALENDAR

Springfield Platteview Community Schools
2025-2026

6	New Teacher Workshop
7	All Certified Staff Report
12	All Classified Staff Report
13	First Day of Classes

AUGUST 2025

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

1	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2025

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

10	End of 1st Quarter
15-16	Early Dismissal 1:25 PT Conferences
17	Comp Day - No School

OCTOBER 2025

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

26-28	Thanksgiving Break No School

NOVEMBER 2025

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

17-18	Early Dismissal 1:25
19	Early Dismissal 11:25 End of 1st Semester
22-31	Winter Break No School

DECEMBER 2025

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

JANUARY 2026

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

1	Winter Break No School
5	Teacher Work Day No School
6	1st Day of 2nd Semester
19	Martin Luther King Day No School

FEBRUARY 2026

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

11-12	Early Dismissal 1:25 PT Conferences
13	Comp Day - No School
16	President's Day No School

MARCH 2026

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

6	End of 3rd Quarter
16-20	Spring Break-No School

APRIL 2026

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

3	No School
6	No School
24	Teacher In- Service No School

MAY 2026

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

13	Last Day for Seniors
17	Commencement
19-20	*Early Dismissal 1:25*
21	Early Dismissal 11:25
21	**No school Elementary only**
22	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	41 Student Days 43 Teacher Days
4th Qtr	46 Student Days 48 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

SECTION FIVE

FORMS

This section contains forms that students and their parents may need during the 2025-26 school year. Some forms will be completed digitally during the returning student registration process.

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return a digital copy of this form during the returning student registration process.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Springfield Platteview Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Springfield Platteview Community Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date

Cell Phone Number (Optional)

_____

Parent's Email Address (Optional)

Parent/Guardian's Signature Date

Cell Phone Number (Optional)

_____

Parent's Email Address (Optional)

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

> Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

_____

Dosage and time_____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

_____

Special instructions for the administration and storage of the drug _____

_____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

_____

Print or Type

_____

Primary Phone Number

_____

Secondary Phone Number

_____

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone_____
Student Name_____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor_____ Phone #1_____
Phone #_____
Possible Adverse Reaction:_____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____day of_____. 20___.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administrating the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

_____

STAFF | SPCSNE.ORG

HANDBOOK

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

25-26 EDITION



Springfield Platteview COMMUNITY SCHOOLS

Connecting Passion with Potential

765 MAIN ST. SPRINGFIELD, NE 68059 | PHONE: (402) 592-1300

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Brett Kreifels
Mr. Michael Patera

Administrative Building

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Heidi Zierott	Director of Learning
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Nichole Baugh	Director of Public Relations

Elementary Schools

Springfield Elementary
940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal

Westmont Elementary
13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Junior/Senior High Schools

Platteview Central Junior High
14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High
14801 S. 108th Street
Springfield, NE 68059
402-339-3606

Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

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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.

Notice of Nondiscrimination

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.spcsne.org/Title-IX-Information

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059. Students 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.

For additional prohibited discrimination and related information, please review school district Policy 3053 - 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. Staff forms should be submitted to the administration building. Form

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 or designee. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent or designee is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

Per the negotiated agreement, each certified staff member is required to work at least one activity per year.

If a staff member works at least two events, staff and their spouses will be admitted to home games free of charge. Activity passes will be issued to staff through the Platteview High School activities office.

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.

Bell Schedule

Preschool

Schedule

Morning Class:		Afternoon Class:	
Arrival	8:00	Arrival	12:15
Dismissal	11:00	Dismissal	3:15

Springfield Elementary Start Time

Schedule		Late Start	
Arrival	8:10	Arrival	9:10
Tardy Bell	8:20	Tardy Bell	9:20
Dismissal	3:20	Dismissal	3:20

Westmont Elementary Start Time

Schedule		Late Start	
Arrival	8:00	Arrival	9:00
Tardy Bell	8:10	Tardy Bell	9:10
Dismissal	3:05-3:10	Dismissal	3:05-3:10

Platteview Central and Platteview High School

Period	Schedule		Late Start Schedule	
0	7:15	7:59	8:20	9:01
1st	8:10	8:54	9:10	9:54
2nd	8:58	9:42	9:58	10:37
3rd	9:46	10:30	10:41	11:20
4th	10:34	11:18	11:24	12:03
5th (Lunch)	11:47	1:01	12:07	1:16
6th	1:05	1:49	1:20	1:59
7th	1:53	2:37	2:03	2:42
8th	2:41	3:25	2:46	3:25

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. Through *Back to School Required Training*, staff will be asked **that they 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 complainant or 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 to the 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) This 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.

d) 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.

e) This appeal must be in writing.

f) 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.

g) 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 designee.

h) 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.

i) 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.

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 to 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. The information can be found in Policy 4012.
Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use. The information can be found in Policy 4051.

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 Human Resources Manager at the Administrative Building at 402-592-1300 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. 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: Jacci Lucas at 402-592-1300 or at jacci.lucas@spcsne.org or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

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: Jacci Lucas at 402-592-1300 or at jacci.lucas@spcsne.org or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas at 402-592-1300 or at jacci.lucas@spcsne.org or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

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 will be provided a Driver's Certification form to verify this information. 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

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. 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 against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee 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 emails, 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 or designee 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. Forms can be found at the Employee Resource Center.

Reimbursable mileage or other reimbursements expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

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

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 any 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 district'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 email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email 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/Fob

Staff will not lend or have any duplicate keys/fob 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/fob 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/fob to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request

Staff members should notify their building principal for a maintenance request as they need or see a maintenance problem. The requests will be submitted to the appropriate staff to complete.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase from the school cafeteria for breakfast at $3.00 and lunch for $5.00 The lunch price includes one carton of milk. Extra cartons cost .70 cents. 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.

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should establish and maintain cordial relationships with the Director of Public and Community Relations. The Director will assist in communicating with local news outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit press releases to the Director of Public and Community Relations 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.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or

interesting events and activities are usually welcomed by the newspapers.

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, use school district equipment to campaign or create campaign materials 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 (Director of Special Services) 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 complete documentation for professional growth and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

Every six years the teachers in the Springfield Platteview Community Schools system shall give evidence of professional growth as is approved by

the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period: This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and ends it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Credits: All teachers must earn a total of 6 professional growth credits during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: documentation of workshop, written reports, online/virtual presentations, grade transcripts, etc.

There is a summarized list that is shared in the Employee Resource Center for staff to utilize for an understanding of professional learning activity and point equivalent.

Purchasing

All curriculum materials that are approved by the district will be ordered at the administrative building.

All requisitions for building needs/school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Orders will not be placed until the Business Manager has issued a printed purchase order. Once an order has been received, the item will be accounted for and payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent/designee will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Policy 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 and can be found on the building website. 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

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 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 of education'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.

All school-related social media account credentials (usernames and passwords) must be shared with the superintendent or their designee. This ensures continuity, oversight, and appropriate access in support of district operations and communication.

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 administration.

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.

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.

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 **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. 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

The threat assessment team (team) may consist of the Superintendent, Director of Special Services, Director of Learning, Information Technology Staff, School Nurse, Building Principal(s), Guidance Counselor, School Social Worker, and Local Law Enforcement.

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.

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.

5. 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.

6. 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.

Ticket Taking

Per the Negotiated Agreement, All certified staff will be expected to take tickets or fill another job at one time or another at home events. Staff members who are unavailable to take tickets at the event they are

assigned to work must find their own replacements and notify the district athletic directors office of who will be taking their place.

Transportation Request Forms

Staff members must initiate transportation requests as soon as they are aware of the need for school-provided transportation to allow the activities director or staff adequate time to schedule drivers and vehicles. Requests start with each building's office manager.

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, it will be announced through school messenger and district/building social media.

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 who are too ill to perform their teaching duties must contact their building principal by no later than 6:15 a.m.

2. Personal Leave

Personal leave can be used for any reason. Each teacher has three (3) personal days per year. There is no accumulation of personal leave. Modified for 2020- 21, 2021- 22, Modified 2024-25 & 2025-26.

Teachers must request a personal day in writing to the Principal. Requests must be given at least three (3) working days in advance of the leave day. Modified 2016- 17 2017- 18

Personal leave shall not exceed more than 2 teachers (3 at the high school) in any one building on any given day, unless there is an emergency situation approved by the building principal. Principals may decline requests of personal days if a substitute is not available. Added 2016- 17

Additionally, personal leave may not be used for any scheduled in-service day, during parent teacher conferences, the last week of the first semester or the last two weeks of the school year, except in cases of significant, unavoidable situations which will be determined on an individual basis by the building administrator. Modified 2020- 21 and 2021- 22.

If the teacher does not use all of their personal leave, and is under contract for the entire school year, they will receive current per diem pay for each of the days not used. The payment for unused personal leave will be made in the June 20th paycheck. ADOPTED 1996. Modified for 2020-21 & 2021- 22, Modified 2024-25 & 2025-26.

3. Bereavement

Funeral or emergency leave will be granted to a teacher as necessary. Such request will be addressed to the Principal and granted upon the discretionary judgment of the administration.

4. Professional Leave

Each teacher is eligible to receive unlimited paid professional leave with administrative approval. Decisions for such leave are to be approved by the building administrator.

5. Substitute Folders

Each teacher must prepare a substitute folder and make easily accessible. 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 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.

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/human resources 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/designee of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing or use of AI without approval) must be sent to the building principal for administrative discipline. A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Check-out Forms

All certified staff must complete a formal check-out and obtain the building principal's permission prior to departing for the summer. All certified staff must complete a formal check-out with the building principal prior to departing for the summer.

Class Record Documentation

Each classroom teacher should maintain a record of matters relating to each student in each teacher's class. It will be maintained electronically through the district student information system. PowerSchool houses a class list, attendance and all grades earned by each student. Regularly, classroom teachers must ensure that the information is accurate.

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 should establish a clear and consistent approach to behavior that is rooted in mutual respect, responsibility, and relationships. Expectations and routines should be explicitly taught, co-created when appropriate, and posted where students can reference them. In addition to outlining logical consequences, the plan should also include opportunities for reflection, restoration, and repairing harm when behavior disrupts the

learning environment.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may work with an administrator to 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 for the next day with their parents. 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.

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 building principal.

Staff members may never send a student off school grounds without the authorization of the building 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 work with the activities director immediately after the season to inventory and discuss supply needs.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students. (5045 Student Fees)

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 Springfield Platteview Community Schools (SPCS), unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

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.

Computer Lab

When buildings have a computer lab, students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab when it is supervised. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

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 use the window area of the central office or the commons area to display student work or they may use it during a night activity. 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 extracurricular activities will be determined on a weekly basis. The district has established weekly eligibility criteria for all NSAA extracurricular activities. Weekly eligibility will be established each Monday morning at 9:30 A.M. throughout each semester beginning with the second full week of each semester. A student will become ineligible by failing in two or more classes at time of weekly eligibility check. Students in failing status in two or more classes, will be declared ineligible to participate in game competitions or performances, but may continue to practice. Students in failing status may be assigned academic intervention times before or after school in order to meet with teachers and/or get missing assignments or assessment scores completed and raised. 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.

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

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 one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal 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 extracurricular 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;
    1) hold up a Green Card (all students accounted for)

2) hold up a Red Card (missing student(s) listed or additional students)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

a) All students and staff should proceed to the designated tornado shelter.
b) Once in the basement, each teacher must account for every student in the class.
c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. 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. Copies of the district's evaluation forms are available at the administrative building. They are also available through the evaluation site.

Examinations (Finals)

Semester examinations will be given in all classes at the senior high level. Tests and final exams will not be given ahead of time.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the building administrator.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal and submit the necessary paperwork including busing requests in a timely manner to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Weekly grade reports will be established each Monday morning at 9:30 A.M. throughout each semester beginning with the second full week of each semester. If a student is placed on the "failing list" there should be some form of communication with the guardian.

Grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card.

Classroom teachers should use the following symbols for each subject area:

The Kindergarten through 5th grade and 6th grade specials courses grading system is as follows:

AD Advances
PF Proficient
PG Progressing
BG Beginning

The 6th grade, junior high and high school grading system is as follows:

A	Superior	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Unsatisfactory/Below Average	69% - 60%
F	Failing (no credit)	59% - 0%
I	Incomplete	

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

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 district. 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 each 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 general direction that might be followed by anyone who might be called upon to teach the classes.

Building principals will outline expectations at each building to ensure that

lesson plans are created and accessible as needed.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with 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. Each building will set guidelines for the classroom teachers to send individual students to use the media center. 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.

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 building 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 an assigned parking area reserved for them at each building. Each building will communicate that parking area. Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

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 and PowerGrade

All teachers/classroom supervisors 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 at the start of the school day.

Classroom teachers will be required to synchronize the Schoology/PowerGrade application weekly.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should submit a helpdesk ticket at helpdesk@spcsne.org.

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.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or

2. The Mercator projection map is part of any:
   a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
   b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which Mercator projection map is used.

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

The board has determined the number of hours in a typical work day, which, as of the date of this Agreement, states as follows: While the typical work day is at least 15 minutes prior to the start of the school day and concluded 15 minutes after the end of the school day, there will be times when professional responsibilities (i.e. meetings, planning, and student tutoring) require work beyond that time period. See Policy 4024.

Each teacher will be in his or her classroom and ready to teach at the start of the 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/Interns

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 building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building 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 school nurse 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. In the secondary schools (Grades 7-12) the District will provide a payment of 25 percent of the full daily rate of substitute teacher pay to faculty members who are requested to supervise during their assigned planning period(s). In the elementary schools (Grades K-6), teachers will be paid 25 percent of the full daily rate of substitute pay for faculty members who are requested to supervise during their assigned planning time or to take another teacher's students white supervising/teaching the students previously assigned to them. Modified for 2012-13.

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

Most textbooks are digital. When printed textbooks are available, 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

Funeral or emergency leave will be granted to a staff member as necessary. Such a request will be addressed to the Principal or direct supervisor and granted upon the discretionary judgment of the administration.

Holidays

Full time, 12 month employees receive time off, without loss of pay, for observation of certain holidays. A calendar designating these holidays is established each year.

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 keep an accurate record of all hours worked for the district. 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 up to 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. Please see the Classified Hiring schedule for more leave information.

Reporting When School is Closed

Unless the superintendent directs otherwise, most classified staff shall not be required to report when school is canceled due to inclement weather, with the exception of:

Facilities and Grounds Staff will report at the earliest possible time to clear snow and prepare the facility to resume normal operations, unless directed differently by their direct supervisor.

Administration Building Staff will report at the earliest possible time to resume normal district operations, unless directed differently by the superintendent.

Sick Leave

Sick leave is provided to classified employees based on the following job classifications:

12 month staff 9 days per year/cumulative 45
10 month staff 6 days per year/cumulative 45
10 month part-time staff 5 days per year/cumulative 45

Sick leave will be granted to cover absence due to personal illness or an illness in the immediate family. Sick leave may be used during pregnancy and childbirth. Immediate family is defined as spouse, child or parent. Sick leave should be used sparingly and only for the purpose it is intended. The recording of sick leave shall be measured at full day, half day, one quarter day, or one hour increments. Improper use of sick leave may be grounds for disciplinary

action, even termination.

The district reserves the right at any time to request a doctor's statement to verify illness or to certify that an employee is fit to return to work. Requests for sick leave for doctor or dentist appointments may be denied if the nature of the appointment is not determined a necessity, or its time is not of the essence.

Vacation

All full time, 12 month classified employees are entitled to paid vacation time scheduled as follows:

1. Fifteen days of paid vacation for above employees during their first through tenth year of service. During the first year, vacation days are earned one day per month for each of the first 10 months. After the first year, vacation days are awarded on September 1st for the year. When the employee does not complete a full year, vacation time will be prorated as a percentage of days actually worked.

2. After ten years of consecutive service, full-time, 12 month employees will be eligible to receive 20 days of paid vacation. For employees that do not complete the full year, vacation entitlement will be prorated as per days actually worked.

3. 10 month secretaries are allowed 4 days of vacation per year.

Use of vacation time must be approved in advance by the immediate supervisor and may not be carried over after September 1st. There may be times during the year where scheduling of vacations will not be allowable because of school activities requiring sufficient staffing.

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Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 765 Main Street, Springfield, NE 68059 jacci.lucas@spcsne.org, 402-592-1300. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: https://www.spcsne.org/Title-IX-Information. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.spcsne.org/Title-IX-Information.

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

> **Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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. School 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.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors

about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—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) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning 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 length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment

responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate

a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;

- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	**Target Duration** (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;

- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district

must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 counseling of students, parent conferences, referral to restorative justice practices or services, 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.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: 2-13-2023
Revised on:7-15-2024
Reviewed on:_____

Springfield Platteview Community Schools

2025-2026

6	New Teacher Workshop
7	All Certified Staff Report
12	All Classified Staff Report
13	First Day of Classes

AUGUST 2025

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

1	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2025

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

10	End of 1st Quarter
15-16	Early Dismissal 1:25 PT Conferences
17	Comp Day - No School

OCTOBER 2025

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

26-28	Thanksgiving Break No School

NOVEMBER 2025

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

17-18	Early Dismissal 1:25
19	Early Dismissal 11:25 End of 1st Semester
22-31	Winter Break No School

DECEMBER 2025

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

JANUARY 2026

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

1	New Year's Day No School
2	Winter Break No School
5	Teacher Work Day No School
6	1st Day of 2nd Semester
19	Martin Luther King Day No School

FEBRUARY 2026

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

11-12	Early Dismissal 1:25 PT Conferences
13	Comp Day - No School
16	President's Day No School

MARCH 2026

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

6	End of 3rd Quarter
16-20	Spring Break-No School

APRIL 2026

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

3	No School
6	No School
24	Teacher In- Service No School

MAY 2026

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

13	Last Day for Seniors
17	Commencement
19-20	*Early Dismissal 1:25*
21	Early Dismissal 11:25
21	**No school Elementary only**
22	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	41 Student Days 43 Teacher Days
4th Qtr	46 Student Days 48 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District 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

A copy of this document will be signed off on during the annual required trainings for all staff during Back to School activities.

To: ESU #3 Member School District Superintendents
From: Dr. Dan J. Schnoes, ESU #3 Administrator
Date: May 30, 2025
Re: Member School District Approval Forms for 2025-2026

Hello everyone! This spring, we met with all 18 districts during our District Planning Visits (DSP) and are developing plans for the 2025-26 year. Once again, we are looking forward to maintaining and growing the level of services for all of our districts with the flexibility to meet individual needs.

ESU #3's budgeting process for "Services" for 2025-26 is currently in progress. We have not received our certified amount for Core Service funding for 2025-26 but due to the latest legislative budget, we are projecting a loss of $250,000. This decrease drops the level of funds that we receive from the state, which had been flatlined for the past nine years. Core Service funds work similar to TEEOSA, however, ESU's total amount of state aid had remained relatively constant until this year. A formula divides the funds across the 17 ESUs. Core Service funds cover all of our costs in our Professional Learning Department and part of our Information Systems and Tech Department (by statute).

Our estimates for Property Tax increases are currently running from 5-7%, which should help maintain our budget and services. Property Taxes cover the remaining cost of our Information Systems and Technology Department and all other remaining operational costs. We plan to have our staff receive a 4% total package increase this year. Core Service funds and Property Taxes cover roughly 33% of our total budget. The remaining 67% comes from grants and contracts.

The total amount for Personalized Services for 2025-26 should remain close to the same as this past year. As with your budgeting process, we will not know until the final tax valuations have been set as to the impact on this program. They can also be adjusted depending on the number of services you receive, which many have had increased costs.

According to ESU #3 Board Policy and State Statute, we are required to gain approval from our member school districts for the "purposes" of use for Core Service and Property Tax funds. Updated worksheets identifying the services and costs, for the 2025-26 fiscal year, will be shared when property tax valuations are set in August and the budget has been approved in September.

The Core Service Funds Purposes and Property Tax Levy Funds Purposes are enclosed for your written Approval or Disapproval. We will have an electronic signature feature again this year to make the process easier.

I will be available most of June for anyone that would like to ask questions. Please contact me at 402-597-4802 or by email at dschnoes@esu3.org.

Please return the approval / disapproval form by June 30th, 2025 *to ESU #3 by electronic signature, mail or email.*

As per Nebraska statute, if the approval / disapproval form is not returned by ***June 30, 2025*** *your school district is considered to have* ***approved*** *the proposed core service and property tax funds for the 2025-26 school year.*

ESU #3

2025-2026 Budget Year

School District: Springfield Platteview Community Schools

Nebraska Revised Statutes 79-1241.03: Funds appropriated for Core Services shall be used for **purposes** approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Nebraska Revised Statutes 79-1242: Funds generated from the Property Tax Levy shall only be used for **purposes** approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Core Service and Property Tax Levy Funds Purposes

Each member school district of ESU #3 is requested to check approval or disapproval for the **purposes** of **Core Service Funds** and for the **purposes of the Property Tax Levy** for ESU #3.

The purposes for the use of both funds for the 2025-2026 fiscal year are outlined in your ESU #3's District Service Plan and will be shared following Budget Approval in September.

☐ Approve

☐ Disapprove

By:_____
(Signature of Representative as Appointed by the School District's Governing Board)

By: _____
Dr. Dan J. Schnoes, ESU #3

TEACHER'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of Sarpy County County School District 77-0046, commonly known as Springfield Platteview Community Schools, referred to herein as the "Board" and "District" respectively, and **Taylor Rumsey**, a legally qualified teacher, referred to herein as the "Teacher".

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on August 6, 2025, and conclude on May 22, 2026, and shall consist of 185 contract days of service. Teacher accepts such employment at a salary based upon placement on **Step 1 of Lane BA** of the salary schedule.

FIRST: Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2025, and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

FOURTH: A majority of the Board members may cancel, amend, or terminate this contract during its term for any of the following reasons:
(a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) physical or mental incapacity; (i) immorality; and (j) any conduct that interferes substantially with the teacher's continued performance of duties. Cancellation, nonrenewal, termination, or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

FIFTH: Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

SIXTH: Upon termination of this contract, Teacher shall immediately return all District property to the District.

SEVENTH: There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

EIGHTH: This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security, and any legally required deductions and deductions based on benefit elections. This contract is subject to the School Employee Retirement Act. Teacher shall be responsible to pay for damage to District property caused by the Teacher's reckless or intentional actions.

NINTH: Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

TENTH: Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

ELEVENTH: The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time.

TWELFTH: Teacher's failure to return a signed copy of the contract to the Superintendent of Schools or Secretary of the Board of Education of the District on or before **June 4, 2025** shall constitute a rejection of this offer of employment.

THIRTEENTH: Other Contract Terms: [THESE MAY INCLUDE TERMS SUCH AS RESIGNATION DEADLINES AND OTHERS NOT ALREADY COVERED BY THE COLLECTIVE BARGAINING AGREEMENT].

By: Taylor Rumsey
Teacher

Date: 06/02/2025

By: _____
Board President

Date: _____

Attest: _____
Board Secretary

Date: _____

Nebraska Council of School Administrators

NCSA Final Legislative Report

109th Legislature, First Session

Convened, January 8, 2025
Adjournment sine die, June 2, 2025

Prepared by
Dr. Michael Dulaney
NCSA Executive Director
June 3, 2025

I. Legislation Passed and Signed into Law or Became Law without Signature 1

II. Interim Study Resolutions 42

I. Legislation Passed and Signed into Law or Became Law without Signature

Bill	***Sponsor***	***Committee***	***Priority***	***Subject***	***Pg.***
LB 48	McKinney	Health	McKinney	Establish a Family Resource and Juvenile Assessment Center Pilot Program	3
LB 84	Rountree	Health	None	Adopt the School Psychologist Interstate Licensure Compact	5
LB 89	Kauth	Government	Kauth	Adopt the Stand With Women Act	6
LB 123	Sanders	Government	None	Change provisions relating to withholding money due to noncompliance with budget limits and annual audits for political subdivisions	8
LB 126	Holdcroft	Government	None	Change provisions relating to redemption of bonds of political subdivisions	8
LB 140	Sanders	Education	None	Require school policies relating to use of electronic communication devices by students	9
LB 143	Rountree	Education	None	Change provisions relating to student enrollment	10
LB 150	Bosn	Judiciary	Judiciary Com.	Omnibus Criminal Code measure	10
LB 192	Quick	Health	Cavanaugh, J.	Eliminate a sunset date under the Supplemental Nutrition Assistance Program	11

Bill	*Sponsor*	*Committee*	*Priority*	*Subject*	*Pg.*
LB 197	Storm	Business and Labor	None	Change provisions relating to disqualification for benefits, claim determinations, and claim redeterminations under the Employment Security Law	12
LB 241	Hallstrom	Banking	None	Provide immunity from liability for cybersecurity events	12
LB 245	Dekay	Agriculture	Agriculture	Change provisions of the Nebraska Pure Food Act and the Weights and Measures Act	13
LB 261	Spkr Arch	Appropriations	None	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2027	14
LB 264	Spkr Arch	Appropriations	None	Provide, change, and eliminate transfers from the Cash Reserve Fund and various other funds and change, terminate, and eliminate various programs	15
LB 295	Retirement Com.	Retirement	Retirement Com.	Change provisions relating to the County, Judges, State Patrol, School Employees, Class V Plans, and the Public Employees Retirement Board	16
LB 296	Arch	Education	None	Require NDE to create a centralized education records system and employ registrars relating to students under the jurisdiction of the juvenile court and change provisions relating to graduation requirements	18
LB 297	Ibach	Business and Labor	None	Change provisions relating to the combined tax rate under the Employment Security Law	20
LB 298	Arch	Executive Board	Arch	Provide for the Division of Legislative Oversight, the Legislative Oversight Committee and change provisions relating to the Public Counsel	21
LB 303	Hughes	Education	Hughes	Create the School Financing Review Commission	23
LB 306	Education Com.	Education	Education Com.	Change provisions relating to admission to elementary and secondary schools, the Nebraska Career Scholarship Act, and the Door to College Scholarship Act, and require a database of financial information regarding school districts and reporting regarding funding from foreign adversarial sources	26
LB 346	Arch	Government	Speaker	Provide for termination of boards, commissions, committees, councils, funds, groups, panels, and task forces and change and eliminate funds and powers and duties of departments and agencies	28
LB 376	Health Com.	Health	Health Com.	Change and eliminate programs and services administered by the Department of Health and Human Services and eliminate various reporting requirements	29
LB 383	Storer	Judiciary	Storer	Adopt the Parental Rights in Social Media Act	30
LB 390	Murman	Education	None	Require each school board to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information	31

Bill	*Sponsor*	*Committee*	*Priority*	*Subject*	*Pg.*
LB 391	Murman	Revenue	Speaker	Adopt the Give to Enable Scholarship Act and provide for certain income tax adjustments	32
LB 428	Murman	Education	None	Change provisions relating to school policies on the involvement of parents, guardians, and educational decisionmakers in schools	33
LB 457	Bostar	Banking	None	Require anaphylaxis policies for school districts	34
LB 521	Sanders	Government	Government Com.	Change and eliminate provisions relating to the Election Act and change notice requirements under the Open Meetings Act	36
LB 645	Ballard	Retirement	Retirement Com.	Change provisions relating to the School Retirement Fund	37
LB 647	Revenue Com.	Revenue	Revenue Com.	Omnibus revenue measure that includes changes relating to budget limitations, property tax request authority, the Property Tax Request Act, and the Nebraska educational savings plan trust	38
LB 650	von Gillern	Revenue	Revenue Com.	Adopt the Community Development Assistance Act and change provisions relating to land banks, property tax exemptions, motor vehicle tax provisions, and certain tax credits	39
LR 19CA	Dover	Executive Board	Dover	Constitutional amendment to change legislative term limits to three consecutive terms	40

LB 48

Sponsor	*Committee*	*Priority*	*Subject*
McKinney	Health	McKinney	Establish a Family Resource and Juvenile Assessment Center Pilot Program

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: 27-21-1 on May 30, 2025
Effective Date: September 1, 2025 (Section 13)

DHHS would be required to establish a Family Resource and Juvenile Assessment Center Pilot Program for a period of five years in Omaha, which must operate 24 hours a day, seven days a week. The pilot program would be developed in partnership with local grassroots organizations, community stakeholders, and advisors representing youth and families impacted by the juvenile justice system.

As amended, the bill allows for two centers to receive up to $500,000 annually from the Medicaid Managed Care Excess Profit Fund. DHHS would require one staff person to oversee the program. The bill limits administrative expenses to $100,000 annually, which is sufficient to cover the additional staff person.

A "Family Resource and Juvenile Assessment Center" is defined as a facility designed to provide support, assessment, and intervention services for youth and families involved in, or at risk of, entering the juvenile justice system. The goal of the centers is to offer comprehensive, community-

based solutions that address underlying issues contributing to juvenile delinquency, including family dynamics, mental health, substance abuse, and educational challenges.

Each family resource and juvenile assessment center must:

(1) have a youth advisory council and parent advisory board composed of community members to provide ongoing feedback to ensure services remain relevant, effective, and responsive,

(2) host regular outreach events, workshops, and open houses in partnership with schools, faith-based groups, and community organizations, to create a bridge for preventive engagement with at-risk youth and their families, and

(3) employ individuals with established community ties and lived experience to guide youth and families through available services, act as mentors, and assist with follow-up to ensure sustained engagement.

The pilot program must:

(1) Provide comprehensive support resources to prevent youth from entering or escalating within the juvenile justice system;

(2) Minimize individual and community harm by addressing issues before they lead to greater involvement with social services, family services, and adult criminal justice systems; and

(3) Foster community trust and engagement by integrating culturally relevant services delivered by, and for, the communities served.

To receive designation as a center, an applicant must meet the following criteria:

(1) Offer a range of core services, including parenting support, youth counseling, economic success initiatives, early childhood programs, conflict resolution, mental health services, and substance abuse prevention;

(2) employ professionals trained in family support principles, cultural competency, trauma-informed care, and the strengthening families framework;

(3) develop partnerships with local grassroots organizations to provide culturally relevant services, outreach, and trust-building within the community;

(4) demonstrate a clear, effective organizational framework that supports service delivery, continuous quality improvement, and sustainable operations; and

(5) implement data collection processes to assess service impact and outcomes for youth and families, ensuring program adjustments based on feedback.

Each center must provide assessments and services free of charge to families and maintain active membership in the National Assessment Center Association.

Each center must integrate culturally relevant and trauma-informed services, including:

(a) tutoring,
(b) mentoring from community leaders, including those with lived experience in the justice system,
(c) conflict resolution and anger management training,
(d) mental health and wellness services provided by culturally sensitive professionals,
(e) social skills and job-readiness training,
(f) financial literacy programs,
(g) youth and family counseling,
(h) cognitive behavioral therapy,
(i) drug and substance abuse prevention and intervention, and
(j) food and clothing assistance and resource navigation.

LB 84

Sponsor	*Committee*	*Priority*	*Subject*
Rountree	Health	None	Adopt the School Psychologist Interstate Licensure Compact

Approved by Governor: April 14, 2025
Passed on Final Reading: 46-0-3 on April 10, 2025
Effective Date: September 3, 2025

LB 84 is the model legislation promoted by the National Center for Interstate Compacts for the School Psychologist Interstate Licensure Compact. Once seven states enact the ICSP model legislation, the compact member states can begin the process of making the Compact operational. Only West Virginia and Colorado had adopted the Compact prior to Nebraska under LB 84.

The purpose of this Compact is to facilitate the interstate practice of School Psychology in educational or school settings, and, in so doing, to improve the availability of School Psychological Services to the public. The Compact is intended to establish a pathway to allow School Psychologists to obtain equivalent licenses to provide School Psychological Services in any Member State. In this way, this Compact would enable the member states to ensure that safe and effective School Psychological Services are available and delivered by appropriately qualified professionals in their educational settings.

The objectives of the Compact are to:

A. Enable School Psychologists who qualify for receipt of an Equivalent License to practice in other Member States without first satisfying burdensome and duplicative requirements;

B. Promote the mobility of School Psychologists between and among the Member States in order to address workforce shortages and to ensure that safe and reliable School Psychological Services are available in each Member State;

C. Enhance the public accessibility of School Psychological Services by increasing the availability of qualified, licensed School Psychologists through the establishment of an efficient and streamlined pathway for Licensees to practice in other Member States;

D. Preserve and respect the authority of each Member State to protect the health and safety of its residents by ensuring that only qualified, licensed professionals are authorized to provide School Psychological Services within that State;

E. Require School Psychologists practicing within a Member State to comply with the Scope of Practice laws present in the State where the School Psychological Services are being provided;

F. Promote cooperation between the Member States in regulating the practice of School Psychology within those States; and

G. Facilitate the relocation of military members and their spouses who are licensed to provide School Psychological Services.

Under LB 84, "School Psychological Services" means academic, mental, and behavioral health services, including assessment, prevention, consultation and collaboration, intervention, and evaluation provided by a School Psychologist in a school, as outlined in applicable professional standards as determined by Commission Rule.

"School Psychologist" means an individual who has met the requirements to obtain a Home State License that legally conveys the professional title of School Psychologist or its equivalent as determined by the Rules of the Commission.

LB 89

Sponsor	*Committee*	*Priority*	*Subject*
Kauth	Government	Kauth	Adopt the Stand With Women Act

Approved by Governor:	[June 2nd communication, Governor intends to sign]
Passed on Final Reading:	33-16 on May 28, 2025
Effective Date:	September 3, 2025

LB 89 creates the Stand With Women Act. As amended, LB 89 does not include provisions related to school restrooms and locker rooms, nor does the measure pertain to state agencies as it did originally. The measure applies to public and private K-12 schools and postsecondary institutions.

As it relates to K-12 education, LB 89 would essentially mirror those policies already adopted by NSAA and published in the NSAA Constitution and Bylaws.

Interscholastic Athletic Teams

LB 89 provides that a team or sport must be expressly designated as one of the following based on sex:

(a) Males, men, or boys;
(b) Females, women, or girls; or
(c) Coed or mixed.

A team or sport designated for females, women, or girls may not be open to a male student.

A team or sport designated for males, men, or boys may not be open to a female student unless there is no female team offered or available for such sport for the female student.

Documentation

In order to participate in an interscholastic athletic team or sport, a student must provide to such school confirmation of the student's sex on a document signed by a doctor or signed under the authority of a doctor.

Coed or Mixed

The measure would not restrict the eligibility of any student to participate in any interscholastic athletic teams or sports designated as coed or mixed.

Policy Requirement

The governing body of each public and private school must adopt a policy implementing the Stand With Women Act. The policy must include provisions regarding the conduct of visitors and the public.

Legal Protections

The measure provides that an individual born with a diagnosis of a disorder or difference in sex development would have the relevant legal protections and accommodations afforded under the federal ADA of 1990, as amended.

Severability Clause

LB 89 includes the severability clause so that if any section or any part of any section is declared invalid or unconstitutional, the declaration would not affect the validity or constitutionality of the remaining portions.

Definitions

(a) "Boy" means an adolescent human male;

(b) "Female" means an individual who naturally has, had, will have, or would have, but for a congenital anomaly or intentional or unintentional disruption, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization. Female includes a woman and a girl;

(c) "Girl" means an adolescent human female;

(d) "Male" means an individual who naturally has, had, will have, or would have, but for a congenital anomaly or intentional or unintentional disruption, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization. Male includes a man and a boy;

(e) "Man" means an adult human male; and

(f) "Woman" means an adult human female.

LB 123

Sponsor	*Committee*	*Priority*	*Subject*
Sanders	Government	None	Change provisions relating to withholding money due to noncompliance with budget limits and annual audits for political subdivisions

Approved by Governor: March 25, 2025
Passed on Final Reading: 45-0-4 on March 20, 2025
Effective Date: September 3, 2025

LB 123 relates to noncompliance with budget limitations and duties of the Auditor of Public Accounts and State Treasurer.

Under LB 123, political subdivisions that are non-compliant would "continue to forfeit state aid until the governmental unit reaches compliance…" All state aid that is forfeited would remain forfeited and be redistributed in the non-compliant governmental unit's county or, if there is no eligible recipient, be returned to the Highway Allocation Fund. If the governmental unit remains non-compliant within 12 months after the original delinquency order is given, that governmental unit would be ineligible for future distributions of state aid.

Upon becoming compliant, the governmental unit would be eligible for future distributions of state aid.

LB 126

Sponsor	*Committee*	*Priority*	*Subject*
Holdcroft	Government	None	Change provisions relating to redemption of bonds of political subdivisions

Approved by Governor: February 25, 2025
Passed on Final Reading: 48-0-1 on February 21, 2025
Effective Date: September 3, 2025

LB 126 proposes changes to a single section of statute relating to bonding by political subdivisions. The current statute provides that such bonds must be redeemable "at any time on or after five years from the date of issuance." LB 126 provides an exception to that rule for county bonds "sold to an underwriting firm pursuant to a competitive sale."

The measure would also modify the standard procedure for calling and prepayments. Currently, where there is no specified special procedure, the governing body is required to issue a resolution to that effect. LB 126 would make that authority permissive instead of compulsory, and would also provide authority for either resolutions or ordinances for this purpose.

LB 140	*Sponsor*	*Committee*	*Priority*	*Subject*
	Sanders	Education	None	Require school policies relating to use of electronic communication devices by students

Approved by Governor: May 20, 2025
Passed on Final Reading: 48-1-0 with E-clause on May 14, 2025
Effective Date: May 21, 2025

LB 140 was introduced at the request of the Governor.

School District Policy

LB 140 requires that, prior to the 2025-26 school year, each school board of a public school district must adopt a policy that establishes rules and standards concerning the use of "electronic communication devices" by students while on school property or attending a school instructional function.

The development of the policy must include stakeholder participation to ensure that such policies are responsive to the unique needs and desires of students, parents, and educators in each community. The policy:

(a) Must prohibit the use of an electronic communication device by students while on school property or attending a school instructional function; and

(b) May include student discipline and enforcement mechanisms that limit access to electronic communication devices by students only if the school board adopts the policy as part of the rules and standards adopted in accordance with the requirements of the Nebraska Student Discipline Act (§ 79-262).

A policy adopted may not prohibit a student from using an electronic communication device while on school property or attending a school instructional function under any of the following circumstances:

(a) When required by a student's IEP developed under the Special Education Act and any rules and regulations adopted or promulgated pursuant to the act or a plan developed under section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794;

(b) When authorized by the school district for educational purposes during instructional time;

(c) In the case of an emergency or perceived threat of danger;

(d) When necessary to monitor or manage a student's health care; or

(e) When determined appropriate by the school board or otherwise allowed by an appropriate school employee.

Prohibited Actions

Nothing in LB 140 may be interpreted to authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

Definitions

"Electronic communication device" is defined as any device that transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. Electronic communication device includes a cell phone.

"Cell phone" is defined as a mobile or cellular telephone.

LB 143

Sponsor	*Committee*	*Priority*	*Subject*
Rountree	Education	None	Change provisions relating to student enrollment

Approved by Governor: April 7, 2025
Passed on Final Reading: 47-0-2 on April 2, 2025
Effective Date: September 3, 2025

Under existing law (§ 79-215), in order to carry out the provisions of the Interstate Compact on Educational Opportunity for Military Children, a school board must permit children of military families to enroll "preliminarily" in a school district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year.

LB 143 provides that the preliminary enrollment and any advanced enrollment policies related to a child of a military family must also apply if the child has an individualized family service plan, has an IEP, or receives special education.

LB 150

Sponsor	*Committee*	*Priority*	*Subject*
Bosn	Judiciary	Judiciary Com.	Omnibus Criminal Code measure

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: 43-5-1 with E clause on May 30, 2025
Effective Date: Section 26 becomes operative September 3, 2025

LB 150 was advanced from committee as a lengthy omnibus criminal justice measure, which contained technical and substantive revisions to a series of criminal laws and added new sections of law.

As passed and signed into law, LB 150 included modified provisions from LB 329 (von Gillern) relating to sexual abuse by a school employee. In his statement of intent, Senator von Gillern explains that his bill, "[E]xpands the criminal offense of sexual abuse by a school employee to include individuals of at least nineteen years of age who work in a school environment without being employed directly by such school."

Accordingly, section 26 modifies section 28-316.01 in the Criminal Code regarding the following definitions:

- "School" means a public, private, denominational, or parochial school approved or accredited by the State Department of Education;
- "School contract worker" means a person nineteen years of age or older who, as part of such person's employment, is assigned to work at a school and works in proximity to students of such school, but who is not employed by such school;
- "School employee" means a person nineteen years of age or older who is employed by a school; and
- "School worker" means a school contract worker or a school employee.

LB 192	*Sponsor*	*Committee*	*Priority*	*Subject*
	Quick	Health	Cavanaugh, J.	Eliminate a sunset date under the Supplemental Nutrition Assistance Program

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: 41-8 on May 28, 2025
Effective Date: September 3, 2025

LB 192 changes provisions for the Supplemental Nutrition Assistance Program (SNAP). The measure extends the SNAP gross income eligibility threshold of 165% of the federal poverty level (FPL) indefinitely. Currently, the gross income threshold is set to revert to 130% FPL on October 1, 2025. The net income eligibility threshold is 100% FPL. Gross is the total amount before deductions, while net is the amount after deductions. Only qualifying individuals whose income after deductions is under 100% FPL receive SNAP benefits. DHHS estimates over 4,000 families who would otherwise fail to qualify for SNAP benefits due to their gross income may remain on SNAP under the provisions of the measure.

SNAP benefits, aid received by individuals and spent on qualifying purchases at SNAP retailers, are 100% federally funded. SNAP administrative costs are split 50/50 between the state and federal partner, Food and Nutrition Services, a subagency of the U.S. Department of Agriculture (USDA). DHHS indicates potential administrative savings, a decreased need for staff, which would be initiated through the budget process if the current sunset is realized.

LB 197	*Sponsor*	*Committee*	*Priority*	*Subject*
	Storm	Business and Labor	None	Change provisions relating to disqualification for benefits, claim determinations, and claim redeterminations under the Employment Security Law

Approved by Governor: March 11, 2025
Passed on Final Reading: 47-0-2 on March 6, 2025
Effective Date: September 3, 2025

The Employment Security Law was created to protect the rights of employers and employees. The law was designed to define employment and what constituted unfair labor practices. The law also defines who is eligible for unemployment insurance benefits and what those benefits entail.

LB 197 allows the Nebraska Department of Labor to adjudicate claims for unemployment insurance benefits through other means than by a claim adjudicator. LB 197 also allows the Nebraska Department of Labor to reconsider a determination of benefits if an audit conducted as part of the benefit accuracy measurement program finds an error in the original determination of benefits.

LB 241	*Sponsor*	*Committee*	*Priority*	*Subject*
	Hallstrom	Banking	None	Provide immunity from liability for cybersecurity events

Approved by Governor: March 17, 2025
Passed on Final Reading: 36-10-3 on March 13, 2025
Effective Date: September 3, 2025

LB 241 seeks to establish liability protections for private entities in the event of a cybersecurity breach. Specifically, it aims to limit liability for private entities facing class action lawsuits stemming from cybersecurity events unless the breach was caused by willful, wanton, or gross negligence.

Definitions

(a) "Cybersecurity event" means an event resulting in unauthorized access to, or disruption or misuse of, an information system or nonpublic information stored on an information system;

(b) "Information system" means:

(1) A discrete set of electronic information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of electronic nonpublic information; or

(2) A specialized system, including an industrial or process control system, a telephone switching and private branch exchange system, and an environmental control system;

(c) "Nonpublic information" means information that is not publicly available and concerns a person that, because of a name, number, personal mark, or other identifier, can be used to identify such person, in combination with the following:

(1) A social security number;

(2) A driver's license number or state identification card number;

(3) A financial account number or credit or debit card number;

(4) A security code, access code, or password that would permit access to such person's financial accounts; or

(5) Any biometric record;

(d) "Private entity" means a corporation, religious or charitable organization, association, partnership, limited liability company, limited liability partnership, or other private business entity, whether organized for-profit or not-for-profit; and

(e) "Publicly available information" means information that is lawfully made available through federal, state, or local government records or information that a private entity has a reasonable basis to believe is lawfully made available to the general public.

LB 245	*Sponsor*	*Committee*	*Priority*	*Subject*
	Dekay	Agriculture	Agriculture	Change provisions of the Nebraska Pure Food Act and the Weights and Measures Act

Approved by Governor: April 29, 2025
Passed on Final Reading: 38-7-4 with E clause on April 25, 2025
Effective Date: April 30, 2025

LB 245 amends the Nebraska Pure Food Act to incorporate the 2022 recommendations of the Food Code, a publication of the federal Food and Drug Administration, which sets forth model regulations for sanitation, storage, preparation, serving, and presentation of foods to mitigate risks of foodborne illness from foods sold or served by commercial food establishments. Previously, Nebraska incorporated the 2017 edition of the Food Code. LB 245 also revises the schedule of license and inspection fees with the intent to fully cash fund the Department of Agriculture's licensure and inspection program under the Act.

Section 8 of LB 245 amends section 81-2,270 of the Nebraska Pure Food Act as it relates to food establishments, food processing plants, permits, and fees. Currently, this section of law exempts (i) educational institutions, (ii) health care facilities, (iii) nursing homes, and (iv) governmental organizations operating any type of food establishment, other than mobile food units or pushcarts, from the fee requirements. LB 245 maintains this fee exemption.

However, the measure prescribes that if any entity noted above utilizes an outside food service provider, the outside food service provider must pay any applicable fees regardless of whether the entity noted above is listed as the owner on the permit.

LB 261

Sponsor	*Committee*	*Priority*	*Subject*
Spkr Arch	Appropriations	None	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2027, and appropriate Federal Funds allocated to the State of Nebraska pursuant to the federal American Rescue Plan Act of 2021

Becomes Law without Signature: May 21, 2025
Passed on Final Reading: 37-11-1 with E-clause on May 15, 2025
Effective Date: May 22, 2025

LB 261 represents the mainline budget bill as initially submitted by the Governor and modified by the Appropriations Committee and further amended on the floor of the Legislature. The total biennium budget from July 2025 to June 2027 is $11.1 billion.

Notes: The Education Future Fund was appropriated $242 million on or after July 1, 2026.

Aid to community colleges includes $111,054,477 for each FY2025-26 and FY2026-27 and, by virtue of LB 173 (Prokop), the dual enrollment appropriation was increased to $8,062,234 for each FY2025-26 and FY2026-27.

	FY2025-26	FY2026-27
TEEOSA	$1,036,453,304	$1,024,467,449
Foundation Aid [1]	$112,977,519	$113,571,200
Special Education Reimbursement [2]	$527,115,254	$545,564,287
Textbook Loan Program	$1,465,500	$1,465,500
ESU Core Service	$9,632,419	$9,632,419
ESU Technology Infrastructure	$3,170,927	$3,170,927
ESU Distance Education	$281,654	$281,654
ESU regional coaches/job-embedded training	$1,851,467	$1,851,467
School Breakfast Program	$617,898	$617,898
School Lunch Program	$392,032	$392,032
Summer Food Service	$90,000	$90,000
Adult Basic Education Programs	$214,664	$214,664
Aid for High School Equivalency Programs	$750,000	$750,000
Early Childhood Education Projects	$3,619,357	$3,619,357
Early Childhood Education Grant Program [3]	$7,500,000	$7,500,000
Scholarships for Early Childhood Education Providers	$100,000	$100,000
Nurturing Healthy Behaviors program	$400,000	$400,000
Learning Community Aid	$470,000	$470,000
Learners with High Ability	$2,342,962	$2,342,962

	FY2025-26	FY2026-27
Career and Technical Education [4]	$4,809,040	$4,809,040
Nebraska Teacher Apprenticeship Program	$1,000,000	$1,000,000
Extraordinary Increase in SPED Expenditures Act	$2,500,000	$2,500,000
Nebraska Teacher Recruitment and Retention Act	$5,000,000	$5,000,000
Student Loan Forgiveness	$5,000,000	$5,000,000
Statewide Assessment and Reporting	$7,149,939	$7,149,939

[1] To provide 24% to public school districts under TEEOSA.

[2] Total from General Funds and Cash Funds.

[3] The Legislature provided intent language that a maximum of 5% of General Funds appropriated each fiscal year for the Early Childhood Education Grant Program for at-risk children from birth to age three may be used for evaluation and technical assistance.

[4] To be distributed between secondary and postsecondary schools according to the formula used for federal Perkins funds as such formula existed on January 1, 2025. Each school district will receive no less than $7,500 for each fiscal year.

LB 264

Sponsor	*Committee*	*Priority*	*Subject*
Spkr Arch	Appropriations	None	Provide, change, and eliminate transfers from the Cash Reserve Fund and various other funds and change, terminate, and eliminate various statutory programs

Becomes Law without Signature: May 21, 2025
Passed on Final Reading: 35-13-1 with E-clause on May 15, 2025
Effective Date: May 22, 2025

LB 264 provides for fund transfers, changes provisions governing the administration and the use of funds, and repeals previous expansions to aid and incentive programs.

On May 7th, during Select File debate, Senator Hughes offered an amendment (AM1298) to LB 264, which was adopted on a 34-0 vote after a lengthy debate. The amendment modifies sections 79-1142 and 79-1145 of the Special Education Act (sections 167-168 of LB 264).

The amendment corrects the intent with regard to the 80% special education cost reimbursement established under LB 583 (2023).

As described by Bryce Wilson (NDE):

> The language in AM1298 to LB 264 is to make a technical correction to the language originally included in LB 583 (2023) that increased the special education reimbursement to 80%. The original language in LB 583 created an issue as the amount originally submitted in the final financial reports includes some unallowable expenditures that can't be reimbursed which resulted in an audit finding for NDE, and the original language could cause maintenance of fiscal support issues with the federal government in future years. This

proposed language change would require the full amount appropriated to be paid out but would change the language of the appropriation to be 80% of the original submission of expenditures on the final financial report minus the (eighty percent) three-year average of unallowable expenditures or what is required to meet maintenance of fiscal support whichever is greater.

This change should allow us to clear an audit finding and provide reimbursement to schools of approximately 80% of the school-age special education expenditures submitted on the AFR as was originally intended in LB 583.

Education Future Fund

Section 153 of LB 264 amends section 72-232.02 to direct investment earnings from the Board of Educational Lands and Funds cash fund to the Education Future Fund beginning July 1, 2025. In fact, a number of sections within LB 264 provide for transfer of funds to the Education Future Fund going forward. This may be a sign that the Legislature anticipates funding issues for the Education Future Fund in the coming years.

LB 295	*Sponsor*	*Committee*	*Priority*	*Subject*
	Retirement Committee	Retirement	Retirement Committee	Change provisions relating to the County, Judges, State Patrol, School Employees, Class V Plans, and the Public Employees Retirement Board

Approved by Governor: April 30, 2025
Passed on Final Reading: 46-0-3 with E-clause on April 25, 2025
Effective Date: May 1, 2025

LB 295 makes technical and substantive changes to all five state-sponsored retirement plans (School Employees, Judges, State Patrol, State Employees, and County), but it also includes provisions related to the Class V (OPS) Plan.

As it relates to the School Employees Plan, the following changes are proposed.

Application Deadline

LB 295 extends the retirement application deadline under the School Employees Retirement Act from 120 days prior to the effective date of the member's initial benefit to 270 days prior to the effective date of the member's initial benefit.

Definition of Compensation

Currently, “compensation” is defined as gross wages or salaries payable to the member for personal services performed during the plan year and includes:

(i) overtime pay,

(ii) member retirement contributions,
(iii) retroactive salary payments paid pursuant to court order, arbitration, or litigation and grievance settlements, and
(iv) amounts contributed by the member to plans under sections 125, 403(b), and 457 of the IRS Code or any other section of the code which defers or excludes such amounts from income.

LB 295 would add a fifth item, which is leave of absence pay.

Regular Employee

The current definition of "regular employee" is an employee hired by a public school or under contract in a regular full-time or part-time position who works a full-time or part-time schedule on an ongoing basis for 20 or more hours per week. An employee hired to provide service for less than 20 hours per week but who provides service for an average of 20 or more per week in each calendar month of any three calendar months of a plan year must, beginning with the next full payroll period, commence contributions and would be deemed a regular employee for all future employment with the same employer.

LB 295 specifies that the 20-hour-per-week threshold would be calculated by dividing the total number of hours of service provided for the same employer in a calendar month by the total number of calendar days in the month and multiplying such number by seven.

Repayment of Benefit

Currently, if the Public Employees Retirement Board (PERB) determines that termination of employment has not occurred and a retirement benefit has been paid to a member of the Plan, the member must repay the benefit to the retirement system.

LB 295 stipulates that the PERB may determine that all or any portion of such benefit was the result of an inadvertent benefit overpayment and repayment of the benefit would create a significant hardship.

Lawfully Present Employees

Currently, no school employee would be authorized to participate in the Plan unless the employee is a U.S. citizen or is lawfully present in the U.S.

The law requires the employing public school and the school employee to maintain at least one of the documents listed below, which must be unexpired. LB 295 provides that the document is still valid if it has an expiration date that has been extended by the U.S. Department of Homeland Security or the U.S. Citizenship and Immigration Services.

Currently, the permitted documents, include:

(a) A state-issued driver's license;
(b) A state-issued identification card;
(c) A certified copy of a birth certificate or delayed birth certificate issued in any state, territory, or possession of the U.S.;

(d) A Consular Report of Birth Abroad issued by the U.S. Department of State;
(e) A U.S. passport;
(f) A foreign passport with a U.S. visa;
(g) A U.S. Certificate of Naturalization;
(h) A U.S. Certificate of Citizenship;
(i) A tribal certificate of Native American blood or similar document;
(j) A U.S. Citizenship and Immigration Services Employment Authorization Document, Form I-766;
(k) A U.S. Citizenship and Immigration Services Permanent Resident Card, Form I-551; or
(l) Any other document issued by the U.S. Department of Homeland Security or the U.S. Citizenship and Immigration Services granting employment authorization in the U.S. and approved by the retirement board.

LB 295 would add an additional permitted document type: A state-issued motor vehicle learner's permit.

LB 296

Sponsor	*Committee*	*Priority*	*Subject*
Arch	Education	None	Require NDE to create a centralized education records system and employ registrars relating to students under the jurisdiction of the juvenile court and change provisions relating to graduation requirements

Approved by Governor: March 11, 2025
Passed on Final Reading: 48-0-1 on March 6, 2025
Effective Date: September 3, 2025

Background: LB 705 (2023) required NDE, DHHS, the Office of Probation Administration, and the State Court Administrator to enter into a memorandum of understanding for the sharing of data relevant to students who are under the jurisdiction of the juvenile court. The purpose of the sharing of data is to provide systems-wide coordination to improve educational opportunities and outcomes and to facilitate service coordination for such students.

The memorandum would include the intent for NDE to contract with an outside consultant with expertise in the education of court-involved students to assist in the development of the policies and procedures.

In accordance with this directive, NDE contracted with Bellwether, which is a national nonprofit organization.

The "Bellwether Report," entitled, "Data Sharing for Youth Under the Jurisdiction of the Juvenile Court," was issued in September 2024. The executive summary of the report states that:

> In Nebraska, students under the jurisdiction of the juvenile court are educated in diverse settings such as public schools, interim-program schools, special purpose schools, and non-public schools. Historically, these students have underperformed academically compared to their non-juvenile-court-involved peers and are disproportionately students of color, students with disabilities, and students from low-income families.

> A key condition for positive educational outcomes for youth under the jurisdiction of the juvenile court is the efficient transfer of education records between placements. Currently, Nebraska faces significant challenges in this area, as identified through extensive interviews, focus groups, and stakeholder meetings. The obstacles to effective data sharing include delays, mistrust, lack of system integration, reliance on low-tech solutions, privacy concerns, and inadequate knowledge. These inefficiencies contribute to negative outcomes for youth, causing them to miss crucial instructional time or be subjected to redundant coursework. This often results in disengagement, frustration, and drop-out.
>
> To address these issues, Bellwether, in collaboration with a team of state leaders, has developed a comprehensive set of recommendations that propose establishing a centralized records service under the Nebraska Department of Education (NDE). This system aims to centralize education data collection and distribution using highly trained registrars to ensure data accuracy, resolve discrepancies, and create comprehensive student records. This centralized service would streamline the data-sharing process and ensure compliance with privacy regulations. Beyond the centralization of records, the recommendations also advocate for improvements in governance design to enhance efficiency, consistency, and accountability. Additionally, the introduction of a statewide basic high school diploma aims to increase graduation rates for youth under the jurisdiction of the juvenile court.
>
> If enacted comprehensively, these reforms will make Nebraska a national model for education data sharing that will positively impact the educational experiences and outcomes of youth under the jurisdiction of the juvenile court, providing them with a more cohesive educational experience.

LB 296 would implement the suggestions contained within the Bellwether Report along with the original directives contained within LB 705 (2023).

Centralized Education Records System

By July 1, 2026, NDE must maintain a centralized education records system for students under the jurisdiction of a juvenile court. The system must allow for the immediate transfer of education records as appropriate. Each approved or accredited school must share education records with the department for inclusion in the centralized education records system *immediately upon request* for any student under the jurisdiction of a juvenile court.

The Commissioner of Education is directed to employ registrars who would be responsible for ensuring the education records of students under the jurisdiction of a juvenile court are maintained in an accurate and timely manner in the centralized education records system.

Registrars would also analyze the education records of high school students under the jurisdiction of a juvenile court to determine if additional credit hours should be awarded by the Commissioner of Education for academic work that has been completed by the students.

The Commissioner of Education must, either upon request or in response to an analysis conducted by a registrar, award credit hours pursuant to rules adopted by the State Board to any high school student who is or was under the jurisdiction of a juvenile court and has evidence of the completion of academic work that would generally be required for the credit hours. Any credit hours awarded by the commissioner must be recognized by any approved or accredited school and must count toward meeting any graduation requirements related to the subject area of the credit hours.

The cost of the centralized education records system and registrars would be paid from the State Department of Education Improvement Grant Fund.

Diploma

Current law (§ 79-729) requires that each high school student must complete a minimum of 200 high school credit hours prior to graduation. At least 80% of the minimum credit hours must be core curriculum courses prescribed by the State Board.

LB 296 provides that, beginning with the 2026-27 school year, for a student who meets the above requirement and who was at any point during high school under the jurisdiction of a juvenile court and residing in an out-of-home placement under such jurisdiction:

(i) A public high school must, upon request, allow such student to graduate with a high school diploma from such school without any additional requirements if the student was enrolled at any point in such high school; or

(ii) If such student does not graduate from an approved or accredited high school, the Commissioner of Education must, upon request, award a state high school diploma.

The bill provides that no student, parent, or guardian may make any request that would result in a student receiving more than one high school diploma.

LB 297	*Sponsor*	*Committee*	*Priority*	*Subject*
	Ibach	Business and Labor	None	Change provisions relating to the combined tax rate under the Employment Security Law

Approved by Governor: March 25, 2025
Passed on Final Reading: 45-0-4 with E clause on March 20, 2025
Effective Date: March 26, 2025

Background: LB 297 was brought by Senator Ibach on behalf of the Department of Labor with the goal of reducing Nebraska's unemployment combined tax. This tax is paid by employers, and funds the payment of unemployment benefits. Most of the combined tax collected goes directly to the Unemployment Insurance Trust Fund (UI). The UI Trust Fund can only be used for the payment of unemployment benefits, and Nebraska has one of the healthiest UI trust funds in the country.

The current balance of the UI trust fund far exceeds the amount necessary to fund the payments of benefits during a recession, or even a pandemic. The current balance of the trust fund is approximately $544 million, whereas the Nebraska Department of Labor paid out approximately $95 million in UI benefits in 2024.

LB 297 adjusts the combined tax rate calculation used to set tax rates for unemployment insurance taxes to immediately lower the 2025 tax rate, and reduce the calculation for planned collection of

the UI combined tax for future years, with the goal of reducing the overall UI Trust Fund balance to a more reasonable reserve.

Additionally, LB 297 grants the Commissioner of Labor the authority to make informed decisions to lower the UI tax rate for employers. LB 297 lessens the tax burden on employers while still maintaining a sufficient unemployment trust fund balance to pay unemployment benefits.

Summary of Changes: In tax year 2025 only, the category twelve rate will be 0.48. Also, the Commissioner of Labor may adjust the yield factor to a lower scheduled yield factor if the state's reserve ratio is .7% or greater rather than the current 1% or greater.

LB 298	*Sponsor*	*Committee*	*Priority*	*Subject*
	Arch	Executive Board	Arch	Provide for the Division of Legislative Oversight, the Legislative Oversight Committee and change provisions relating to the Public Counsel

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: 46-2-1 with the E clause on May 30, 2025
Effective Date: [One day after Governor signs into law]

LB 298 is a lengthy measure that addresses legislative oversight. The legislation creates the Division of Legislative Oversight within the Legislative Council as well as the Legislative Oversight Committee, a special committee that replaces the current Performance Audit Committee, to oversee the new division.

The director of the new division will be appointed by the Legislature and require a two-thirds vote for appointment and for removal. The director will serve a 6-year term. The director would then appoint an Inspector General for a 5-year term.

The current offices of the Legislative Audit Office, the Office of Inspector General of Nebraska Child Welfare, and the Office of Inspector General of the Nebraska Correctional System would be moved to the Division of Legislative Oversight.

<u>Division of Legislative Oversight</u>

The Division of Legislative Oversight is created within the Legislative Council. The division would be responsible for conducting assessments, investigations, audits, inspections, and other reviews of Nebraska state government to ensure the Legislature is able to carry out its responsibilities to secure needed information to legislate and appropriate.

<u>Division Director</u>

The Director of Legislative Oversight would:

(a) Develop key performance indicators, with the approval of the Legislative Oversight Committee, for both short-term and long-term legislative oversight of state agencies and programs;

(b) Make recommendations to the Legislative Oversight Committee and the Executive Board of the Legislative Council regarding the duties, responsibilities, and activities of the division and division staff;

(c) Ensure that all assessments, investigations, audits, inspections, and other reviews are conducted by the division without regard to special or partisan interest and in accordance with relevant standards or guidelines; and

(d) Carry out the director's duties under the Legislative Performance Audit Act, the Office of Inspector General of Nebraska Child Welfare Act, and the Office of Inspector General of the Nebraska Correctional System Act.

Legislative Oversight Committee

The Legislative Oversight Committee is created as a special legislative committee to exercise the authority and perform the duties provided for in the:

(a) Legislative Performance Audit Act,
(b) the Office of Inspector General of Nebraska Child Welfare Act, and
(c) the Office of Inspector General of the Nebraska Correctional System Act.

The committee would be composed of nine members of the Legislature, including:

(a) Speaker of the Legislature,
(b) chairperson of the Executive Board,
(c) chairperson of the Appropriations Committee,
(d) chairperson of the Judiciary Committee,
(e) chairperson of the Health and Human Services Committee, and
(f) four other members of the Legislature chosen by the Executive Board.

The chairperson and vice-chairperson of the Legislative Oversight Committee would be elected by a majority vote of the committee.

For purposes of tax incentive performance audits, the committee must also include as nonvoting members the chairperson of the Revenue Committee or his/her designee and one other member of the Revenue Committee, as selected by the Revenue Committee.

The Legislative Oversight Committee would oversee all aspects of the Division of Legislative Oversight without regard to special or partisan interests and in accordance with relevant standards and guidelines.

Legislative Audit Office

The Legislative Audit Office is created within the Division of Legislative Oversight. The office would conduct performance audits. The Legislative Auditor would be appointed by the Director

of Legislative Oversight with approval from the chairperson of the Executive Board and the chairperson of the Legislative Oversight Committee.

The Legislative Auditor must employ the staff as deems necessary to carry out the duties of the office within the amount available by appropriation through the Division of Legislative Oversight for the Legislative Audit Office.

LB 303	*Sponsor*	*Committee*	*Priority*	*Subject*
	Hughes	Education	Hughes	Create the School Financing Review Commission

Approved by Governor:	[June 2nd communication, Governor intends to sign]
Passed on Final Reading:	48-0-1 with E clause on May 30, 2025
Effective Date:	[One day after Governor signs into law]

LB 303 was originally introduced at the request of the Governor and provided for comprehensive school finance modifications. It also called for the creation of a "School Finance Reform Commission."

As passed and signed into law, the measure no longer incorporated modifications to the existing school finance system. However, it did call for the creation of the "School Financing Review Commission."

Composition of Commission

The commission would consist of 18 members, including:

(a) The Commissioner of Education or designee;

(b) The Property Tax Administrator or designee;

(c) One representative of the Governor appointed by the Governor;

(d) Three members of the Legislature, who will be nonvoting members of the commission, including (1) the Chairperson of the Education Committee or designee, (2) the Chairperson of the Revenue Committee or designee, and (3) one member appointed by the Executive Board in January of each odd-numbered year for a two-year term, except that the initial member will be appointed within 30 days after the effective date of LB 303 and will serve until a successor is appointed in January 2027. No more than two members may be affiliated with the same political party;

(e) One member who is a representative of postsecondary education with expertise in school finance;

(f) Four members who are superintendents or school board members representing a Class I, II, or III school district. At least one member is appointed representing each class of school district. No more than two members may represent the same class of school district, no

more than three members may be superintendents, and no more than three members may be school board members;

(g) One member that is a representative of a Class IV school district and one member that is a representative of a Class V school district. One member appointed must be a school board member of the school district being represented and the other member must be a school administrator in the other school district being represented; and

(h) Five members appointed from the state at large, which must include (i) at least one individual having experience in business, (ii) at least one individual having experience in farming, (iii) at least one individual teaching as a certified teacher in a public school, and (iv) two other individuals. These members may be retired.

The members outlined in (a) through (c) would serve as ex officio members of the commission.

The members outlined in (e) through (h) would be appointed by the Governor within 30 days after the effective date of the legislation. Initial appointees would serve terms as described below. Thereafter, members would serve terms of three years, and any vacancy would be filled by the Governor for the remainder of the vacated term. For purposes of determining term length and expiration of terms, the initial terms for members would begin 30 days after the effective date of the legislation.

The Governor must, upon appointment, designate the initial term for the members appointed except the initial terms for members described in (e) through (h) would be as follows:

(1) The member appointed under (e), one member described in (g), and one member described in (h) would serve a three-year term;

(2) Two members described in (f), one member described in (g), and one member described in (h) would serve an initial term of two years; and

(3) Two members described in (f) and three members described in (h) would serve an initial term of one year.

If at any point a member no longer meets the qualification for such member's position on the commission, the member must vacate membership on the commission. Any vacancy in the commission would be filled in the same manner and same qualification as the original appointment.

Purpose of Commission

The purpose of the School Financing Review Commission is to study and provide advisory recommendations relating to school funding in Nebraska. The commission must:

(a) Evaluate the school funding formula for education under the Tax Equity and Educational Opportunities Support Act (TEEOSA) and make recommendations for adjustments or changes to such formula that may be necessary to help prevent the increase of property taxes;

(b) Regularly review the resources side of the formula under TEEOSA;

(c) Regularly review the needs side of the formula under TEEOSA;

(d) Analyze options for how to minimize the negative impact on schools during times when the state may be unable to fully fund the formula under TEEOSA;

(e) Analyze the impact of funding for education on student achievement and outcomes, focusing on, but not limited to:

- Access to early childhood education;
- student attendance;
- literacy;
- graduation rate;
- college-going rate; and
- postsecondary workforce participation.

(f) Analyze the impact of funding for education on issues and resources impacting students with relatively high needs, including:

- students who live in areas of high concentrations of poverty,
- students with an individualized education program, and
- students with limited English proficiency.

The commission, to the extent it is practical, must compare findings to similar policies from other states.

Report

By December 1, 2025, and by November 1 of each year thereafter, the commission must prepare and deliver to the Clerk of the Legislature an annual report with its observations and recommendations.

Other Provisions Related to the Commission

- The Commissioner of Education or designee would serve as the chairperson of the commission, and the commission must elect a vice-chairperson from among its members.
- The commission would meet at least four times a year and at least once per calendar quarter.
- NDE may provide staff to assist the commission as needed and requested by the chairperson of the commission in accordance with guidelines developed by the commission. The commission may also obtain assistance from NDE, the Department of Revenue, and the Legislative Fiscal Office in acquiring the data needed to carry out its duties.
- The commission would be housed within NDE.

Spending Lid Exception

Prior to passage, Senator Ballard successfully amended LB 303 to include a change to an existing spending lid exception (§ 79-1028.01). The current lid exception, relating to employer contributions for the School Employees Retirement Plan, provides that a school district may exceed its budget authority by a specific dollar amount for expenditures to pay for employer contributions above 7.35%. The current employer rate is 9.88%. On July 1, 2025, the employer rate will be 8.08%.

The Ballard amendment creates a new subsection to this lid exception providing that, for school fiscal years 2025-26 and 2026-27, the lid exception would permit the amount of expenditures for school fiscal year 2024-25 to be carried over and included in the budget authority for school fiscal years 2025-26 and 2026-27.

LB 306	*Sponsor*	*Committee*	*Priority*	*Subject*
	Education Com.	Education	Education Com.	Change provisions relating to admission to elementary and secondary schools, and require a database of financial information regarding school districts and reporting regarding funding from foreign adversarial sources

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: X with E clause on June 2, 2025
Effective Date: [One day after Governor signs into law]

Participation in Extracurricular Activities
(Sections 1 and 2 of LB 306)

Background: The provisions in sections 1 and 2 derive from LB 497 (Murman), which was never advanced from committee but was nevertheless successfully merged into LB 306. LB 497 was supported by the Nebraska Christian Home Educators Association and the Lincoln Home School Orchestras, among others.

LB 306 amends section 79-215 to provide that a school board must admit a student upon request without charge for part-time enrollment for purposes of participating in extracurricular activities if:

(a) the student is also enrolled in a private school or in a home school and

(b) either –

(i) the school district where the student or the student's parent resides does not offer the extracurricular activity in which the student desires to participate and the school district that the student is requesting to attend is the closest school district to the residence of the student or the student's parent that offers such extracurricular activity or

(ii) the school district where the student or the student's parent resides does offer the extracurricular activity in which the student desires to participate but the school district the student is requesting to attend includes the closest school to the residence of the student or the student's parent that offers such extracurricular activity.

Policy Update: LB 306 also amends section 79-2,136 relating to part-time enrollment and extracurricular activities.

LB 306 provides that school board policies and procedures must require any student desiring to participate in extracurricular activities *regulated by an athletics or activities association* (i.e., NSAA), to which the school is a member, to be enrolled five credit hours offered by the school district in any semester *in order to participate in such extracurricular activities, but may not prohibit a student from enrolling in more than five credit hours*.

The measure further stipulates that both the compulsory attendance law (§ 79-201) and laws relating to habitual truancy would apply to such students.

Effective: Sections 1 and 2 become effective 90 days after sine die.

Database of Financial Information
(Section 11 of LB 306)

Background: As amended prior to passage, LB 306 includes the modified provisions of LB 625 (Dover) relating to the creation of a database of financial information. LB 625 was advanced to General File by a 7-1 vote, but no one other than Senator Dover testified on the bill.

Website Database: LB 306 requires the Department of Administrative Services (DAS) to develop, maintain, and make available for public inspection on its website a database of financial information from all school districts in the state. The required information must include, at a minimum, revenue sources, expenditures, and a balance sheet that contains all assets and liabilities for each school district from the most recent audit reports filed with the Commissioner of Education.

The budget administrator of the budget division of DAS is required to designate an implementation date for the database, but must be no later than January 1, 2026.

Required Information: School districts are required to provide to DAS such information from the school district's most recent audit report filed with the Commissioner of Education as is necessary to develop and maintain the database.

School districts must provide updated information to DAS on an annual basis, and DAS must update the database no later than 30 days after receiving any such information.

School districts are also required to provide historical financial information beginning with calendar year 2005 to DAS. Such information must be collected and added to the database if available as soon as practicable.

The data requirement does not include disclosure of information that is considered confidential under state or federal law or is not a public record.

Effective: Section 11 becomes effective 90 days after sine die.

Scholarship Qualifications
(Sections 7-9 of LB 306)

One of the more controversial amendments ultimately adopted to LB 306 prior to passage was championed by Senator Hallstrom and opposed by Senator Murman.

LB 306 provides that the minimum test score qualification for a scholarship under the Nebraska Career Scholarship Act is met either from a composite score on a standard college admission test or the equivalent score on the SAT.

Effective: Sections 7-9 become effective 90 days after sine die.

LB 346	*Sponsor*	*Committee*	*Priority*	*Subject*
	Arch	Government	Speaker	Provide for termination of boards, commissions, committees, councils, funds, groups, panels, and task forces and change and eliminate funds and powers and duties of departments and agencies

Approved by Governor: May 30, 2025
Passed on Final Reading: 49-0 on May 28, 2025
Effective Date: September 3, 2025

Background

In 2000, the Legislature created the Early Childhood Interagency Coordinating Council to advise and assist the collaborating agencies in carrying out the provisions of the:

- Early Intervention Act,
- Quality Child Care Act,
- Early Childhood Training Center,
- Early Childhood Education Grant Program,
- Before-and-after-school or prekindergarten services, and
- other early childhood care and education initiatives under state supervision.

Operational Efficiencies

LB 346 was brought at the request of the governor and proposes combining or outright repealing several boards and commissions. The proposal is intended to find operational efficiencies and to reduce the complexity of the Nebraska government.

Within LB 346, section 23 modified provisions related to the Early Childhood Interagency Coordinating Council. The legislation limits the council to 16 members beginning July 1, 2026, all of whom would be appointed by the Governor. The council had previously included over 30 members and there was no limit on the number of members prior to LB 346.

Upon introduction of LB 346, First Five Nebraska and other interested groups, argued that the measure would have inadvertently made Nebraska noncompliant with federal requirements by making changes to the membership composition of the Early Childhood Interagency Coordinating Council. As noted by First Five Nebraska, the council was created in order to:

> [A]ssist state agencies in complying with the Individuals with Disabilities Education Act (IDEA) and the Head Start for School Readiness Act. It is unique from most other states in that it consolidates two federally required state advisory councils into one.
>
> First Five Nebraska worked closely with the Governor's office to maintain membership compliance pursuant to federal law, while still realizing efficiencies by reducing the number of statutorily required membership from over 30 to 16 members. These changes helped to ensure that the state's yearly allocation of $3.3 million for IDEA Part C funds and $80 million for Head Start funds were preserved.

LB 376	*Sponsor*	*Committee*	*Priority*	*Subject*
	Health Committee	Health Committee	Health Committee	Change and eliminate programs and services administered by DHHS and eliminate various reporting requirements

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: 47-1-1 on May 30, 2025
Effective Date: September 3, 2025

LB 376 modifies statutes pertaining to reports required by DHHS. Several sections within this legislation are noteworthy for public education.

Screening

Current law, section 71-4741, requires DHHS to determine which birthing facilities are administering hearing screening tests to newborns and infants on a voluntary basis and the number of newborns and infants screened. The department is required to submit electronically an annual report to the Legislature stating the number of:

(a) Birthing facilities administering voluntary hearing screening tests during birth admission;

(b) Newborns screened as compared to the total number of newborns born in such facilities;

(c) Newborns who passed a hearing screening test during birth admission if administered;

(d) Newborns who did not pass a hearing screening test during birth admission if administered; and

(e) Newborns recommended for follow-up care.

This reporting requirement is eliminated under LB 376.

What remains in this statute is the requirement that DHHS, in consultation with NDE, along with birthing facilities, and other providers, develop approved screening methods and protocols for statewide hearing screening tests of substantially all newborns and infants.

DHHS Office Space

Another section of LB 376 sunsets the requirement that counties maintain DHHS office space at no charge to the state as of June 30, 2028.

This estimated future cost to the state is somewhere between $2.5 million and $4 million. The added cost would not be realized until FY2029.

LB 383

Sponsor	*Committee*	*Priority*	*Subject*
Storer	Judiciary	Storer	Adopt the Parental Rights in Social Media Act

Approved by Governor: May 20, 2025
Passed on Final Reading: 46-3-0 on May 14, 2025
Effective Date: July 1, 2026 for Sections 26-30

LB 383 creates the Parental Rights in Social Media Act. The measure prohibits a social media company from permitting a minor to become an account holder. A social media platform must use a reasonable age verification method to verify the age of an individual seeking to become an account holder on the company's social media platform.

A social media company or third-party vendor conducting the verification may not retain any identifying information of an individual after verification is complete.

Exception

A social media company may allow a minor to become an account holder if the parent of the minor provides express parental consent authorizing the minor to become an account holder. A social media company or third-party vendor must verify the express parental consent, which must include:

(a) Age verification of the parent through a reasonable age verification method; and

(b) An oath, affirmation, or form signed by the parent and returned to the social media company or third-party vendor by common carrier, facsimile, or electronic scan stating that the consenting adult is the minor user's parent and authorizes such minor to become an account holder.

Once age and parental consent, if applicable, are verified, the social media company may permit the minor to become an account holder. Reverification of an account holder is not required unless parental consent is revoked by a parent.

Revocation

A social media company must develop a method for a parent to revoke consent for a minor to be an account holder. If consent is revoked, a social media company must remove the account of the parent's minor and prohibit the minor from becoming an account holder until additional express parental consent is provided.

Supervision

A social media company must provide a parent of a minor account holder with methods for the parent to supervise the minor's account. The methods must include options for the parent to:

(a) View all posts the minor account holder makes under the social media platform account;

(b) View all responses and messages sent to or by the minor account holder in the social media platform account;

(c) Control the minor's privacy and account settings; and

(d) Monitor and limit the amount of time the minor account holder spends using the social media platform.

Enforcement

The Nebraska Attorney General is required to enforce the Parental Rights in Social Media Act and may impose a penalty of up to $2,500 per violation.

LB 390	*Sponsor*	*Committee*	*Priority*	*Subject*
	Murman	Education	None	Require each school board to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information

Approved by Governor: April 14, 2025
Passed on Final Reading: 34-14-1 on April 10, 2025
Effective Date: September 3, 2025

Policy Requirement

LB 390 requires that each school board of a public school district adopt a policy for implementation at the beginning of the 2026-27 school year, relating to the rights of a parent, guardian, or educational decisionmaker to access school library materials.

The policy must:

(a) Require the creation of a catalog of all books in the school district's library, categorized by school building, which must be accessible for viewing by a parent, guardian, or educational decisionmaker of a student attending such school district; and

(b) Provide the opportunity for a parent, guardian, or educational decisionmaker of a student to be notified when the student of such parent, guardian, or educational decisionmaker checks out a book from the school library by means of a website or application notification or by opting in to email notifications. The notification must include:

(1) The title of the book checked out by the student;

(2) The name of the author of the book checked out by the student; and

(3) The date the book checked out by the student is due to be returned to the school library.

This would only apply to a school library that is located on school district property and will not apply to any other public library regardless if the library contracts with a school district for use by students.

"Educational decisionmaker" is defined as a person designated or ordered by a court to make educational decisions on behalf of a child (§ 79-530).

LB 391	*Sponsor*	*Committee*	*Priority*	*Subject*
	Murman	Revenue	Speaker	Adopt the Give to Enable Scholarship Act and provide for certain income tax adjustments

Approved by Governor: [June 2nd communication, Governor intends to sign]
Passed on Final Reading: 45-3-1 on May 30, 2025
Effective Date: September 3, 2025

LB 391 creates the Give to Enable Support Act and the Give to Enable Support Cash Fund.

The fund would be administered by the State Treasurer, who would accept contributions from any private individual or private entity and credit all contributions to the Give to Enable Support Cash Fund. No General Funds would be transferred to this Fund.

The Program would begin on January 1, 2026. The purpose of the program is to promote access to accounts by establishing accounts using distributions from the Give to Enable Support Cash Fund. The accounts may then be used to pay the qualified disability expenses of qualified individuals.

In order to participate in the Program, a qualified individual would submit an application to the State Treasurer. The State Treasurer would accept applications from January 1 to June 1 of each year beginning in 2026. The application must include:

(a) Information necessary to certify the applicant's status as a qualified individual;

(b) The applicant's personal information necessary to establish an account; and

(c) Any other information required by the State Treasurer.

A "qualified individual" is defined as an individual with a disability as defined in IRS Code 529A who does not have an account at the time he/she is approved to become a participant in the Program.

If the State Treasurer determines that the applicant qualifies to have an account established under the Program, the State Treasurer would notify the applicant of the approval. The State Treasurer may approve as many applications as funding for the program allows for each calendar year.

A qualified and approved individual would have an account established for the individual. The account would be established by April 1 of the year following the year the application is approved and would be funded with no less than the minimum amount required to open an account or such greater amount as determined by the State Treasurer.

LB 428	*Sponsor*	*Committee*	*Priority*	*Subject*
	Murman	Education	None	Change provisions relating to school policies on the involvement of parents, guardians, and educational decisionmakers in schools

Approved by Governor:	April 29, 2025
Passed on Final Reading:	41-5-3 on April 25, 2025
Effective Date:	September 3, 2025

LB 428 amends the Parental Involvement Act (§ 79-532). This Act has been the subject of significant controversy in the Legislature for the past several years.

The current Parental Involvement Act requires school districts to adopt a policy, which includes a number of provisions. LB 428 proposes additional requirements for the policy relating to surveys.

School Policy Modification

School district policy is required to be modified to provide a requirement that:

IF the school administers

(a) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature OR

(b) a nonanonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use,

THEN the school district must, at least 15 days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive the survey.

The notice must be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice must:

- describe the nature and types of questions included in the survey,
- the purposes and age-appropriateness of the survey,
- how information collected by the survey will be used,
- who will have access to such information,
- the steps that will be taken to protect student privacy, and
- whether and how any findings or results of such survey will be disclosed.

Parents, guardians, and educational decisionmakers have the right to:

(a) Request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student,

(b) review the survey in person at the school, and

(c) exempt their child from participating in the survey.

Unless required by federal or state law or regulation, school personnel administering any such survey may not disclose personally identifiable information of a child.

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

Limitation

The bill states that nothing in the provisions of the measure may be construed to require disclosure of information in violation of:

(a) the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, or any federal regulations and applicable guidelines adopted in accordance with such act, as such act, regulations, and guidelines existed on January 1, 2024;

(b) the federal Protection of Pupil Rights Amendment of 1978, 20 U.S.C. 1232h, as such section existed on January 1, 2025;

(c) the federal Children's Online Privacy Protection Act of 1998, 15 U.S.C. 6501 et seq., as such act existed on January 1, 2025; and

(d) the federal Children's Internet Protection Act, 47 C.F.R. 54.520, as such regulation existed on January 1, 2025.

LB 457	*Sponsor*	*Committee*	*Priority*	*Subject*
	Bostar	Banking	None	Require anaphylaxis policies for school districts

Approved by Governor: April 14, 2025
Passed on Final Reading: 47-1-1 on April 10, 2025
Effective Date: September 3, 2025

LB 457 requires DHHS, in consultation with NDE, to develop model anaphylaxis policies available for use in school districts and licensed child care programs setting forth guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.

The policies may be developed with input from representatives of (i) allergy medicine, (ii) pediatric physicians, (iii) school nurses and other health care providers with expertise in treating children with anaphylaxis, (iv) parents of children with severe allergies, (v) school administrators, (vi) teachers, (vii) school food service directors, and (viii) other appropriate entities.

The policies must include:

(a) A procedure and treatment plan, including emergency protocols and responsibilities for staff members of licensed child care programs, school nurses, and other appropriate school personnel, for responding to anaphylaxis;

(b) A procedure and appropriate guidelines for the development and implementation of an individualized health care plan for children with a food or other allergy that could result in anaphylaxis;

(c) A communication plan for the intake and dissemination of information provided by the state regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis;

(d) Strategies for the reduction of the risk of exposure to anaphylactic causative agents, including food and other allergens; and

(e) A communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents, guardians, and educational decisionmakers of all children attending the school district or licensed child care program about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food.

The policies must be reexamined and updated as needed at least once every three years to be consistent with best practices relating to anaphylaxis prevention, treatment, and emergency response methods.

A model policy developed or updated must be made available on the applicable department's website (presumably both the DHHS and NDE websites).

Required Policy

LB 457 provides that, by July 1, 2026, each school district must adopt a written policy to address incidents of anaphylaxis involving students at school. A school board may use the model policy in school districts as a guide. The policy may not conflict with or hinder the implementation of an individualized anaphylaxis plan of a student and must be consistent with existing law (§ 79-224) relating to self-management by a student.

A school district must publish the policy in any school district handbook, manual, or similar publication that sets forth the comprehensive rules, procedures, and standards of conduct for students at school.

A school district with a policy to address incidents of anaphylaxis involving students at school that is in effect prior to the effective date of the bill may remain in effect and must satisfy the requirements noted above.

LB 521	*Sponsor*	*Committee*	*Priority*	*Subject*
	Sanders	Government	Government	Change and eliminate provisions relating to the Election Act and change notice requirements under the Open Meetings Act

Approved by Governor: May 30, 2025
Passed on Final Reading: 49-0 with E clause on May 28, 2025
Effective Date: May 31, 2025 for Section 82

LB 521 was originally meant to carry various changes to the Election Act. As the measure emerged from committee, it also included changes to the Open Meetings Act (section 82 of LB 521).

Current provisions of the Open Meetings Act (§ 84-1411) provide that in case of refusal, neglect, or inability of the newspaper to publish the notice, the public body must:

(a) post such notice on its website, if available,
(b) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and
(c) post such notice in a conspicuous public place in such public body's jurisdiction.

LB 521 stipulates that the public body must "request the newspaper" submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

The bill also requires that the public body maintain a written record of the request to the newspaper.

LB 521 provides that, in addition to a method of notice required by the Act, such notice may also be provided by any other appropriate method designated by the public body or the advisory committee.

Each public body is required to record the methods and dates of such notice in its minutes.

The bill requires that the notice must contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda (which must be kept continually current) must be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items must be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda may not be altered later than: (i) 24 hours before the scheduled commencement of the meeting or

(ii) 48 hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body must have the right to modify the agenda to include items of an emergency nature only at the public meeting.

LB 645

Sponsor	*Committee*	*Priority*	*Subject*
Ballard	Retirement	Retirement Committee	Change provisions relating to the School Retirement Fund

Approved by Governor: May 6, 2025
Passed on Final Reading: 45-2-2 with E-clause on April 30, 2025
Effective Date: May 7, 2025 (operative date, July 1, 2025)

LB 645 was introduced on behalf of the Governor to reduce the state's liability for the School Employees Retirement Plan. The savings to the state are intended to help fill the existing budget shortfall. The measure is projected to reduce the state's funding responsibility by over $83 million in the next biennium.

The current contribution rates are based on employee compensation as follows:

- Employee rate: 9.78%
- Employer rate: 9.88% (101% of the employee rate)
- State rate: 2%

These rates have been in place since 2013.

Under LB 645, the rates would be determined by the current funding ratio on the actuarial value of assets in the School Retirement Fund.

Beginning on July 1, 2025, and each July 1st thereafter, the new system would be based on the most recent previous year as reported in the annual actuarial valuation report, which is released in November of each year. The current funding ratio is 99.91%, which was established by the state's actuary in November 2024.

If the funded ratio is less than 96%

- Employee rate: 9.75%
- Employer rate: 9.85% (101% of the employee rate)
- State rate: 2%

If the funded ratio is 96% or greater and less than 98%

- Employee rate: 8.75%
- Employer rate: 8.84% (101% of the employee rate)
- State rate: .7%

If the funded ratio is 98% or greater and less than 100%

- Employee rate: 8%
- Employer rate: 8.08% (101% of the employee rate)
- State rate: .7%

If the funded ratio is 100% or greater

- Employee rate: 7.25%
- Employer rate: 7.32% (101% of the employee rate)
- State rate: no contribution required

LB 647	*Sponsor*	*Committee*	*Priority*	*Subject*
	Revenue Com.	Revenue	Revenue Com.	Omnibus revenue measure that includes changes relating to budget limitations, property tax request authority, the Property Tax Request Act, and the Nebraska educational savings plan trust

Approved by Governor: May 30, 2025
Passed on Final Reading: 35-13-1 with E clause on May 30, 2025
Effective Date: Various

LB 647 was introduced as a Revenue Committee shell bill. It was advanced from committee as an omnibus revenue-related measure, which included provisions from LB 131 (529 Plans), LB 709 (adoption expenses), and LB 566 (purchase of property in blighted areas).

529 Plans

The most controversial of these provisions related to expanding the bounds of the Nebraska Educational Savings Trust (NEST). NEST is currently a 529 college savings plan providing a tax-advantaged account for education expenses. Its name stems from Section 529 of the IRS tax code, which gives these plans special tax breaks to encourage saving for education.

The NEST-related provisions of LB 647 derive from LB 131 (Sorrentino), which proposes to expand the current NEST to be available to all eligible educational institutions (public and private), to include elementary and secondary schools, as well as postsecondary institutions. The bill removes elementary and secondary education payments from the nonqualified withdrawal list.

Beginning January 1, 2029, expenses for (private school) tuition in connection with enrollment or attendance at an elementary or secondary school would be permitted up to $10,000 per beneficiary per taxable year.

Contributions to 529 accounts grow tax-deferred, and withdrawals are exempt from state and federal taxes as long as they are used for a beneficiary's qualified education expenses, including tuition, room and board at an eligible postsecondary educational institution.

Individuals may claim a state income tax deduction equal to contributions they make to an account, up to $5,000 for those married filing separately and $10,000 for other filers.

Adoption Expenses

The provisions of LB 709 (Bostar) were included in LB 647. LB 709 would create a refundable state income tax credit equal to 10% of the federal adoption expenses tax credit allowed to a taxpayer in the same taxable year. This portion of LB 647 (sections 7-9) will become operative September 3, 2025.

Purchase of Property in Blighted Areas

The provisions of LB 566 (Quick) were included in LB 647. LB 566 amends existing law permitting individuals to claim a nonrefundable $5,000 income tax credit if they purchase a primary residence located in an area that has been declared extremely blighted. The credit is scheduled to sunset on January 1, 2026. LB 566 would extend the sunset to January 1, 2032.

Recreational Trail Easements

LB 647 includes the provisions of LB 628 (Dover) to establish the Recreational Trail Easement Property Tax Exemption Act. The Act provides that a taxpayer who encumbers their property with a perpetual recreational trail easement may apply for a property tax exemption for the portion of the property that has been encumbered with the easement. This portion of LB 647 (sections 1-6) becomes operative on January 1, 2026.

The Legislative Fiscal Office reports that property tax exemptions would occur when property owners qualify and utilize easements and are estimated to decrease a political subdivision's property tax base. "A change in the taxable base for schools due to the exemption of property could have an impact on state aid under TEEOSA, but any such amount is indeterminate."

LB 650	*Sponsor*	*Committee*	*Priority*	*Subject*
	von Gillern	Revenue	Revenue Committee	Adopt the Community Development Assistance Act and change provisions relating to land banks, property tax exemptions, motor vehicle tax provisions, and certain tax credits

Approved by Governor: May 6, 2025
Passed on Final Reading: 40-7-2 with E-clause on April 30, 2025
Effective Date: May 7, 2025

LB 650 was introduced at the request of the Governor.

The legislation is an omnibus revenue-related measure containing a variety of provisions. As it relates to public education, the most notable provision of LB 650 is a change in motor vehicle tax revenue.

These provisions derive from LB 547 (Rountree), which intended to expand the exemption for disabled veterans from the state motor vehicle tax.

The bill amends current definitions of a disabled veteran and a blind veteran as found in section 77-202.23, to align with the more expansive federal definition found in 5 U.S.C. 2108, as the section existed on January 1, 2025. Accordingly, a disabled veteran would mean:

(a) An individual who has served on active duty in the armed forces, been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability; or

(b) An individual who is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

This provision of LB 650 becomes operative on January 1, 2026.

The Nebraska DMV has estimated the total reduction in motor vehicle tax to be $28.8 million (a loss of $10.8 million in 2025-26 and $18 million in 2026-27 in revenue for the DMV and local governments). The revenue loss would be a result of an increase in the number of disabled veterans and blind veterans eligible for the motor vehicle tax exemption. The DMV approximates 40,000 of the 43,465 veterans (as estimated by the U.S. Dept. of Veterans Affairs) would utilize the motor vehicle tax exemption. The average motor vehicle tax savings per veteran is estimated to be $450.

For public schools, the loss in revenue from the motor vehicle tax is estimated to be $6,350,400 in 2025-26 and $10,584,000 in 2026-27.

Estimated Motor Vehicle Revenue Losses	FY2025-26 (6 months, beginning January 1, 2026)	FY2026-27 (full 12 months of the yearly revenue)
DMV Vehicle Title Registration Modernization Fund (1%)	($108,000)	($180,000)
Motor Vehicle Tax – Commission to County (1%)	($108,000)	($180,000)
Motor Vehicle Tax – Cities and Counties (40% of remainder)	($4,233,600)	($7,056,000)
Motor Vehicle Tax – Schools (60% of remainder)	($6,350,400)	($10,584,000)
Motor Vehicle Tax Impact under LB 650	($10,800,000)	($18,000,000)

LR 19CA

Sponsor	*Committee*	*Priority*	*Subject*
Dover	Executive Board	Dover	Constitutional amendment to change legislative term limits to three consecutive terms

Delivered to Secretary of State: May 28, 2025
Passed on Final Reading: 39-10 on May 28, 2025

LR 19CA was introduced by Senator Dover and 22 co-sponsors. The constitutional amendment would change current provisions in the Nebraska Constitution so that a state lawmaker could serve three rather than two (4-year) terms of office.

The measure will appear on the November 2026 General Election ballot.

Note: On November 7, 2000, Nebraska voters approved a measure (415) as an initiated constitutional amendment. It was approved by a 56% to 44% margin.

II. Interim Study Resolutions

Education Committee

LR144 (Kauth) Interim study to examine potential changes to Nebraska's teacher certification requirements to create an apprenticeship-based pathway for persons seeking to transition into teaching grades kindergarten through twelve

Purpose: The purpose of this resolution is to propose an interim study to examine potential changes to Nebraska's teacher certification requirements to create an apprenticeship-based pathway for individuals with equivalent education and professional experience who seek to transition into kindergarten through grade twelve teaching.

Nebraska faces ongoing challenges in attracting and retaining qualified educators, particularly in rural and high-need school districts, and the traditional teacher certification process may present barriers for individuals with equivalent education and professional experience in other fields who seek to transition into the teaching profession later in their careers. Alternative pathways to certification, including onsite apprenticeship programs conducted by school districts, may provide opportunities to increase the number of qualified teachers while maintaining high-quality standards for Nebraska schools. Such apprenticeship programs would focus on pedagogical training, classroom management, and other essential instructional skills to ensure competency and effectiveness in teaching. The State Board of Education plays a critical role in establishing standards and oversight mechanisms for teacher certification programs, including alternative pathways such as school district led apprenticeships.

This interim study is meant to examine potential changes to Nebraska's teacher certification requirements to allow individuals with equivalent education and experience to enter the teaching profession through an apprenticeship-based pathway conducted by school districts. Such study shall include, but need not be limited to:

(1) An evaluation of existing barriers within Nebraska's current teacher certification process that may hinder professionals from transitioning into teaching;

(2) An examination of best practices from other states that have implemented alternative certification pathways, including apprenticeship programs;

(3) An assessment of the pedagogical and classroom management training necessary to maintain high-quality instructional standards in an apprenticeship program;

(4) A determination of the role of school districts in designing and implementing apprenticeship programs for prospective teachers;

(5) An examination of the process by which the State Board of Education would approve school district apprenticeship programs and ensure alignment of such programs with state educational standards;

(6) An investigation of the criteria and process by which individuals completing an apprenticeship program would be certified as teachers in Nebraska;

(7) Consideration of the potential impact of an apprenticeship pathway on addressing teacher shortages in critical subject areas and geographic regions;

(8) An identification of any statutory or regulatory changes necessary to implement such an apprenticeship pathway; and

(9) Input from relevant stakeholders, including representatives from the State Department of Education, the State Board of Education, school district administrators, teacher preparation programs, educators, and other interested parties.

LR164 (McKinney) Interim study to examine to what extent inmates between five and twenty-one years of age, under the care of the Department of Correctional Services, are being provided educational services

Purpose: The purpose of this resolution is to propose an interim study to examine to what extent inmates between five and twenty-one years of age, that are under the care of the Department of Correctional Services, are being provided educational services and what statutory or regulatory changes are necessary to ensure these inmates receive educational instruction. This study shall include, but is not limited to, determining how many such incarcerated individuals are participating in educational programs, including a General Educational Development program to earn their high school equivalency diploma, offered by the department as well as through partnerships with educational institutions such as Southeast Community College.

LR189 (Dorn) Interim study to examine the financing of public education through the Tax Equity and Educational Opportunities Support Act formula and develop recommendations for improving school funding in Nebraska

Purpose: The purpose of this resolution is to propose an interim study to examine the financing of public education through the Tax Equity and Educational Opportunities Support Act formula and develop recommendations for improving school funding in Nebraska. The study may review ways to increase the amount of state aid committed to schools to offset property tax use and reduce property taxes as a share of total state and local taxes.

This study shall include, but not be limited to, examining:

(1) Fairness and equity for public school students in all parts of the state;

(2) Efficiencies and effectiveness in the use of tax resources to educate public school students in Nebraska; and

(3) Stability in the resources available to school districts, particularly in times of economic volatility.

LR196 (Kauth) Interim study to study truancy in Nebraska schools

Purpose: The purpose of this resolution is to propose an interim study to study truancy in Nebraska schools.

LR202 (Sorrentino) Interim study to explore a landscape analysis of the various higher education teacher preparation programs around the state

Purpose: The purpose of this resolution is to propose an interim study to explore a landscape analysis of the various higher education teacher preparation programs around the state, campus by campus, to see how future teachers are being prepared to teach literacy.

LR204 (Juarez) Interim study to examine the causes of burnout in kindergarten through twelfth grade teachers and its impact on teachers and students

Purpose: The purpose of this resolution is to propose an interim study to examine the causes of burnout in kindergarten through twelfth grade teachers and its impact on teachers and students. The study shall include, but need not be limited to, an examination of the following factors: Educational mandates, administrative burdens, classroom discipline issues, educational funding, emotional demands, workloads, safety issues, salaries, and staff shortages. The study shall also examine what the state can do to mitigate teacher burnout and incentivize retention.

LR205 (Strommen) Interim study to examine barriers to and benefits of data sharing between the State Department of Education and the Department of Health and Human Services for purposes of the Early Childhood Integrated Data System

Purpose: The purpose of this resolution is to propose an interim study to examine barriers to and benefits of data sharing between the State Department of Education and the Department of Health and Human Services for purposes of the Early Childhood Integrated Data System.

This study shall include, but not be limited to, the following:

(1) Describing the Early Childhood Integrated Data System as it currently exists and the historical context for its development;

(2) Examining the use of the Early Childhood Integrated Data System to maximize efficiencies for participating state agencies to meet legislatively mandated reporting requirements, providing accountability for public dollars, and supporting parental choice in early childhood settings;

(3) Analyzing the statutory barriers to interagency data sharing and potential solutions;

(4) Examining data privacy procedures and data access rules maintained in the Early Childhood Integrated Data System;

(5) Analyzing the infrastructure necessary to improve the Early Childhood Integrated Data System, including funding; and

(6) Reviewing early childhood integrated data systems in other states.

LR228 (Cavanaugh, J.) Interim study to examine and assess the adequacy of compensation for higher education faculty who primarily engage in classroom instruction within Nebraska's public institutions

Purpose: The purpose of this resolution is to propose an interim study to examine and assess the adequacy of compensation for higher education faculty who primarily engage in classroom instruction within Nebraska's public institutions. This study will identify disparities, analyze competitive salary structures, and explore potential policy solutions to ensure faculty members receive fair and competitive compensation. The study shall include, but need not be limited to, an examination of the following:

(1) A review of current salary levels and compensation structures for faculty in Nebraska's public higher education institutions;

(2) A comparison of Nebraska's public higher education faculty salaries with those at peer institutions in surrounding states;

(3) An examination of salary disparities across disciplines and the impact of those disparities on recruitment and retention;

(4) An analysis of the impact of faculty compensation on student outcomes, including retention and graduation rates;

(5) A review of potential funding mechanisms or policy changes to enhance faculty compensation in a sustainable manner; and

(6) Consideration of alternative compensation models, including cost-ofliving increases, performance-based pay, benefits enhancements, and other incentives.

In conducting this interim study, the Education Committee of the Legislature may confer with the Coordinating Commission for Postsecondary Education, the University of Nebraska, state colleges, community colleges, faculty organizations, faculty members, administrators, students, policy experts, other relevant entities, and stakeholders.

LR259 (Armendariz) Interim study to examine the feasibility, benefits, and framework for establishing a high school agriculture student exchange program within Nebraska modeled after foreign student exchange programs

Purpose: The purpose of this resolution is to propose an interim study to examine the feasibility, benefits, and framework for establishing a high school agriculture student exchange program within Nebraska modeled after foreign student exchange programs to foster cross-regional learning, cultural exchange, and deeper appreciation for Nebraska's agricultural heritage and rural life.

The study shall include, but need not be limited to, the following:

(1) The feasibility and structure of such a program, including exchange duration, school credit recognition, and housing arrangements;

(2) The potential for collaboration with local school districts, the State Department of Education, the Department of Agriculture, the Cooperative Extension Service of the University of Nebraska, including the state 4-H program, and Future Farmers of America;

(3) The benefits to student participants, host communities, and Nebraska's agricultural education system;

(4) Potential models, including urban-to-rural exchanges within Nebraska, as well as interstate exchanges with other agricultural regions;

(5) Considerations to ensure student participation from low-income urban areas; and

(6) Potential funding sources, including state appropriations, federal grants, and private sponsorships.

In conducting this interim study, the Education Committee of the Legislature may confer with other standing committees of the Legislature, state agencies, and other stakeholders.

Executive Board

LR174 (DeBoer) Interim study to provide a comprehensive analysis of the standing committee system of the Legislature

Purpose: The purpose of this resolution is to propose an interim study for a comprehensive analysis of the standing committee system of the Legislature to determine if any improvements or changes to that system would be warranted. This study shall include, but need not be limited to, an examination of the following:

(1) The creation of new standing committees to reflect contemporary needs of Nebraska and the elimination or consolidation of current committees associated with the creation of any new standing committees;

(2) Standing committee subject matter jurisdiction;

(3) The legislative bill load of each standing committee; and

(4) Other issues relating to standing committees.

LR249 (Cavanaugh, M.) Interim study to examine the feasibility and benefits of establishing a ways and means committee to enhance coordination and collaboration between the Revenue Committee and the Appropriations Committee of the Legislature

Purpose: The purpose of this resolution is to propose an interim study to examine the feasibility and potential benefits of establishing a ways and means committee to enhance coordination and collaboration between the Revenue Committee of the Legislature and the Appropriations Committee of the Legislature, in order to create a more integrated and balanced approach to the state's budgeting process.

The study shall include, but not be limited to, the following:

(1) Examining the current roles and responsibilities of the Revenue Committee of the Legislature and the Appropriations Committee of the Legislature, including areas of jurisdictional overlap and how these affect the efficiency and transparency of the budget process;

(2) Examining the timing and alignment of revenue forecasting and budget setting processes, including the interaction between the Nebraska Economic Forecasting Advisory Board's schedule and the legislative appropriations timeline;

(3) Studying best practices from other states and governmental bodies, particularly those with a functioning ways and means committee or equivalent structures that integrate tax policy, revenue forecasting, and appropriations oversight;

(4) Determining potential duties and scope of a ways and means committee, including recommendations on how such a body could improve coordination, policy alignment, and strategic planning in budget matters;

(5) Examining opportunities to improve procedures related to revenue estimation, budget development, and legislative oversight of appropriations; and

(6) Considering recommendations for a model budget process for the Legislature, including proposed reforms that align with nationally recognized public finance standards and government accountability best practices. In conducting this interim study, the Executive Board of the Legislative Council may confer with legislative staff, policy experts, representatives of the Department of Administrative Services and the Legislative Fiscal Office, and other stakeholders with relevant expertise in public finance, legislative budgeting, and tax policy.

The Executive Board of the Legislative Council may consult with and request the assistance of the Revenue Committee of the Legislature and the Appropriations Committee of the Legislature, the Legislative Fiscal Office, and other legislative committees as appropriate.

The Executive Board of the Legislative Council shall prepare and submit a report with its findings and recommendations to the Legislature or the Executive Board by December 15, 2025.

Government Committee

LR192 (Sanders) Interim study to investigate public notice requirements in Nebraska, including those mandated under the Open Meetings Act and the Administrative Procedure Act

Purpose: The purpose of this resolution is to propose an interim study to investigate public notice requirements in Nebraska, including those mandated under the Open Meetings Act and the Administrative Procedure Act.

LR206 (Strommen) Interim study to examine the initiative and referendum petition processes in the twenty-six states in which such a process exists

Purpose: The purpose of this resolution is to propose an interim study to examine the initiative and referendum petition processes in the twenty-six states in which such a process exists. The study shall include, but need not be limited to, an examination of the following:

(1) Recent proposed statutory or constitutional changes to initiative and referendum petition processes, including changes to signature requirements, circulation periods, initiative content, circulator requirements, signer requirements, petition requirements, ballot language, election requirements, withdrawing signatures, and campaign finance requirements;

(2) Whether all Nebraskans, including individuals in low-population areas, are fairly and properly represented in the initiative petition process; and

(3) Spending on initiative petition measures in Nebraska over the last fifteen years, including names of funding entities, dollar amounts, and where such entities are located.

LR233 (Quick) Interim study to examine issues relating to state agency guidance documents, rules, and regulations

Purpose: The purpose of this resolution is to propose an interim study to examine issues relating to state agency guidance documents, rules, and regulations. The study shall include, but need not be limited to, an examination of the following:

(1) The process used by state agencies to issue guidance documents under section 84-901.03 and the opportunity for public involvement and stakeholder input before the issuance of such guidance documents;

(2) The difference in purpose and effect between guidance documents and rules and regulations; and

(3) Whether guidance documents issued by state agencies have imposed greater burdens on Nebraska nonprofits and businesses than required under federal law or federal regulation.

Health Committee

LR220 (Fredrickson) Interim study to examine the adequacy of funding and resources available to Level 3 Special Education Contractual Services for children

Purpose: The purpose of this resolution is to propose an interim study to examine the adequacy of funding and resources available to Level 3 Special Education Contractual Services for children. Children and students receiving Level 3 care require the highest level of intervention and support due to the severity of their behavioral or emotional challenges. Level 3 care providers offer specialized and intensive care for children exhibiting significant behavioral issues, such as aggression, self-harm, severe defiance, and disruptions to their living environments. The effectiveness of Level 3 care is directly influenced by staffing levels, access to therapeutic services, facility safety and structure, and the implementation of innovative care models tailored to the unique needs of residents. Additional resources may be necessary to enhance staffing, expand therapeutic services, improve facility infrastructure, and support program evaluation to better address the needs of children in Level 3 care. Ensuring transparency and evaluating effectiveness of such resources is critical to determining their impact and justifying future needs.

This study shall include, but not be limited to, the following:

(1) Assessing current funding levels and their utilization by Level 3 care providers;

(2) Evaluating the adequacy of staffing levels, including staff-to-student ratios and training programs for managing severe behavioral challenges;

(3) Analyzing the availability and quality of therapeutic services, such as individualized and group counseling, trauma-informed care, and crisis intervention strategies;

(4) Examining the state of facility infrastructure, including safety features and therapeutic environments;

(5) Reviewing existing program development efforts and their outcomes; and

(6) Identifying potential funding gaps and recommending strategies to ensure adequate support for these facilities.

Retirement Committee

LR96 (Retirement Committee) Interim study to examine the Nebraska Public Employees Retirement Systems administered by the Public Employees Retirement Board

Purpose: The purpose of this resolution is to propose an interim study to examine the Nebraska Public Employees Retirement Systems administered by the Public Employees Retirement Board, including the State Employees Retirement System of the State of Nebraska, the Retirement System for Nebraska Counties, the School Employees Retirement System of the State of Nebraska, the Nebraska State Patrol Retirement System, the Nebraska Judges Retirement System, and the retirement system administered under the Class V School Employees Retirement Act. The study shall examine issues as they relate to the funding needs, benefits, contributions, and administration of each retirement system.

LR97 (Retirement Committee) Interim study to carry out the provisions of section 13-2402, which requires the Nebraska Retirement Systems Committee to monitor underfunded defined benefit plans administered by political subdivisions

Purpose: The purpose of this resolution is to propose an interim study to carry out the provisions of section 13-2402, which requires the Nebraska Retirement Systems Committee to monitor underfunded defined benefit plans administered by political subdivisions. The study shall include a public hearing for the presentation of reports by political subdivisions with underfunded defined benefit plans.

LR98 (Retirement Committee) Interim study to examine issues within the jurisdiction of the Nebraska Retirement Systems Committee

Purpose: The purpose of this resolution is to propose an interim study to examine any issues within the jurisdiction of the Nebraska Retirement Systems Committee of the Legislature that may arise during the interim.

LR230 (Lonowski) Interim study to examine options for allowing retired teachers to return to intermittent work at a school

Purpose: The purpose of this resolution is to propose an interim study to examine options for allowing retired teachers to return to intermittent work at a school for more than eight days per month during their bona fide one hundred eighty-day separation period from their employer.

Revenue Committee

LR126 (von Gillern) Interim study to examine the impact of certain tax incentive programs currently in effect in Nebraska

Purpose: The purpose of this resolution is to conduct an interim study to examine the impact of certain tax incentive programs currently in effect in Nebraska. The study shall evaluate the Nebraska Advantage Act and ImagiNE Nebraska Act in terms of their function, impact upon Nebraska's economy and communities, as well as business and industrial sectors, and influence upon overall tax receipts and the state's budgeting process. The study shall include, but is not limited to, an examination of the following:

(1) The impact of the Nebraska Advantage Act and ImagiNE Nebraska Act on state revenue;

(2) The utilization of tax credits under the Nebraska Advantage Act and ImagiNE Nebraska Act since their passage;

(3) The effectiveness of the Nebraska Advantage Act and ImagiNE Nebraska Act in promoting growth in business, industry, and employment in Nebraska; and

(4) The future of a cohesive and sustainable economic development and business attraction strategy to drive growth in Nebraska. In conducting this interim study, the Revenue Committee may confer with state agencies, other standing committees of the Legislature, and relevant stakeholders, including, but not limited to, representatives from the business community, economic development community, and local municipalities.

LR255 (Andersen) Interim study to examine the fiscal, constitutional, and administrative implications of adopting LR12CA, 2025, which proposes reforms to Nebraska's property tax system

Purpose: The purpose of this resolution is to propose an interim study to examine the fiscal, constitutional, and administrative implications of adopting Legislative Resolution 12CA, One Hundred Ninth Legislature, First Session, 2025, as amended by proposed amendment AM1101, which proposes significant reforms to Nebraska's property tax system and underlying constitutional language. The study shall include, but need not be limited to, an examination of the following:

(1) The fiscal and distributional impacts of capping the annual increase in property taxes levied on any parcel of real property by the allowable growth percentage, defined as the lesser of three percent or the Consumer Price Index for All Urban Consumers;

(2) The legal and constitutional implications of substituting the current uniform and proportional clause of Article VIII, section 1, of the Constitution of Nebraska, with a system that establishes full taxable value based on the 2025 assessed value or purchase price following a change of ownership;

(3) The practical challenges and administrative viability of implementing a static assessed value system for real property, including mechanisms for adjustment upon sale or new construction;

(4) The impact of such a system on taxpayer equity, particularly among similarly situated properties with different ownership timelines, and the resultant tax disparities;

(5) The implications of the proposed valuation structure on revenue predictability and budgeting processes for schools, counties, municipalities, and other local political subdivisions;

(6) The definition clarity and scope of terms, including, but not limited to, "purchase", "change of ownership", and "new construction", and the exemption for spousal transfers;

(7) The comparative evaluation of similar models in other states, such as California's Proposition 13, Florida's Save Our Homes amendment, and Oklahoma's property tax limitations, and the lessons they may offer for Nebraska;

(8) The potential impact on housing affordability and accessibility for young people, first-time homebuyers, fixed-income homeowners, and individuals attempting to enter the housing market during a period of high home prices and limited supply;

(9) The effects on agricultural producers and rural landowners, particularly regarding the classification, valuation, and long-term tax obligations for farmland and horticultural property; and

(10) Stakeholder concerns and input from assessors, local governments, school districts, taxpayer advocacy organizations, and the Department of Revenue regarding feasibility and unintended consequences. In conducting this interim study, the Revenue Committee may consult with legal experts, tax policy professionals, economists, state agencies, and relevant stakeholders to ensure a comprehensive evaluation of the proposed reforms.

Transportation Committee

LR157 (DeBoer) Interim study to examine and monitor issues relating to broadband and broadband deployment in Nebraska

Purpose: The purpose of this resolution is to propose an interim study to examine and monitor issues relating to broadband and broadband deployment in Nebraska. This study shall include, but need not be limited to, an examination of the following:

(1) Projects being undertaken as a part of any state or federal effort for the expansion of broadband availability in Nebraska, including, but not limited to, an examination of changing federal requirements for various programs and any delays such changes may cause;

(2) Cooperation across jurisdictions on the shared goal of ensuring broadband is available for all Nebraskans;

(3) Resiliency and redundancy in the broadband networks being built to ensure Nebraskans have consistent access to broadband services;

(4) The changing regulatory landscape with regard to broadband services, the necessity of the state to provide oversight to protect the interests of Nebraska consumers, the necessity of related regulations in Nebraska, and where efficiencies can be found to speed up the deployment of broadband services; and

(5) Other issues relating to broadband expansion in Nebraska.

LR254 (Clements) Interim study to examine potential adjustments to the collection of motor vehicle tax, motor vehicle tax distribution schemes, motor vehicle fees, and other revenue sources due to the potential elimination of the Nebraska inheritance tax

Purpose: The purpose of this resolution is to propose an interim study to examine potential adjustments to the collection of motor vehicle tax, motor vehicle tax distribution schemes, motor vehicle fees, and other revenue sources due to the potential elimination of the Nebraska inheritance tax. The study shall include, but need not be limited to, an examination of the following:

(1) The current motor vehicle tax distribution, motor vehicle fees and distribution, civil fees and other revenue sources;

(2) The potential adjustment to such current revenue sources to provide adequate funds for necessary county government duties and services; and

(3) The potential elimination of unnecessary costly statutory requirements for counties related to motor vehicles.

In conducting this interim study, the Transportation and Telecommunications Committee of the Legislature may confer with other standing committees of the Legislature, state agencies, county officials and employees, and other stakeholders.

Nebraska Department of Education
School Finance & Organization Services

2025/26 School District Budget Timeline

Date	Budget Activity
January 31	Deadline for amendments to General, Depreciation & Employee Benefit Funds in order to be included in certification of Budget Authority.
February 27	♦ 2025/26 State Aid Certification ♦ 2025/26 Certified Budget Authority and Allowable Reserve Percentage Certification
March 15	Deadline for notification of availability of the Retirement Incentive Plan (§79-855) and Staff Development Assistance (§79-856) for school districts that are part of a dissolution or merger
April 15	Reduction in Force deadline
Mid-June	School District Budget Form, LC-2, Budget Text and related documents available
August 20	Assessed valuations and real growth percentage certified by Counties
September 4	Deadline to notify and submit information to County Assessor if Joint Public Hearing required
September 14-24	Joint Public Hearing scheduled during this time if required
September 30	Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts (APA), and County Clerk. *(Submit the following documents to NDE through the LC-2 collection)* ◆ Documents from the School District Budget Form ✓ Interlocal Form ✓ Cover Page through Page 6 ✓ Schedules A, B, D ✓ Property Tax Resolution ✓ Notices of Budget Hearing ✓ Notice of Special Hearing to Set Final Tax Request ◆ Proof of Publications for: ✓ Notice of Budget Hearing ✓ Notice of Special Hearing to Set the Final Tax Request *(Eliminated if joint public hearing was required)* ✓ Notice of Property Tax Authority, Board Vote to Access the Additional Property Tax Authority ◆ Certification(s) of Taxable Value ◆ Board minutes showing approval of district budget ◆ Board minutes showing 70% board approval to request more property taxes than the certified authority amount. *(if applicable)* ◆ Election Ballot and Certification of Election Results for a successful election to override the levy limitation *(if applicable)* ◆ Election Ballot and Certification of Election Results for a successful election to exceed the expenditure limitation *(if applicable)* ◆ Election Ballot and Certification of Election Results for a successful election to exceed the Property Tax Authority *(if applicable)* ◆ Lid Computation Form (LC-2) submitted to the Nebraska Department of Education through the NDE Portal ◆ Copy of LC2 & Special Grant Funds list (Auditor of Public Accounts (APA) and your County Clerk) ****Budget Submission for Auditor of Public Accounts (APA) and your County Clerk –** A list of supporting materials required is on the **"Check List"** tab of the School District Budget Form.*
October 15	Filing deadline to submit Resolutions setting all tax requests
November 5	Tax requests become final
December 31	Filing deadline for the Report of Joint Public Agency & Interlocal Agreements File with the Auditor of Public Accounts, if not already submitted with Budget

Revised 02/19/2025

SPCS Budget Process Details and Dates:

June - Preliminary Valuation Released

September 8- Budget Hearing & Summary

TBD- Joint Public Hearing (Pink Card Hearing)

September 22- Special Tax Hearing

September 22- Tax Resolution & Budget Resolution

Prior to September 30- Submit Budget to State, Sarpy County Clerk, & Auditor

Future Planning
June 2025

6/20/25	Foundation Golf Tournament 9:00 a.m.
6/23/25	Policy Committee Meeting 6:30 p.m. Board Work Session 7:00 p.m.
7/14/25	TBD Committee Meeting 6:00 p.m. Finance Committee Meeting 6:30 p.m. Regular Board Meeting 7:00 p.m.
7/28/25	Policy Committee Meeting 6:30 p.m. Work Session Meeting 7:00 p.m.
8/6/25	New Teachers Report
8/7/25	Certified Staff Report
8/11/25	TBD Committee Meeting 6:00 p.m. Finance Committee Meeting 6:30 p.m. Regular Board Meeting 7:00 p.m.
8/12/25	Classified Staff Report
8/13/25	First Day of School