

June Board Meeting
Wednesday, June 11, 2025 7:00 PM

Kenesaw Public School Library
110 N Fifth Avenue
Kenesaw, NE 68956-1563

Agenda

1. Opening the Meeting
 - 1.A. Call to Order
 - 1.B. Roll Call
 - 1.C. Recite the Pledge of Allegiance
 - 1.D. Nebraska Open Meetings Law
 - 1.E. Publication of Meeting - The meeting was legally advertised in the Legals Section of the Hastings Tribune on June 6, 2025.
2. Welcome Visitors and Public Comment
 - 2.A. Welcome to the Kenesaw Public Schools Board of Education Meeting. The board welcomes patrons, and we appreciate your attendance. Members of the public are encouraged to share their thoughts and ideas with the board during public comment. Each person wishing to speak must sign in on the sign-in sheet. Those choosing to speak will be allowed five (5) minutes to address the board. The board will not take any action on any comments but will direct the comments to the appropriate staff members to attend to the matter. Patrons who wish to address a personnel related matter are asked to follow the district's Chain of Command.
3. Reports
 - 3.A. Comments from Principal Webben
 - 3.B. Comments from Principal Breckner
 - 3.C. Comments from Superintendent Masters
 - 3.D. Board Committees
4. Consent Agenda
 - 4.A. Approve Minutes from May Regular Board Meeting
 - 4.B. Approval of June Treasurer's Report
 - 4.C. Approval of June Claims - Payroll: \$334,103.44 Claims \$65,653.95
5. Action Items
 - 5.A. Approve Milk Bid for the 2025-2026 School Year
 - 5.B. Review and Approve Breakfast and Lunch Prices for 2025-2026
 - 5.C. Discuss and Approve the Purchase of a New 14 Passenger Bus from Nebraska Crane Rental Inc. for \$102,000 as recommended by the Transportation Committee
 - 5.D. Discuss and Approve the Purchase of an Expedition from Kenesaw Ford Motor Company for Approximately \$50,000. (Currently waiting for new pricing for 2026 vehicles) - As recommended by the Transportation Committee
 - 5.E. Approve Rescinding Policy 5001 - Student Admission - Form, Policy 6410 - Family Engagement Policy from NDE, Policy 1220 - Procedure for Complaints of Sex Discrimination, and Policy 3241 - Emergency Response Mapping
 - 5.F. Approve Policy Updates 1200, 3131, 3132, 3410, 4003, 4003a, 4003b Form, 4009, 4009 Regulation Form A, 5000, 5001, 5001 Forms, 5004, 5101, 5103, 5201, 5201x Form, 5202z, 5301, 5401, 5401z Form, 5414, 5507, 6000, 6113, 6400, and 6931.
6. Discussion Items
 - 6.A. Discuss New Activities & Events Software - Bound

- 6.B. Review & Update of Strategic Plan, Superintendent/Board Goals, Continuous School Improvement Plan
- 6.C. Preliminary Report of Major Requisitions for Ensuing Year
- 6.D. Review and Affirm Policy 5415 - Bullying Policy, Policy 6400 - Parent Involvement (June Policy)
- 6.E. Set Date for Board Workshop to Establish District Goals and Priorities, Review and Update Continuous School Improvement Plan, Establish Budget Goals and Priorities, and Review Facilities/Transportation Needs
7. July Master Board Calendar Items
 - 7.A. American Civics Committee Meeting - 2nd Review
 - 7.B. Establish and Approve Maximum Capacities for the 2026-2027 School Year - Policy 5006A
 - 7.C. Review Student-Parent Handbook and Combined Employee Handbook and any Proposed Changes
 - 7.D. Review and Approve Plan for Staff Development - Professional Development Plan
 - 7.E. Review & Update Strategic Plan, District Board/Superintendent Goals, & Continuous School Improvement Plan
 - 7.F. Approve Student Fees Policy (if any)
 - 7.G. Review Summer School Program
8. Executive Session
9. Adjourn
10. Next Meeting - Monday, July 14, 2025 at 7:00pm Financial review with Legg, Schneider, Hansen at 6:30pm.

Jun-25

Vehicle Service/Repair

Vehicle Service / Repair Other Total Explanation
ALL

CPI / Hi-Line Motor / Fleet Pride / Coach
****Wash buses and supplies** Masters/Cummins

2011	BUS 11 INSPECTION	376.80	FLEET PRIDE
2012			
2012			
2011			
2011			
2012			
Total		0.00	376.80

Kenesaw Motor/CPI/NAPA/Coach Masters

EXPEDITION			
MINOTOUR 2018			
VAN	VAN REPLACED ALTERNATOR	360.50	KENESAW MOTOR
Excursion			
Pickup			
Excursion			
Total		0.00	360.50
		0.00	376.80
		0.00	737.30

FUND ACCOUNT TOTALS

HOT LUNCH	\$	9,734.93
DEPRECIATION	\$	-
ACTIVITIES - CURR MO	\$	3,255.07
BOND	\$	-
SPECIAL BUILDING	\$	-
	\$	<u>12,990.00</u>
	\$	<u>412,747.39</u>
ACTIVITIES - PRIOR MO	\$	26,735.78

JUNE 2025 GF PAYROLL

\$ 334,103.44

JUNE 2025 GF Claims

\$ 65,653.95

Total JUNE 2025 Payments GF

\$ 399,757.39

MONTHLY EXPENSE SPREADSHEET 2024-2025

MONTH YEAR	GEN. FUND ACCT. PAY.	GEN. FUND PAYROLL	TOTAL General Fund A/P & PAYROLL	HOT LUNCH ACCT. PAY.	HOT LUNCH PAYROLL	TOTAL HOT LUNCH A/P & PAYROLL
SEPT. 2024		164,352.24			4,068.50	
	85,732.34	174,002.30	424,086.88	14,673.25	3,877.78	22,619.53
		338,354.54			7,946.28	
October-24		178,350.06			5,325.62	
	161,867.85	176,860.29	517,078.20	13,227.74	4,780.81	23,334.17
		355,210.35			10,106.43	
November-24		180,588.26			5,798.94	
	119,581.66	181,060.60	481,230.52	17,092.82	5,107.18	27,998.94
		361,648.86			10,906.12	
December-24		174,834.51			5,699.98	
	117,108.75	178,903.73	470,846.99	17,869.33	4,748.50	28,317.81
		353,738.24			10,448.48	
January-25		167,683.82			5,056.06	
	94,136.28	174,749.24	436,569.34	8,881.94	4,169.74	18,107.74
		342,433.06			9,225.80	
February-25		175,321.33			5,884.18	
	91,897.06	179,487.67	446,706.06	14,151.85	4,757.68	24,793.71
		354,809.00			10,641.86	
March-25		171,945.00			4,630.72	
	141,136.19	175,142.99	488,224.18	14,626.48	3,948.28	23,205.48
		347,087.99			8,579.00	
April-25		170,732.87			4,699.30	
	73,083.07	174,302.74	418,118.68	14,150.44	4,045.66	22,895.40
		345,035.61			8,744.96	
May-25		173,654.06			5,783.16	
	52,826.26	177,282.52	403,762.84	17,040.99	4,730.62	27,554.77
		350,936.58			10,513.78	
June-25		163,321.45			3,985.02	
	65,653.95	170,781.99	399,757.39	3,044.34	2,705.57	9,734.93
		334,103.44			6,690.59	
July-25			0.00			0.00
		0.00			0.00	
August-25			0.00			0.00
		0.00			0.00	
TOTAL						

1,003,023.41

3,483,357.67

4,486,381.08

134,759.18

93,803.30

228,562.48

4,486,381.08

228,562.48

4,486,381.08

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Revenue/Expenditure Summary Report with Profit and Loss

Regular; Processing Month 05/2025

Account Type ID	Budget	Month to Date	Year to Date	Budget Balance
Fund Number 01 GENERAL FUND				
8 Revenue	5,646,000.00	1,623,147.72	5,583,258.34	62,741.66
9 Expenditure	6,135,500.00	403,661.84	4,086,556.50	2,048,943.50
01 GENERAL FUND	(489,500.00)	1,219,485.88	1,496,701.84	
Fund Number 02 DEPRECIATION				
8 Revenue	170,000.00	971.23	9,980.53	160,019.47
9 Expenditure	800,000.00	0.00	116,138.69	683,861.31
02 DEPRECIATION	(630,000.00)	971.23	(106,158.16)	
Fund Number 05 ACTIVITY FUND				
8 Revenue	0.00	9,517.35	165,390.11	(165,390.11)
9 Expenditure	0.00	26,735.78	214,776.62	(214,776.62)
05 ACTIVITY FUND	0.00	(17,218.43)	(49,386.51)	
Fund Number 06 NUTRITION FUND				
8 Revenue	258,500.00	14,545.99	182,830.41	75,669.59
9 Expenditure	350,000.00	27,554.77	218,827.55	131,172.45
06 NUTRITION FUND	(91,500.00)	(13,008.78)	(35,997.14)	
Fund Number 07 BOND FUND				
8 Revenue	388,500.00	122,063.96	327,628.57	60,871.43
9 Expenditure	710,000.00	0.00	331,137.50	378,862.50
07 BOND FUND	(321,500.00)	122,063.96	(3,508.93)	
Fund Number 08 SPECIAL BUILDING				
8 Revenue	360,000.00	122,210.97	361,393.11	(1,393.11)
9 Expenditure	1,300,000.00	0.00	479,024.33	820,975.67
08 SPECIAL BUILDING	(940,000.00)	122,210.97	(117,631.22)	
Grand Total:	(2,472,500.00)	1,434,504.83	1,184,019.88	

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL DIST TAXES 3,715,000 3,911,710	3,715,000.00	817,045.94	2,552,346.04	68.70	1,162,653.96
01 1115	CARLINE TAX	12,000.00	283.46	1,292.55	10.77	10,707.45
01 1120	PUBLIC POWER DISTRICT TAX	22,500.00	0.00	0.00	0.00	22,500.00
01 1125	MOTOR VEHICLE TAXES	180,000.00	15,252.66	144,146.61	80.08	35,853.39
01 1140	PENALTIES & INTEREST ON TAXES	7,500.00	0.00	0.00	0.00	7,500.00
01 1311	PRE K TUITION-INDIVIDUAL (REG EDUC)	0.00	100.00	100.00	0.00	(100.00)
01 1370	PRESCHOOL TUITION AND FEES	1,000.00	0.00	700.00	70.00	300.00
01 1510	INTEREST ON INVESTMENTS	37,500.00	2,515.65	24,616.96	65.65	12,883.04
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	700.00	70.00	300.00
	Subtotal: LOCAL RECIEPTS	3,976,500.00	835,197.71	2,723,902.16	68.50	1,252,597.84
01 2110	COUNTY FINES & LICENSES	20,000.00	1,616.31	14,010.00	70.05	5,990.00
01 2210	ESU ED SERVICE UNIT RECEIPTS	1,500.00	0.00	0.00	0.00	1,500.00
	Subtotal: COUNTY AND ESU RECEIPTS	21,500.00	1,616.31	14,010.00	65.16	7,490.00
01 3110	STATE AID	593,917.00	59,392.00	534,528.00	90.00	59,389.00
01 3120	SPED PROGRAM (SCHOOL AGE)	425,000.00	0.00	307,726.00	72.41	117,274.00
01 3125	SPED TRANSP (SCHOOL AGE)	4,000.00	0.00	0.00	0.00	4,000.00
01 3130	HOMESTEAD EXEMPTION	27,500.00	12,189.09	24,816.39	90.24	2,683.61
01 3131	PROPERTY TAX CREDIT	315,000.00	704,651.74	1,409,303.48	447.40	(1,094,303.48)
01 3180	PRO RATE MOTOR VEHICLES	10,843.00	349.19	12,963.51	119.56	(2,120.51)
01 3400	STATE APPORTIONMENT	45,000.00	0.00	88,739.62	197.20	(43,739.62)
01 3535	HIGH ABILITY LEARNERS	0.00	0.00	4,166.00	0.00	(4,166.00)
01 3540	STATE EARLY CHILDHOOD	21,604.00	0.00	0.00	0.00	21,604.00
01 3551	CAREER EDUCATION	22,500.00	450.00	750.00	3.33	21,750.00
01 3599	State Other Programs	7,500.00	0.00	7,463.20	99.51	36.80
01 3990	OTHER STATE RECIPITS (Game & Parks)	0.00	0.00	18,656.89	0.00	(18,656.89)
	Subtotal: STATE RECEIPTS	1,472,864.00	777,032.02	2,409,113.09	163.57	(936,249.09)
01 4310	REAP	31,088.00	0.00	29,903.00	96.19	1,185.00
01 4505	TITLE I	28,269.00	0.00	30,820.00	109.02	(2,551.00)
01 4516	IDEA BELOW AGE 5	2,147.00	0.00	2,152.00	100.23	(5.00)
01 4518	IDEA SPED GMS 6408/4518	74,746.00	0.00	141,427.00	189.21	(66,681.00)
01 4521	IDEA PART B Proportionate Share	10,886.00	0.00	4,364.00	40.09	6,522.00
01 4525	FED VOC & TECH (CARL PERKINS)	0.00	0.00	35,146.00	0.00	(35,146.00)
01 4708	MEDICAID PUBLIC SCHOOLS (MIPS)	500.00	0.00	1,499.76	299.95	(999.76)
01 4709	Medicaid Administrative Coding MAC / MAP	2,500.00	0.00	379.54	15.18	2,120.46
01 4969	TITLE IV (GMS)	10,000.00	0.00	9,281.00	92.81	719.00
01 4998	ESSERS III	0.00	0.00	70,763.00	0.00	(70,763.00)
	Subtotal: FEDERAL RECEIPTS	160,136.00	0.00	325,735.30	203.41	(165,599.30)
01 5690	OTHER NON-REVENUE RECEIPT	15,000.00	9,301.68	64,103.79	427.36	(49,103.79)
	Subtotal: NON-REVENUE RECEIPTS	15,000.00	9,301.68	64,103.79	427.36	(49,103.79)
01 6998	ESSERS III MENTAL HEALTH 2024-25	0.00	0.00	46,394.00	0.00	(46,394.00)
	Subtotal: 6000	0.00	0.00	46,394.00	0.00	(46,394.00)
	Fund Total:	5,646,000.00	1,623,147.72	5,583,258.34	98.89	62,741.66

Revenue Summary Report

Processing Month: 05/2025

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

Fund: 02 DEPRECIATION

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	10,000.00	971.23	9,980.53	99.81	19.47
	Subtotal: LOCAL RECIEPTS	10,000.00	971.23	9,980.53	99.81	19.47
02 5200	TRANSFER FROM OTHER FUNDS	150,000.00	0.00	0.00	0.00	150,000.00
02 5690	OTHER NON-REVENUE RECEIPTS	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal: NON-REVENUE RECEIPTS	160,000.00	0.00	0.00	0.00	160,000.00
	Fund Total:	170,000.00	971.23	9,980.53	5.87	160,019.47

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

Fund: 05 ACTIVITY FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1710 0100	ATHLETICS	0.00	605.00	34,830.79	0.00	(34,830.79)
05 1710 0332	FFA / AG	0.00	1,391.00	10,274.53	0.00	(10,274.53)
05 1710 0500	ANNUAL	0.00	2,935.00	3,065.00	0.00	(3,065.00)
05 1710 0510	K-CLUB	0.00	0.00	557.53	0.00	(557.53)
05 1710 0520	NATIONAL HONOR SOCIETY	0.00	0.00	783.40	0.00	(783.40)
05 1710 0530	STUDENT COUNCIL	0.00	0.00	1,714.75	0.00	(1,714.75)
05 1710 1520	LIBRARY	0.00	0.00	2,719.30	0.00	(2,719.30)
05 1710 1530	DANCE SQUAD	0.00	0.00	940.00	0.00	(940.00)
05 1710 1535	CHEERLEADER	0.00	687.75	5,450.45	0.00	(5,450.45)
05 1710 2025	CLASS OF 2025	0.00	550.00	1,050.00	0.00	(1,050.00)
05 1710 2026	CLASS OF 2026	0.00	0.00	2,523.30	0.00	(2,523.30)
05 1710 2027	CLASS OF 2027	0.00	868.41	2,536.91	0.00	(2,536.91)
05 1710 2028	CLASS OF 2028	0.00	0.00	1,596.16	0.00	(1,596.16)
05 1710 2029	CLASS OF 2029	0.00	0.00	360.00	0.00	(360.00)
05 1710 2030	CLASS OF 2030	0.00	0.00	922.84	0.00	(922.84)
05 1710 2530	FBLA	0.00	0.00	662.43	0.00	(662.43)
05 1710 2662	CONCESSIONS	0.00	174.76	19,692.94	0.00	(19,692.94)
05 1710 3030	MISCELLANEOUS	0.00	191.33	9,750.65	0.00	(9,750.65)
05 1710 3035	POP MACHINE	0.00	0.00	1,114.53	0.00	(1,114.53)
05 1710 3374	ED RISING REVENUE	0.00	354.00	3,535.90	0.00	(3,535.90)
05 1710 3429	EHA Wellness Committee	0.00	0.00	5,360.00	0.00	(5,360.00)
05 1710 3668	FOOTBALL FUNDRAISING	0.00	0.00	3,493.00	0.00	(3,493.00)
05 1710 3669	VOLLEYBALL	0.00	0.00	5,100.00	0.00	(5,100.00)
05 1710 3670	WRESTLING FUNDRAISING	0.00	0.00	168.50	0.00	(168.50)
05 1710 4724	CHROME BOOK ACCOUNT	0.00	0.00	135.00	0.00	(135.00)
05 1710 7274	SCRIP CARD	0.00	760.10	29,253.77	0.00	(29,253.77)
05 1710 7545	SKILLS USA	0.00	1,000.00	6,985.46	0.00	(6,985.46)
05 1710 7733	SPEECH FUND RAISER REVENUE	0.00	0.00	134.00	0.00	(134.00)
05 1710 7867	SCHOOL STORE PRE K - 6	0.00	0.00	345.56	0.00	(345.56)
05 1730 0332	FFA ORGANIZATION DUES	0.00	0.00	2,748.00	0.00	(2,748.00)
05 1730 0530	STUCO ORGANIZATION DUES	0.00	0.00	842.38	0.00	(842.38)
05 1730 1535	CHEER ORGANIZATION FEES	0.00	0.00	1,913.00	0.00	(1,913.00)
05 1730 2662	CONCESSIONS ORGANIZATION FEES	0.00	0.00	4,830.03	0.00	(4,830.03)
Subtotal: LOCAL RECIEPTS		0.00	9,517.35	165,390.11	0.00	(165,390.11)
Fund Total:		0.00	9,517.35	165,390.11	0.00	(165,390.11)

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

Fund: 06 NUTRITION FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	OTHER INCOME	500.00	17.61	208.82	41.76	291.18
06 1611	STUDENT LUNCHESES	80,000.00	2,793.10	60,484.39	75.61	19,515.61
06 1612	Daily Breakfast Sales	7,500.00	0.00	0.00	0.00	7,500.00
06 1620	ADULT LUNCHESES	12,500.00	582.40	4,139.30	33.11	8,360.70
06 1990	MISCELLANEOUS LOCAL RECEIPTS	1,000.00	0.00	245.00	24.50	755.00
	Subtotal: LOCAL RECIEPTS	101,500.00	3,393.11	65,077.51	64.12	36,422.49
06 3150	LUNCH REIMB. FED/STATE	2,000.00	0.00	0.00	0.00	2,000.00
	Subtotal: STATE RECEIPTS	2,000.00	0.00	0.00	0.00	2,000.00
06 4210	FEDERAL REIMBURSEMENT(OF NUTRIT PRGMS)	100,000.00	10,990.53	42,566.05	42.57	57,433.95
	Subtotal: FEDERAL RECEIPTS	100,000.00	10,990.53	42,566.05	42.57	57,433.95
06 5200	TRANSFERS FROM FUNDS (INCOMING)	10,000.00	0.00	0.00	0.00	10,000.00
06 5690	OTHER NON-REVENUE RECEIPTS	5,000.00	162.35	186.85	3.74	4,813.15
	Subtotal: NON-REVENUE RECEIPTS	15,000.00	162.35	186.85	1.25	14,813.15
06 8000	TRANSFER FROM GF	40,000.00	0.00	75,000.00	187.50	(35,000.00)
	Subtotal: TRANSFER FROM GF	40,000.00	0.00	75,000.00	187.50	(35,000.00)
	Fund Total:	258,500.00	14,545.99	182,830.41	70.73	75,669.59

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

Fund: 07 BOND FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL DISTRICT TAXES	350,000.00	103,106.36	284,362.05	81.25	65,637.95
07 1115	CARLINE TAXES	1,000.00	25.36	120.18	12.02	879.82
07 1120	PUBLIC POWER DIST SALES TAX	2,000.00	0.00	0.00	0.00	2,000.00
07 1140	PENALTIES & INTEREST ON TAXES	750.00	0.00	0.00	0.00	750.00
07 1510	INTEREST ON INVESTMENTS	3,250.00	222.28	2,678.51	82.42	571.49
	Subtotal: LOCAL RECIEPTS	357,000.00	103,354.00	287,160.74	80.44	69,839.26
07 3130	HOMESTEAD EXEMPTION	2,750.00	1,090.60	2,220.40	80.74	529.60
07 3131	PROPERTY TAX CREDIT	27,500.00	17,588.12	35,176.24	127.91	(7,676.24)
07 3132	PERSONAL PROPERTY TAX CREDIT	500.00	0.00	0.00	0.00	500.00
07 3180	PRO RATE MOTOR VEHICLE	750.00	31.24	1,198.88	159.85	(448.88)
07 3800	IN-LIEU-OF SCHOOL LAND TAX	0.00	0.00	1,872.31	0.00	(1,872.31)
	Subtotal: STATE RECEIPTS	31,500.00	18,709.96	40,467.83	128.47	(8,967.83)
	Fund Total:	388,500.00	122,063.96	327,628.57	84.33	60,871.43

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

Fund: 08 SPECIAL BUILDING

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL DISTRICT TAXES	310,000.00	64,750.22	235,437.14	75.95	74,562.86
08 1115	CARLINE TAXES	1,000.00	22.46	130.83	13.08	869.17
08 1120	PUBLIC POWER DIST SALES TAX	2,250.00	0.00	0.00	0.00	2,250.00
08 1125	MOTOR VEHICLE TAXES	500.00	0.00	0.00	0.00	500.00
08 1140	PENALTIES & INTEREST ON TAXES	500.00	0.00	0.00	0.00	500.00
08 1510	INTEREST ON INVESTMENTS	10,500.00	601.72	9,242.78	88.03	1,257.22
08 1920	MISCELLANEOUS LOCAL RECEIPTS	500.00	0.00	0.00	0.00	500.00
	Subtotal: LOCAL RECIEPTS	325,250.00	65,374.40	244,810.75	75.27	80,439.25
08 3130	HOMESTEAD EXEMPTION	3,000.00	965.99	1,966.71	65.56	1,033.29
08 3131	PROPERTY TAX CREDIT	30,000.00	55,842.91	111,685.82	372.29	(81,685.82)
08 3132	Personal Property Tax Credit	500.00	0.00	0.00	0.00	500.00
08 3180	PRO RATE MOTOR VEHICLE	750.00	27.67	1,271.50	169.53	(521.50)
08 3800	IN-LIEU-OF SCHOOL LAND TAX	0.00	0.00	1,658.33	0.00	(1,658.33)
	Subtotal: STATE RECEIPTS	34,250.00	56,836.57	116,582.36	340.39	(82,332.36)
08 5690	MISC. LOCAL REVENUE	500.00	0.00	0.00	0.00	500.00
	Subtotal: NON-REVENUE RECEIPTS	500.00	0.00	0.00	0.00	500.00
	Fund Total:	360,000.00	122,210.97	361,393.11	100.39	(1,393.11)

Revenue Summary Report

Processing Month: 05/2025

Regular; Processing Month 05/2025; Accounts to Include Accounts with Activity

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	6,823,000.00	1,892,457.22	6,630,481.07	97.18	192,518.93

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	1000005967	ACT INC.	05/16/2025	17.00
01 2120 890 001		PREACT 8/9 ONLINE SCORING 18334		17.00
Total ACT INC.				17.00
	1W7N-XHN3-MWCY	AMAZON CAPITAL SERVICES	05/02/2025	546.69
01 2410 610 002		ELEM. AWARD SUPPLIES		546.69
	1YLK-9NWW-LX1P	AMAZON CAPITAL SERVICES	05/21/2025	34.72
01 2510 890 000		CLERICAL OFFICE CALENDARS		34.72
Total AMAZON CAPITAL SERVICES				581.41
	5-71002/71010 05/25	AMERICAN EXPRESS	05/31/2025	340.08
01 1100 610 001		PAPER SUPPLIES		32.60
01 1100 610 002		PAPER SUPPLIES		47.20
01 1100 610 002		PAPER SUPPLIES		139.44
01 1100 610 001		PREVIOUS BALANCE		32.84
01 2310 890 000		TEACHER APPRICATION DAY		88.00
Total AMERICAN EXPRESS				340.08
	2310756	Bcn Telecom, Inc.	05/01/2025	46.45
01 2510 382 000		FINAL PAYMENT ACCT. NAS02516		46.45
Total Bcn Telecom, Inc.				46.45
	7045439114 MAY 2025	Black Hills Energy	05/31/2025	376.37
01 2610 621 000		MAY 2025 NATURAL GAS SERVICE		376.37
Total Black Hills Energy				376.37
	ESU9,10, 11 CTE JAN.	Burr, Johnna	06/03/2025	150.00
01 3551 890 000		CTE COLLABORATION JAN. 28 2025 J.B. <i>Stipend</i>		150.00
Total Burr, Johnna				150.00
	684842	Business World Products	05/12/2025	23.00
01 2320 890 000		PAT ON THE BACK AWARD - SCHNITZLER		23.00
Total Business World Products				23.00
	314164CL	Cenex Fleetcard	05/31/2025	1,256.51
01 2710 626 000 1112		MICRO BUS 12		125.61
01 2710 626 000 0112		BUS 12		367.23
01 2710 626 000 0111		BUS 11 <i>Fuel</i>		355.40
01 2710 626 000 1997		F150		230.31
01 2710 626 000 2004		EXCURSION		62.79
01 2710 626 000 2024		EXPEDITION		115.17
Total Cenex Fleetcard				1,256.51
	INV720439	CLEARFLY	06/01/2025	340.84
01 2510 382 000		BTS INTERCOM/PHONE SYSTEM		340.84
Total CLEARFLY				340.84

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	218628	COPYCAT PRINTING	05/31/2025	334.51
01 2410 890 001		GRADUATION PROGRAMS		334.51
Total		COPYCAT PRINTING		334.51
	05/29/25 APRIL BILLI	Educational Service Unit #9	05/29/2025	33,421.90
01 1200 591 002		18+ SERVICES 25196		3,840.00
01 1292 591 002		0-2 ECE HOMEBASE 25196		1,562.50
01 2140 591 002		LMHP APRIL SA 24-643		4,266.00
01 2141 591 002		PSYCH SA 25215		1,840.00
01 2141 591 002		PSYCH SA 25196		1,265.00
01 2142 591 002		3-4 PSYCH 25196		345.00
01 2181 591 001		SA VISION 25196		281.25
01 2151 591 002		SPEECH SA 25196		9,750.60
01 2151 591 002		SPEECH SA 25215		1,687.50
01 2152 591 002		3-4 SPEECH 25196		4,762.80
01 2141 591 002		SA ACADEMIC 25215		288.75
01 2153 591 002		0-2 SPEECH 25196		855.00
01 1100 591 001		LARAESHA K / KATIE S. 24-621		1,338.75
01 1100 591 002		LARAESHA K / KATIE S. 24-621		1,338.75
Total		Educational Service Unit #9		33,421.90
	APRIL 2025	EDUCATIONAL SERVICE UNIT 7	04/30/2025	1,320.00
01 2181 591 001		SPED VISION SERVICES FOR APRIL 2025		1,320.00
	MARCH 2025	EDUCATIONAL SERVICE UNIT 7	03/31/2025	484.00
01 2181 591 001		SPED VISION SERVICES FOR MARCH 2025		484.00
Total		EDUCATIONAL SERVICE UNIT 7		1,804.00
	CELLALARM COMM.	Electronic Systems, Inc.	03/12/2025	450.00
01 2610 431 000		CELL DIALER ALARM COMMUNICATOR		450.00
Total		Electronic Systems, Inc.		450.00
	ESU9,10, 11 CTE JAN.	Engelhardt, Molly	06/03/2025	150.00
01 3551 890 000		CTE COLLABORATION JAN. 28 2025 M.E. <i>Stipend</i>		150.00
Total		Engelhardt, Molly		150.00
	2025-26SWANKMOVIE	Esu Coordinating Council	05/19/2025	950.00
01 1100 650 001		SWANK MOVIE/STREAMING LIC. 25-26		475.00
01 1100 650 002		SWANK MOVIE/STREAMING LIC. 25-26		475.00
Total		Esu Coordinating Council		950.00
	125438699	Fleet Pride	05/02/2025	376.80
01 2710 732 000 0111		BUS 11 INSPECTION		376.80
Total		Fleet Pride		376.80
	JUNE 4 2025	GO PHYSICAL THERAPY	05/31/2025	1,804.35
01 2161 340 001		OT MAY 25 HS		55.00
01 2161 340 002		OT MAY 25 ELEM		778.15
01 2162 340 002		OT 3-4 MAY 25		346.50

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2163 340 002		OT 0-2 MAY 25		71.45
01 2171 340 001		PT MAY 25 HS		303.00
01 2172 340 002		PT 3-4 MAY 25		250.25
Total	GO PHYSICAL THERAPY			1,804.35
	#10	HOMETOWN LEASING	05/31/2025	1,256.09
01 1100 442 000		COPIER LEASE JUNE 2025		1,256.09
Total	HOMETOWN LEASING			1,256.09
	52948117	Johnson Controls, Inc - 0N45	05/07/2025	730.00
01 2610 431 000		FIRE EXTINGUISHERS CHECKED AND PRIMED		730.00
Total	Johnson Controls, Inc - 0N45			730.00
	2877 MAY 2025	Kenesaw Market	05/31/2025	203.52
01 1100 610 001 1480		FOOD CLUB CLASS SUPPLIES		203.52
	3299 MAY 2025	Kenesaw Market	05/31/2025	69.37
01 2320 890 000		BUNS TEACHER APPR. WK		18.32
01 2320 890 000		BUFFALO CHIC DIP		51.05
Total	Kenesaw Market			272.89
	84317	Kenesaw Motor Co.	04/17/2025	360.50
01 2710 732 000 2008		VAN REPLACED ALTERNATOR		360.50
Total	Kenesaw Motor Co.			360.50
	COVER STAFF REIMB.	Kps Reimbursement	05/16/2025	609.13
01 1100 610 001	<i>Staff Pd</i>	L.C. SPANISH CL. PINATAS SUPPLIES		8.39
01 1100 610 002	<i>from Reimb Fund</i>	M.F. 6 SHELF CUBE ORGANIZER		60.11
01 1100 610 002		K.K. CONTAINERS FOR STORAGE		138.00
01 2410 890 001	<i>Reimb. the Acct.</i>	U HAUL RENTAL GRAD STAGE		402.63
Total	Kps Reimbursement			609.13
	JUN 2025 HL RET P	Kps-Nprs	06/11/2025	827.10
01 1100 290 001		JUN 2025 HL RET		827.10
Total	Kps-Nprs			827.10
	0052511365	Matheson Tri-Gas Inc.	05/31/2025	79.10
01 1100 440 001 1430		SHOP TANK RENTAL		79.10
Total	Matheson Tri-Gas Inc.			79.10
	85849	Menards - Hastings	05/19/2025	109.50
01 2620 431 000		MINWAX AND STAIN/CARPET CLNR		109.50
Total	Menards - Hastings			109.50
	ESU9,10, 11 CTE JAN.	Meyer, Siera	06/03/2025	150.00
01 3551 890 000		CTE COLLABO RATION JAN. 28 2025		150.00
Total	Meyer, Siera	<i>S.M. Stipend</i>		150.00
	10939	Mid West Restaurant Supply	05/13/2025	569.22
01 2620 431 000		IGNITER		216.77
		<i>Convection oven</i>		

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 431 000		MILEAGE		150.00
01 2620 431 000		LABOR SAM		120.00
01 2620 431 000		LABOR JONATHAN		60.00
01 2620 431 000		FREIGHT/MAERIALS		22.45
	10975	Mid West Restaurant Supply	05/14/2025	961.09
01 2620 431 000		REPAIR WALK IN FREEZER REPAIR / FREON		961.09
	11380	Mid West Restaurant Supply	05/30/2025	148.48
01 2620 431 000		REPLACE SB FLAME SENSOR IN CONV. OVEN		148.48
Total		Mid West Restaurant Supply		1,678.79
	19637	MIGHTY DUCTS	05/21/2025	675.00
01 2610 890 000		HODD VENT CLEANED IN KITCHEN		675.00
Total		MIGHTY DUCTS		675.00
	KENESAW 9 MINT	Minden Courier, The	06/02/2025	48.75
01 2220 640 001		AUG.2025 - MAY 2026 9 MONTH PRINT ONLY		48.75
Total		Minden Courier, The		48.75
	N-53466	Ne Asso Of School Boards	03/31/2025	350.00
01 2310 650 000		BOARD LEADERSHIP ONLINE SURVEY		350.00
	N-53487	Ne Asso Of School Boards	05/19/2025	185.00
01 2310 810 000		KAY SIDDEERS SCHOOL LEADERS / LAW CONF		185.00
	N-53506	Ne Asso Of School Boards	05/22/2025	1,975.20
01 2310 810 000		BRD RTRT/BRD GOVERN/TRAVEL EXP.		1,975.20
Total		Ne Asso Of School Boards		2,510.20
	284	Perry, Guthery, Haase, & Gessford, Pc Llo	05/23/2025	1,389.60
01 2330 317 000		CALLS/EMAILS/SUPER CONTRACT		1,389.60
Total		Perry, Guthery, Haase, & Gessford, Pc Llo		1,389.60
	1158	PRAIRE LOFT	05/14/2025	112.00
01 1100 610 002		ELEM. FIELD TRIP		112.00
Total		PRAIRE LOFT		112.00
	19031 / 19026	RUSS'S MARKET STORE #7	05/12/2025	73.19
01 1100 610 001 1480		FOODS CLASS 19031		15.65
01 1100 610 001 1480		FOODS CLASS 19026		57.54
Total		RUSS'S MARKET STORE #7		73.19
	113112001 MAY 2025	Southern Power District	05/31/2025	3,827.67
01 2610 621 000		ELECTRICAL SERVICE MAY 2025 <u>BLDG</u>		3,777.49
01 2610 621 000		ELECTRICAL SERVICE MAY 2025 <u>SIGN</u>		50.18
Total		Southern Power District		3,827.67
	6031238873	Staples Business Advantage	04/30/2025	2,763.20
01 1100 610 001		2025-26 PAPER BUY TAX EXEMPT		1,381.60
01 1100 610 002		2025-26 PAPER BUY TAX EXEMPT		1,381.60
Total		Staples Business Advantage		2,763.20

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	336441	Time Management Systems	05/31/2025	188.88
01 2510 643 000		MONTHLY TMS CONTRACT MAY 25		188.88
Total	Time Management Systems	<i>Automatic Payment</i>		188.88
	0514363	UNIVERSITY OF MISSOURI-COLUMBIA AR	05/21/2025	1,770.00
01 2320 650 000		NEE USER / TRAINING FEES		1,770.00
Total	UNIVERSITY OF MISSOURI-COLUMBIA AR			1,770.00
	**2782 DON W.	Us Bank	05/19/2025	709.95
01 2410 890 001		TEACHER APPR. COFFEE		33.00
01 2410 890 002		TEACHER APPR. COFFEE		33.00
01 2410 890 002		ELEM. STUDENT OF THE MONTH PIZZA		4.99
01 2410 890 002		ELEM. STUDENT OF THE MONTH PIZZA		9.98
01 2410 890 002		ELEM. STUDENT OF THE MONTH PIZZA		9.98
01 1190 890 002		PRE K FIELD TRIP PETE'S SAFARI		444.00
01 2410 890 002		DON - HANDSHAKE REGISTRATION		175.00
	**2816	Us Bank	05/02/2025	288.75
01 2120 890 001		CCC 8TH GRADE MEALS CAFETERIA LINE		288.75
	**3515 RICK M.	Us Bank	05/19/2025	462.87
01 2320 890 000		NCSA RICK MEMBERSHIP		435.00
01 2320 890 000		WALMART SUPPLIES		27.87
	**4349 APRIL / MAY	Us Bank	05/24/2025	1,371.97
01 1100 890 001		WALMART MEMBERSHIP		104.86
01 2310 890 000		TEACHER APPR. DAY COOKIES		196.75
01 2620 431 000		CUSTODIAL SUPPLIES		137.50
01 1100 640 001 1199		PLANK RD PUBL. MUSIC K8 MAG		127.95
01 1100 610 002		ELEM. SUPPLIES		32.91
01 2220 890 001		BIG APPLE AR PARTY		520.00
01 2220 890 002		HASTINGS MUSEUM AR PARTY		84.00
01 2120 890 001		CCC ACT TESTING MEALS		100.00
01 2510 890 000		HASTINGS TRIBUNE ON LINE		3.00
01 2320 890 000		RICK REGISTRATION NDE		65.00
Total	Us Bank			2,833.54
	1316001 MAY 2025	Village Of Kenesaw	06/03/2025	965.60
01 2610 490 000		GARBAGE		240.00
01 2610 490 000		GARBAGE		97.50
01 2610 490 000		GARBAGE		30.00
01 2610 621 000		SEWER		20.00
01 2610 621 000		SEWER		33.37
01 2610 621 000		SEWER		20.00
01 2610 621 000		SEWER		9.53
01 2610 621 000		SEWER		20.00
01 2610 410 000		WATER		3.36
01 2610 410 000		WATER		19.00
01 2610 410 000		WATER		12.48
01 2610 410 000		WATER		64.25
01 2610 410 000		WATER		4.00
01 2610 410 000		WATER		64.25
01 2610 410 000		WATER		136.32

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 410 000		WATER		64.25
01 2610 410 000		WATER		64.25
01 2610 410 000		WATER		63.04
Total	Village Of Kenesaw			<u>965.60</u>

GF
65,653.95

Fund Number 01 65,653.95

Checking Account ID 1 65,653.95

Checking Account ID	Fund Number	ACTIVITY FUND		
5	05			
16XY-4Y1-NPWJ	AMAZON CAPITAL SERVICES		05/07/2025	24.53
05 2900 610 000 0100	QUEEN TIARAS - 4			24.53
1HYX-46Y9-LLWT	AMAZON CAPITAL SERVICES		05/07/2025	10.38
05 2900 610 000 0100	CARD STOCK FOR AWARDS			10.38
1K6X-G1GY-QGTH	AMAZON CAPITAL SERVICES		04/29/2025	9.99
05 2900 610 000 3030	POST PROM TATTOOS (ARRIVED LATE)			9.99
1YYK-7Y3Q-LPNH	AMAZON CAPITAL SERVICES		05/20/2025	16.99
05 2900 610 000 0100	TRACK SPIKES			16.99
Total	AMAZON CAPITAL SERVICES			<u>61.89</u>

5-71002/71010 05/25	AMERICAN EXPRESS		05/31/2025	119.46
05 2900 610 000 0100	STORAGE CONTAINERS			44.53
05 2900 610 000 0100	STORAGE CONTAINERS			136.56
05 2900 610 000 0100	CREDIT POINT			(61.63)
Total	AMERICAN EXPRESS			<u>119.46</u>

68456	Business World Products		05/08/2025	97.50
05 2900 610 000 0100	ATHLETIC AWARDS			97.50
Total	Business World Products			<u>97.50</u>

1460487	Cash-Wa Distributing Co.		05/31/2025	50.00
05 2900 610 000 2662	CONCESSIONS HAMBURGER PATTY TRACK			50.00
Total	Cash-Wa Distributing Co.			<u>50.00</u>

G25334	Computer Hardware - Kearney		05/31/2025	75.00
05 2900 610 000 4724	REPAIR - UNABLE TO REPAIR			75.00
Total	Computer Hardware - Kearney			<u>75.00</u>

615071	HART FLOORS, INC		06/04/2025	500.00
05 2900 610 000 0100	SOUTH GYM FLOOR REFINISHED (ALICAP BY R			500.00
Total	HART FLOORS, INC			<u>500.00</u>

0100 MAY 2025	Kenesaw Market		05/31/2025	9.98
05 2900 610 000 0100	HOT DOGS FOR TRACK			9.98
Total	Kenesaw Market			<u>9.98</u>

RED CROSS NHS SCHOL	SCHUKEI, ELISE		06/04/2025	333.35
05 2900 610 000 0520	RED CROSS NHS SCHOLARSHIP			333.35

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
		ELISE		
Total	SCHUKEI, ELISE			333.35
	1 TVC 051625	Twin Valley Conference	05/16/2025	500.00
	DUES			
05 2900 610 000 0100		TVC CONFERENCE DUES 25-26		500.00
Total	Twin Valley Conference			500.00
	NHS RED	UDEN, CHASE	06/04/2025	333.35
	CROSS SCHOL			
05 2900 610 000 0520		NHS RED CROSS SCHOLARSHIP		333.35
Total	UDEN, CHASE			333.35
	NHS RED	UDEN, JORJA	06/04/2025	333.35
	CROSS SCHOL			
05 2900 610 000 0520		NHS RED CROSS SCHOLARSHIP - JORJA		333.35
Total	UDEN, JORJA			333.35
	**4349 APRIL / MAY	Us Bank	05/24/2025	76.17
05 2900 610 000 2026		JR. CLASS PROM SANDWICHES		76.17
Total	Us Bank			76.17
	6112819503	Verizon Wireless	05/06/2025	90.02
05 2900 610 000 0100		JET PACK FOR ATHLETICS APRIL 25		45.01
05 2900 610 000 0100		JET PACK FOR ATHLETICS MAY 25		45.01
Total	Verizon Wireless			90.02
	WRESTLING CAMP 25	WILBER CLATONIA WRESTLING CLUB	06/06/2025	675.00
05 2900 610 000 3670		KENESAW WRESTLING CAMP 2025		675.00
Total	WILBER CLATONIA WRESTLING CLUB			675.00
Fund Number	05			3,255.07
Checking Account ID	5			3,255.07
Checking Account ID	6	Fund Number 06	NUTRITION FUND	
	ACCT 124502	Cash-Wa Distributing Co.	05/31/2025	2,273.12
	MAY 202			
06 3100 610 000		VYNLE GLOVES		47.60
06 3100 630 000		FOOD EXPENSE MAY		2,225.52
Total	Cash-Wa Distributing Co.			2,273.12
	111032	Hiland Dairy Foods Co. Llc	05/06/2025	131.44
06 3100 630 000		MILK		131.44
	1114964	Hiland Dairy Foods Co. Llc	05/02/2025	297.30
06 3100 630 000		MILK		297.30
	1115033	Hiland Dairy Foods Co. Llc	05/06/2025	22.59
06 3100 630 000		MILK		22.59
	1115142	Hiland Dairy Foods Co. Llc	05/09/2025	215.48
06 3100 630 000		MILK		215.48
	1115208	Hiland Dairy Foods Co. Llc	05/13/2025	21.45
06 3100 630 000		MILK		21.45

Activity
3,255.07

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total		Hiland Dairy Foods Co. Llc		688.26
	3215 MAY 2025	Kenesaw Market	05/31/2025	38.66
06 3100 610 000		PAPER TOWELS		38.66
	3215 MAY 25	Kenesaw Market	05/31/2025	14.87
06 3100 630 000		FOOD EXPENSE		14.87
	KITCHEN FOOD 3215	Kenesaw Market	05/05/2025	29.43
06 3100 630 000		FOOD		25.21
06 3100 610 000		SUPPLIES		4.22
Total		Kenesaw Market		82.96
Fund Number	06			3,044.34
Checking Account ID	6			3,044.34
Grand Total:				71,953.36

Lunch
3,044.34

Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 06/2025

<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
Checking Account ID: 1						
ADD						
BUS Bus Driver	2,958.00					
BUS18 BUS 18 + SPED	278.10					
BUS2 BUS Noon Route PRE K	37.08					
COMPTIME Comp Time	760.36					
DANCESPON DANCE COACH	392.00					
EDP1 Extra Duty	175.00					
HOLIDAY Holiday	946.48					
HRLYSTUDEN HOURLY STUDENT (NO TAX)	167.13				000	
HRY1 Hourly	32,007.01					0 • 00G+
HRYKEN HOURLY KENESAW SCHOOL	400.00					
MILEAGE Mileage	84.00					
OVT1 Overtime	1,313.93					
PERSONAL Personal	473.17					
SICK Sick	2,946.55					
SUB Substitute	3,150.00					
SUBTAX Substitute taxed	262.50					
VACATION Vacation	2,264.00					
	<u>48,615.31</u>					
			A			
CONTRACT						
7THSPON 7TH GR SPONSOR	52.27					
8THSPON 8TH GRADE SPONSOR	52.27					
AD ATHLETIC DIRECTOR	490.00					
C01 Salary	167,861.21					
C02 Salary	1,400.58					
CONCESSPON CONCESSIONS SPONSOR	71.87					
CROSSCO CROSS COUNTRY COACH	539.00					
EDRISING EDUCATORS RISING	52.27					
ELEMSAT ELEMENTARY SAT CHAIR PERSON	25.00					
EXTENDCONT EXTENDED CONTRACT	488.22					
FBLASPON FBLA SPONSOR	179.67					
FFASPON FFA SPONSOR	261.33					
FRESHSPON FRESHMAN SPONSOR	52.27					
HEADBOYBB HEAD BOYS BASKETBALL COACH	490.00					
HEADBOYTRA HEAD BOYS TRACK COACH	539.00					
HEADFB HEAD FOOTBALL COACH	457.33					
HEADGIRLBB HEAD GIRLS BASKETBALL COACH	490.00					
HSASSBTRA HS ASSISTANT BOYS TRACK	588.00					
HSASSGTRA HS ASSISTANT GIRLS TRACK	277.67					
HSASSTBBB HS ASSISTANT BOYS BB	326.67					
HSASSTFB HS ASSISTANT FB COACH	865.66					
HSASSTGBB HS ASSISTANT GIRLS BASKETBALL COACH	310.33					
HSASSTVB HS ASSISTANT VOLLEYBALL	718.67					
HSSAT HS SAT CHAIR PERSON	25.00					
HSWREST HS WRESTLING COACH	392.00					
JHASSTFB JH ASSISTANT FB COACH	114.33					
JHASSTGTRA JH ASSISTANT GIRLS TRACK	114.33					
JHBOYSBB JH BOYS BB	114.33					

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Pg 2
002
Total
48,615.31 +
180,010.65 +
228,625.96G+

Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 06/2025

PIK/Gross	Amount	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name
JHBOYSTRAC JH BOYS TRACK		114.33				
JHFB JH FOOTBALL COACH		114.33				
JHGIRLBB JH GIRLS BB		114.33				
JHTRACK JH TRACK COACH		81.67				
JHVB JH VOLLEYBALL		212.33				
JHWREST JH WRESTLING COACH		114.33	000			
JOURNYRB JOURNALISM / YEARBOOK		65.33				
JUNIORSPO JUNIOR SPONSOR		150.27				
MUSICIV MUSIC I & V		277.67				
NHS NATIONAL HONOR SOCIETY SPONSOR		52.27				
ONEACT ONE ACT COACH		310.33				
QUIZBOWL QUIZ BOWL SPONSOR		78.40				
SENIORSPO SENIOR SPONSOR		62.06	003			
SKILLSUSA SKILL USA SPONSOR		179.67				
SOCIALMEDI SOCIAL MEDIA/WEB PAGE		78.40				
SOPHSPON SOPHOMORE SPONSOR		52.27	000			
SPEDCOORD SPED COORDINATOR		33.33				
SPEECH SPEECH SPONSOR		294.00				
STRIVTV STRIV TV SPONSOR		114.33				
STUCOSPO STUDENT COUNCIL SPONSOR		78.40				
XTRADUTY1 Extra Duty		83.32				
		<u>180,010.65</u>				

Employee Deductions

Total Deductions

A 71,235.09 +
B 43,293.29 +
C 56,253.61 +

D 4,749.64 +
E 21,538.95 +
F 39,015.92 +
G 65,304.51G +

Total 170,781.99G +

G 65,304.51 -
 228,625.96 +

Net pay 163,321.45G +
 (H)

DEDUCTION

AFLAC AFLAC Insurance	20,411.23	240.07		240.07	AFLAC	AFLAC of Columbus
AFLACTAXED AFLAC TAXED		154.18		154.18	AFLAC	AFLAC of Columbus
AMERITAS AMERITAS		346.81	26.48	373.29	AMERITAS	AMERITAS LIFE INSURANCE CORP
DAYCARE Day Care	5,455.33	150.00		150.00	KENECAPT	Kenesaw Public School
DENTAL Pre-Tax Dental	161,846.82	1,148.58	1,309.40	2,457.98	BCBS	Bluecrossblue Shield Of Nebraska
HEALTHCERT Health CERT	152,858.86		59,364.49	59,364.49	BCBS	Bluecrossblue Shield Of Nebraska
HEALTHCLAS HEALTH CLASS			5,485.08	5,485.08	BCBS	Bluecrossblue Shield Of Nebraska
MEDEXP Med Exp-Flex	42,238.98	1,160.00		1,160.00	KENECAPT	Kenesaw Public School
TSAAMERICA TSAAMERICA		600.00		600.00	TSAAMERICA	AMERICAN FUNDS
TSAEMPOWNT TSAEmpower No	8,628.49	250.00	300.00	550.00	EMPOWER	GREAT WEST LIFE & ANNUITY
TSAEMPOWTA TSAEmpower Tax	11,033.47	700.00		700.00	EMPOWER	GREAT WEST LIFE & ANNUITY
	<i>D</i>	4,749.64	66,485.45	0.00	71,235.09	<i>A</i>
RET DEDUCTION						
NPERS RETIREMENT	220,234.51	21,538.95	16,193.41	37,732.36	RET	NEBRASKA SCHOOL RETIREMENT A SYS
NPERS2 INCREASED RETIR	220,234.51		5,560.93	5,560.93	RET	NEBRASKA SCHOOL RETIREMENT A SYS
	<i>E</i>	21,538.95	21,754.34	0.00	43,293.29	<i>B</i>
TAX						
FIT FIT	203,107.55	15,033.43		15,033.43	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
FUTA FUTA	206,947.46					
MEDICARE MEDICARE	225,329.37	3,267.30	3,267.30	6,534.60	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SITNE SIT NE	203,107.55	6,744.80		6,744.80	SITNE	NEBRASKA DEPARTMENT OF REVENUE A
SOCSEC SOC SEC	225,329.37	13,970.39	13,970.39	27,940.78	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SUTANE SUTA NE	203,107.55					
WCNE WORK COMP NE	228,511.41					
	<i>F</i>	39,015.92	17,237.69	0.00	56,253.61	<i>C</i>

Net Pay: 163,321.45
 Cash Total: 334,103.44

(H)

Payroll Register - Totals

Posted; Payroll Type Extra, Pay Off Contracts, Regular, Void; Processing Month 06/2025

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
Non - FIT Taxable Deductions		25,434.41					
Non - SIT Taxable Deductions		25,434.41					
Non - SOC SEC Taxable Deductions		3,295.46					
Non - MEDICARE Taxable Deductions		3,295.46					
Direct Deposits		160,074.05					
Automatic Payments		99,546.90					
Adds + Contracts + Deduction Adds		228,625.96					

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
Checking Account ID: 6							
ADD							
HR1HL HOURLY HOT LUNCH			5,053.93				
			<u>5,053.93</u>				
DEDUCTION							
DENTAL Pre-Tax Dental	1,617.12		30.13		30.13	BCBS	Bluecrossblue Shield Of Nebraska
HEALTHCLAS HEALTH CLASS			804.30		804.30	BCBS	Bluecrossblue Shield Of Nebraska
			<u>834.43</u>		<u>834.43</u>		
RET DEDUCTION							
NPERS2HL HL INC. RET.	4,207.52		106.24		106.24	KENERETHL	Kenesaw Public School Retirement HOT LUNCH D
NPERSHL HL RETIREMENT	4,207.52	411.49	309.37		720.86	KENERETHL	Kenesaw Public School Retirement HOT LUNCH D
		<u>411.49</u>	<u>415.61</u>		<u>827.10</u>		
TAX							
FIT FIT	4,642.44	179.78			179.78	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
FUTA FUTA	4,642.44						
MEDICARE MEDICARE	5,053.93	73.29	73.29		146.58	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SITNE SIT NE	4,642.44	91.02			91.02	SITNE	NEBRASKA DEPARTMENT OF REVENUE A
SOCSEC SOC SEC	5,053.93	313.33	313.33		626.66	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SUTANE SUTA NE	4,642.44						
WCNE WORK COMP NE	5,053.93						
		<u>657.42</u>	<u>386.62</u>		<u>1,044.04</u>		

Non - FIT Taxable Deductions	411.49
Non - SIT Taxable Deductions	411.49
Non - SOC SEC Taxable Deductions	0.00
Non - MEDICARE Taxable Deductions	0.00
Direct Deposits	4,812.12
Automatic Payments	1,044.04
Adds + Contracts + Deduction Adds	5,053.93

Net Pay: 3,985.02 (H)
Cash Total: 6,690.59

000
Total Deductions 0.00G+
A 834.43 +
B 827.10 +
C 1,044.04 +
003
Total 2,705.57G+
000
GROSS WAGES D 0.00G+
5,053.93 +
E 411.49 -
F 657.42 -
003
Net Pay 3,985.02G+ (H)

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User ID: SLU

Expenditure Report by Function/Object - Summary

Regular; Processing Month 06/2025

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
6200	28,494.00	2,778.87	28,027.53	98.36	466.47	0.00	0.00	466.47
6210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6212	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6402	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6404	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	2,147.00	0.00	0.00	0.00	2,147.00	0.00	0.00	2,147.00
6408	74,746.00	0.00	0.00	0.00	74,746.00	0.00	0.00	74,746.00
6410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	5,913.00	0.00	0.00	0.00	5,913.00	0.00	0.00	5,913.00
6417	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6418	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6590	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	0.00	0.00	1,500.00	0.00	(1,500.00)	0.00	0.00	(1,500.00)
6969	12,943.00	0.00	0.00	0.00	12,943.00	0.00	0.00	12,943.00
6990	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	31,088.00	0.00	2,953.06	9.50	28,134.94	0.00	0.00	28,134.94
6996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000	498,000.00	0.00	75,000.00	125.00	(15,000.00)	0.00	0.00	(15,000.00)
9002	0.00	0.00	0.00	0.00	498,000.00	0.00	0.00	498,000.00
9003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9999	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	6,135,500.00	399,757.39	4,486,313.89	73.12	1,649,186.11	0.00	0.00	1,649,186.11

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Function Number

Expenditure Report by Function/Object - Summary

Regular; Processing Month 06/2025

User ID: SLU

02 DEPRECIATION
 2900 DEPRICIATION FUND DISBURSEMENTS
 4700 BUILDING IMPROVEMENTS
 9000 NON-PROGRAM
 02 DEPRECIATION

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
800,000.00	0.00	39,469.69	4.93	760,530.31	0.00	0.00	760,530.31
0.00	0.00	76,669.00	0.00	(76,669.00)	0.00	0.00	(76,669.00)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800,000.00	0.00	116,138.69	14.52	683,861.31	0.00	0.00	683,861.31

Expenditure Report by Function/Object - Summary

Regular; Processing Month 06/2025

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Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
05 ACTIVITY FUND								
2900 DEPRICIATION FUND DISBURSEMENTS	0.00	3,255.07	218,031.69	0.00	(218,031.69)	0.00	0.00	(218,031.69)
9000 NON-PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 ACTIVITY FUND	0.00	3,255.07	218,031.69	0.00	(218,031.69)	0.00	0.00	(218,031.69)

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Regular; Processing Month 06/2025

User ID: SLU

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
06								
3100	245,000.00	9,734.93	218,858.15	89.33	26,141.85	0.00	0.00	26,141.85
6800	0.00	0.00	9,704.33	0.00	(9,704.33)	0.00	0.00	(9,704.33)
6996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000	105,000.00	0.00	0.00	0.00	105,000.00	0.00	0.00	105,000.00
06	350,000.00	9,734.93	228,562.48	65.30	121,437.52	0.00	0.00	121,437.52

NUTRITION FUND

FOOD SERVICES OPERATIONS

FEDERAL NUTRITION PROGRAMS

CARES ACT/ESSERS I FUNDS

NON-PROGRAM

NUTRITION FUND

06/06/2025 11:34 AM

Function Number

Expenditure Report by Function/Object -
Summary

Regular; Processing Month 06/2025

User ID: SLU

Function Number	Revised Budget	Expended During Month	Regular; Processing Month 06/2025 Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
07								
2330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	341,500.00	0.00	331,137.50	96.97	10,362.50	0.00	0.00	10,362.50
9000	368,500.00	0.00	0.00	0.00	368,500.00	0.00	0.00	368,500.00
07	710,000.00	0.00	331,137.50	46.64	378,862.50	0.00	0.00	378,862.50

BOND FUND
 DISTRICT LEGAL SERVICES
 DEBT SERVICES
 NON-PROGRAM
 BOND FUND

06/06/2025 11:34 AM

Function Number

Regular; Processing Month 06/2025

User ID: SLU

Expenditure Report by Function/Object - Summary

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
08								
2330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	0.00	0.00	6,000.00	0.00	(6,000.00)	0.00	0.00	(6,000.00)
4700	1,095,000.00	0.00	400,000.00	36.53	695,000.00	0.00	0.00	695,000.00
5000	80,000.00	0.00	73,024.33	91.28	6,975.67	0.00	0.00	6,975.67
8000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000	125,000.00	0.00	0.00	0.00	125,000.00	0.00	0.00	125,000.00
9003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	1,300,000.00	0.00	479,024.33	36.85	820,975.67	0.00	0.00	820,975.67

SPECIAL BUILDING
 DISTRICT LEGAL SERVICES
 OPERATION OF BUILDING CUSTODIAL
 BUILDING IMPROVEMENTS
 DEBT SERVICES
 TRANSFERS (OUTGOING)
 NON-PROGRAM
 INTERFUND LOAN FROM SPEC. BLDG
 SPECIAL BUILDING

Expenditure Report by Function/Object - Summary

Regular; Processing Month 06/2025

Expenditures to Date

Expended During Month

Revised Budget

Unencumbered Balance

P/O Outstanding

A/P Outstanding

Balance at EOM

% of Budget

9,295,500.00

412,747.39

5,859,208.56

63.03

3,436,291.42

0.00

0.00

3,436,291.42

06/2025 - 06/2025

Regular; Beginning Month 06/2025; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name		
06/11/2025	CD	NHS RED CROSS SCHOL	5	14296	NHS RED CROSS SCHOLARSHIP	UDEN, CHASE	333.35	0.00
06/11/2025	CD	NHS RED CROSS SCHOL	5	14297	NHS RED CROSS SCHOLARSHIP - JORJA	UDEN, JORJA	333.35	0.00
06/11/2025	CD	RED CROSS NHS SCHOL	5	14294	RED CROSS NHS SCHOLARSHIP ELISE	SCHUKEI, ELISE	333.35	0.00
05 704 0520		NATIONAL HONOR SOCIETY				*Current Activity	1,000.05	0.00
						*Ending Balance:		3,110.73
05 704 0530		STUDENT COUNCIL				*Previous Balance	0.00	5,453.04
						*Ending Balance:	0.00	5,453.04
05 704 1500		BAND				*Previous Balance	0.00	131.40
						*Ending Balance:	0.00	131.40
05 704 1510		DRAMATICS				*Previous Balance	0.00	251.96
						*Ending Balance:	0.00	251.96
05 704 1520		LIBRARY				*Previous Balance	0.00	5,908.94
						*Ending Balance:	0.00	5,908.94
05 704 1530		DANCE SQUAD				*Previous Balance	0.00	857.15
						*Ending Balance:	0.00	857.15
05 704 1535		CHEERLEADER				*Previous Balance	0.00	4,165.37
						*Ending Balance:	0.00	4,165.37
05 704 2023		CLASS OF 2023				*Previous Balance	0.00	57.25
						*Ending Balance:	0.00	57.25
05 704 2024		CLASS OF 2024				*Previous Balance	0.00	192.40
						*Ending Balance:	0.00	192.40
05 704 2025		CLASS OF 2025				*Previous Balance	0.00	(5.06)
						*Ending Balance:	0.00	(5.06)
05 704 2026		CLASS OF 2026				*Previous Balance		4,055.46
05 704 2026		CLASS OF 2026				*Ending Balance:		
05 2900 610 000 2026		CLASS OF 2026				*Previous Balance		
06/11/2025	CD	**4349 APRIL/ MAY	5	14298	JR. CLASS PROM SANDWICHES	Us Bank	76.17	0.00
05 704 2026		CLASS OF 2026				*Current Activity		(76.17)
						*Ending Balance:	76.17	3,979.29
05 704 2027		CLASS OF 2027				*Previous Balance	0.00	5,808.43
						*Ending Balance:	0.00	5,808.43

Regular; Beginning Month 06/2025; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05		ACTIVITY FUND										
Chart of Account Number	Entry Date	JR	Reference #	Chart of Account Description	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
05 704 2028				CLASS OF 2028				*Previous Balance	0.00	0.00	0.00	3,193.69
								*Ending Balance:				3,193.69
05 704 2029				CLASS OF 2029				*Previous Balance	0.00	0.00	0.00	680.00
								*Ending Balance:				680.00
05 704 2030				CLASS OF 2030				*Previous Balance	0.00	0.00	0.00	922.84
								*Ending Balance:				922.84
05 704 2520				SHOP				*Previous Balance	0.00	0.00	0.00	1,405.19
								*Ending Balance:				1,405.19
05 704 2530				FBLA				*Previous Balance	0.00	0.00	0.00	267.67
								*Ending Balance:				267.67
05 704 2662				CONCESSIONS				*Previous Balance	0.00	0.00	0.00	10,868.34
05 704 2662				CONCESSIONS								
05 2900 610 000 2662				CONCESSIONS								
	06/11/2025	CD	1460487	5		14290	CONCESSIONS HAMBURGER PATTY TRACK	Cash-Wa Distributing Co.	50.00	0.00	0.00	
05 704 2662				CONCESSIONS				*Current Activity				(50.00)
								*Ending Balance:	50.00	0.00	0.00	10,818.34
05 704 2782				ART CLUB FUND BALANCE				*Previous Balance	0.00	0.00	0.00	1,491.85
								*Ending Balance:				1,491.85
05 704 2874				BUSINESS/ACCOUNT				*Previous Balance	0.00	0.00	0.00	203.61
								*Ending Balance:				203.61
05 704 3030				MISCELLANEOUS				*Previous Balance	0.00	0.00	0.00	4,755.83
05 704 3030				MISCELLANEOUS								
05 2900 610 000 3030				MISCELLANEOUS								
	06/11/2025	CD	1K6X-G1GY-QGTH	5		14287	POST PROM TATTOOS (ARRIVED LATE)	AMAZON CAPITAL SERVICES	9.99	0.00	0.00	
05 704 3030				MISCELLANEOUS				*Current Activity				(9.99)
								*Ending Balance:	9.99	0.00	0.00	4,745.84
05 704 3035				POP MACHINE				*Previous Balance	0.00	0.00	0.00	601.38
								*Ending Balance:				601.38
05 704 3040				QUEST				*Previous Balance	0.00	0.00	0.00	6,451.59
								*Ending Balance:				6,451.59
05 704 3374				FUND BALANCE ED RISING				*Previous Balance	0.00	0.00	0.00	3,281.90

06/2025 - 06/2025
Regular; Beginning Month 06/2025; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Entry Date	JR	Reference #	Chart of Account Description	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
05 704 3429				EHA WELLNESS ACCOUNT				*Ending Balance:	0.00	0.00	0.00	3,281.90
05 704 3536				ELEMENTARY T-SHIRTS				*Previous Balance	0.00	0.00	0.00	5,041.45
05 704 3668				FOOTBALL FUNDRAISING				*Ending Balance:	0.00	0.00	0.00	5,041.45
05 704 3669				VOLLEYBALL				*Previous Balance	0.00	0.00	0.00	132.00
05 704 3670				WRESTLING FUND RAISING				*Ending Balance:	0.00	0.00	0.00	132.00
05 704 3670				WRESTLING FUND RAISING				*Previous Balance	0.00	0.00	0.00	1,246.80
05 2900 610 000 3670	06/11/2025	CD		WRESTLING CAMP 2025	14300		KENESAW WRESTLING CAMP 2025		0.00	0.00	0.00	1,246.80
05 704 3670				WRESTLING FUND RAISING				*Ending Balance:	0.00	0.00	0.00	4,556.03
05 704 3670				WRESTLING FUND RAISING				*Previous Balance	0.00	0.00	0.00	4,556.03
05 704 4000				HOOPS TOURNAMENT				*Ending Balance:	675.00	0.00	0.00	1,234.52
05 704 4722				GRADUATED CLASSES				WILBER CLATONIA WRESTLING CLUB	675.00	0.00	0.00	(675.00)
05 704 4724				CHROME BOOK ACCOUNT				*Current Activity				599.52
05 704 4724				CHROME BOOK ACCOUNT				*Ending Balance:	675.00	0.00	0.00	6,636.73
05 2900 610 000 4724	06/11/2025	CD		CHROME BOOK ACCOUNT				*Previous Balance	0.00	0.00	0.00	6,636.73
05 704 4724				CHROME BOOK ACCOUNT				*Ending Balance:	0.00	0.00	0.00	8,425.00
05 704 4724				CHROME BOOK ACCOUNT				*Previous Balance	0.00	0.00	0.00	8,425.00
05 704 7274				SCRIP CARD				*Ending Balance:	75.00	0.00	0.00	5,516.02
05 704 7545				SKILLS USA				Computer Hardware - Kearney	75.00	0.00	0.00	(75.00)
05 704 7733				SPEECH FUND RAISER				*Current Activity				5,441.02
05 704 7737				PRESCHOOL PARTNERSHIP				*Ending Balance:	75.00	0.00	0.00	20,027.34
								*Previous Balance	0.00	0.00	0.00	20,027.34
								*Ending Balance:	0.00	0.00	0.00	3,145.19
								*Previous Balance	0.00	0.00	0.00	3,145.19
								*Ending Balance:	0.00	0.00	0.00	580.03
								*Previous Balance	0.00	0.00	0.00	580.03
								*Ending Balance:	0.00	0.00	0.00	3,648.00
								*Previous Balance	0.00	0.00	0.00	3,648.00

06/2025 - 06/2025

Regular; Beginning Month 06/2025; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704		7867		SCHOOL STORE PRE K - 6				*Ending Balance:	0.00	0.00	0.00	3,648.00
								*Previous Balance	0.00	0.00	0.00	1,720.86
05 765				FUND BALANCE				*Ending Balance:	0.00	0.00	0.00	1,934.38
								*Previous Balance	0.00	0.00	0.00	1,934.38
								Fund Total:	3,255.07	0.00	0.00	154,180.39

May

Regular, Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05		ACTIVITY FUND		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05 704			FUND BALANCE			*Previous Balance	0.00	0.00	0.00	3,061.56
			ATHLETICS			*Ending Balance:				3,061.56
			ATHLETICS			*Previous Balance				22,564.74
			ATHLETICS							
					ATHLETICS - CARD FOB		0.00	100.00		
					ATHLETICS LOST SWEATS		0.00	5.00		
					ATHLETICS - CARD FOB		0.00	50.00		
					ATHLETICS TVC SCHOLAR		0.00	100.00		
					HEARTLAND LUTH FAC USAGE		0.00	300.00		
					ATHLETICS CARD FOB KP		0.00	50.00		
			ATHLETICS							
					ATHLETIC AWARDS	Business World Products	300.00	0.00		
					DMC 2025	Elm Creek Public School	244.72	0.00		
					JH TRACK 5/12	Elm Creek Public School	100.00	0.00		
					5/8 TRACK FEE	Lawrence Nelson Public School	175.00	0.00		
					DIST TRACK FEE	Lawrence Nelson Public School	50.00	0.00		
					ATHLETICS MILK 114250	Hiland Dairy Foods Co. Lic	41.40	0.00		
					ATHLETICS MILK 1144418	Hiland Dairy Foods Co. Lic	41.40	0.00		
					ATHLETICS MILK 1144492	Hiland Dairy Foods Co. Lic	20.70	0.00		
					ACTIVITY MILK 1114669	Hiland Dairy Foods Co. Lic	20.70	0.00		
					HOSPITALITY ROOM TRACK	Kenesaw Market	93.82	0.00		
					3 ROOMS COACHES CLINIC	Us Bank	430.52	0.00		
					04/05 - 04/07					
					CHENILE LETTER 6" K FOR AWARDS NIGHT	Business World Products	299.00	0.00		
					MEAL REFUND GRADUATED	KATZBERG, ANGIE	28.70	0.00		
					1/8" TRACK SPIKE PYRAMID (100 PK)	BSN SPORTS	38.50	0.00		
					TRACK UNIFORMS	BSN SPORTS	6,871.11	0.00		
					PANT/HOODIES/GIRLS SHORTS					
					BLUE PLASTIC TABLE COVERING FOR BANQUITE	AMERICAN EXPRESS	56.80	0.00		
					BROKE CHAIR BALL - REIMB. CALEB R.	AMERICAN EXPRESS	18.03	0.00		
					CREDIT FOR LATE PAYMENT DUE TO MAIL SERV	AMERICAN EXPRESS	(30.19)	0.00		
					3/16" TRACK SPIKE PYR	BSN SPORTS	17.11	0.00		
					TRACK MEALS 17	Adams County Bank - Cash	850.00	0.00		
					TRACK MEALS 1 - 3	Adams County Bank - Cash	30.00	0.00		

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance	
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance
05/21/2025	CD	25-26 COACHES	5	14283	COACHES 25-26	Nebraska Coaches Association	1,145.00	0.00	(10,239.32)
05 704 0100					ATHLETICS	*Current Activity			
05 704 0283					CTE FUND BALANCE	*Ending Balance:	10,844.32	605.00	12,325.42
05 704 0332					FFA / AG	*Previous Balance			5,120.00
05 704 0332					FFA / AG	*Ending Balance:	0.00	0.00	5,120.00
05 1710 0332					FFA / AG	*Previous Balance			3,130.12
05/02/2025	CR	4506			FFA PLANT SALES		0.00	1,391.00	
05 2900 610 000 0332					FFA/AG				
05/12/2025	CD	2025-1353	5	14270	FFA MAPS PACKAGE JUNE 16 -17 2025	LEADERSHIP CENTER, THE	1,155.00	0.00	
05/12/2025	CD	HAMPTON INN FFA	5	14272	FFA HOTEL 04/11/25	Us Bank	960.00	0.00	
05/12/2025	CD	0332 FFA APR 2025	5	14269	FFA BANQUIT 0332	Kenesaw Market	514.32	0.00	
05/14/2025	CD	2378 BAL DUE	5	14274	FFA/AG PLANTS	JANET'S JUNGLE, INC	24.50	0.00	
05/20/2025	CD	STMT 5/14/25	5	14279	DIST PROG DUES	GIBBENS, DAVID	180.00	0.00	
05 704 0332					FFA / AG	*Current Activity			(1,442.82)
05 704 0500					ANNUAL	*Ending Balance:	2,833.82	1,391.00	1,687.30
05 704 0500					ANNUAL	*Previous Balance			(3,009.99)
05 1710 0500					ANNUAL				
05/12/2025	CR	4510			CASH SALES		0.00	375.00	
05/12/2025	CR	4510			CHECK SALES		0.00	755.00	
05/12/2025	CR	4511			YEARBOOK CHECKS		0.00	1,760.00	
05/20/2025	CR	4514			YEARBOOK L SCHADE		0.00	45.00	
05 704 0500					ANNUAL	*Current Activity			2,935.00
05 704 0500					ANNUAL	*Ending Balance:	0.00	2,935.00	(74.99)
05 704 0510					K-CLUB	*Previous Balance			6,360.81
05 704 0520					NATIONAL HONOR SOCIETY	*Ending Balance:	0.00	0.00	6,360.81
05 704 0530					STUDENT COUNCIL	*Previous Balance			4,110.78
05 704 0530					STUDENT COUNCIL	*Ending Balance:	0.00	0.00	4,110.78
05 2900 610 000 0530					STUDENT COUNCIL	*Previous Balance			4,110.78
05/12/2025	CD	19023	5	14271	STUCO TEACHER APPREC. DAY	RUSS'S MARKET STORE #7	43.96	0.00	5,497.00

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description			(43.96)
05 704 0530			STUDENT COUNCIL					
				*Current Activity	43.96	0.00	0.00	5,453.04
				*Ending Balance:				131.40
05 704 1500			BAND	*Previous Balance	0.00	0.00	0.00	131.40
				*Ending Balance:				251.96
05 704 1510			DRAMATICS	*Previous Balance	0.00	0.00	0.00	251.96
				*Ending Balance:				5,908.94
05 704 1520			LIBRARY	*Previous Balance	0.00	0.00	0.00	5,908.94
				*Ending Balance:				857.15
05 704 1530			DANCE SQUAD	*Previous Balance	0.00	0.00	0.00	857.15
				*Ending Balance:				3,900.81
05 704 1535			CHEERLEADER					
05 704 1535			CHEERLEADER					
05 1710 1535			CHEERLEADER					
	05/12/2025	CR	4512		0.00	150.00		
	05/12/2025	CR	4512		0.00	120.00		
	05/12/2025	CR	4512		0.00	62.00		
	05/16/2025	CR	4513		0.00	294.25		
	05/16/2025	CR	4513		0.00	61.50		
05 2900 610 000 1535			Cheerleader					
	05/12/2025	CD	FRAMES	14260	14.99	0.00		
	05/21/2025	CD	CHEER EXP	14281	268.89	0.00		
	05/21/2025	CD	CHEER EXP	14281	72.68	0.00		
	05/21/2025	CD	CHEER EXP	14281	60.15	0.00		
	05/21/2025	CD	CHEER GIFTS	14284	6.48	0.00		
05 704 1535			CHEERLEADER					
				*Current Activity	423.19	687.75	0.00	4,165.37
				*Ending Balance:				57.25
05 704 2023			CLASS OF 2023	*Previous Balance	0.00	0.00	0.00	57.25
				*Ending Balance:				192.40
05 704 2024			CLASS OF 2024	*Previous Balance	0.00	0.00	0.00	192.40
				*Ending Balance:				(56.66)
05 704 2025			CLASS OF 2025					
05 704 2025			CLASS OF 2025					
05 1710 2025			CLASS OF 2025					
	05/12/2025	CR	4509		0.00	540.00		
	05/16/2025	CR	4513		0.00	10.00		
			GRAD FLOWERS					
			GRAD FLOWERS					

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name		
05 2900 610 000 2025			CLASS OF 2025					
05/08/2025	CD *	GRAD 2025 PYMT	5	14258	Correction: GRAD FLOWERS 2025	MINDEN FLORAL & GIFTS	0.00	0.00
05/08/2025	CD	EHA WELLNESS 25	5	14253	EHA Wellness	BREIGHT, HEATHER J	0.00	0.00
05/08/2025	CD	GRAD 2025 PYMT	5	14258	GRAD FLOWERS 2025	MINDEN FLORAL & GIFTS	0.00	0.00
05/08/2025	CD *	GRAD 2025 PYMT	5	14258	Reversal: GRAD FLOWERS 2025	MINDEN FLORAL & GIFTS	(300.00)	0.00
05/08/2025	CD	EHA WELLNESS 25	5	14253	EHA Wellness	BREIGHT, HEATHER J	(233.00)	0.00
05/12/2025	CD	EHA WELLNESS 2025	5	14281	WORKOUT CLOTHEING/FITNESS APP	BREIGHT, HEATHER J	213.40	0.00
05 704 2025			CLASS OF 2025				498.40	550.00
05 704 2026			CLASS OF 2026				0.00	(5.06)
05 704 2026			CLASS OF 2026					4,788.62
05 2900 610 000 2026			CLASS OF 2026					
05/12/2025	CD	2026 JR. CLASS APR.	5	14269	JR. / SR. PROM DRINKS 2026	Kenesaw Market	51.09	0.00
05/12/2025	CD	16TK-1G11-LFLT	5	14259	JR/SR PROM SUPPLIES	AMAZON CAPITAL SERVICES	682.07	0.00
05 704 2026			CLASS OF 2026				733.16	0.00
05 704 2027			CLASS OF 2027				0.00	4,055.46
05 704 2027			CLASS OF 2027					4,940.02
05 1710 2027			CLASS OF 2027					
05/16/2025	CR	4513	CLASS OF 2027		SOPH CLASS 2027 FUNDS		0.00	868.41
05 704 2027			CLASS OF 2027				0.00	868.41
05 704 2028			CLASS OF 2028				0.00	5,808.43
05 704 2029			CLASS OF 2029				0.00	3,193.69
05 704 2030			CLASS OF 2030				0.00	3,193.69
05 704 2520			SHOP				0.00	680.00
							0.00	680.00
							0.00	922.84
							0.00	922.84
							0.00	1,405.19
							0.00	1,405.19

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05		ACTIVITY FUND		Chart of Account		Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Entity Name	Expenses	Revenues	Balance Change	Balance	
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	POST PROM ITEMS TATTOOS - ETC	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	499.98	0.00			
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	PLASTIC STADIUM CUPS	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	114.39	0.00			
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	LASER TAG POST PROM	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	89.99	0.00			
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	IGLOO YELLOW COOLER POST PROM	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	39.99	0.00			
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	TWISTER/DILLAIR FRESH/PICLE SOCKS	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	68.24	0.00			
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	DISCOUNT	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	(3.00)	0.00			
05/12/2025	CD	1Y9F-14W-H4GC	14259	14259	POST PROM BLACK LIGHTS	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	39.99	0.00			
05 704 3030					MISCELLANEOUS		*Current Activity	1,446.63	191.33	0.00	(1,255.30)	
							*Ending Balance:				4,755.83	
							*Previous Balance				715.48	
05 704 3035					POP MACHINE							
05 704 3035					POP MACHINE							
05 2900 610 000 3035					POP MACHINE							
05/12/2025	CD	11751038	14265	14265	TEACHERS LOUNGE POP	Chesterman Company	Chesterman Company	114.10	0.00			
05 704 3035					POP MACHINE		*Current Activity				(114.10)	
							*Ending Balance:	114.10	0.00	0.00	601.38	
							*Previous Balance				6,451.59	
05 704 3040					QUEST							
							*Ending Balance:	0.00	0.00	0.00	6,451.59	
							*Previous Balance				3,197.90	
05 704 3374					FUND BALANCE ED RISING							
05 704 3374					FUND BALANCE ED RISING							
05 1710 3374					ED RISING REVENUE							
05/12/2025	CR	4507			ED RISING T SHIRT FUNDS			0.00	354.00			
05 2900 610 000 3374					ED RISING EXPENDITURES							
05/14/2025	CD	051629	14276	14276	ED RISING EXP TSHIRTS	Powell, Mary	Powell, Mary	270.00	0.00			
05 704 3374					FUND BALANCE ED RISING		*Current Activity				84.00	
							*Ending Balance:	270.00	354.00	0.00	3,281.90	
							*Previous Balance				5,274.45	
05 704 3429					EHA WELLNESS ACCOUNT							
05 704 3429					EHA WELLNESS ACCOUNT							
05 2900 610 000 3429					EHA Wellness Committee							
05/08/2025	CD	EHA WELLNESS 25	14257	14257	EHA Wellness	Masters, Rick	Masters, Rick	233.00	0.00			
05 704 3429					EHA WELLNESS ACCOUNT		*Current Activity				(233.00)	
							*Ending Balance:	233.00	0.00	0.00	5,041.45	
							*Previous Balance				132.00	
05 704 3536					ELEMENTARY T-SHIRTS							

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description			
05 704 3668			FOOTBALL FUNDRAISING	*Ending Balance:	0.00	0.00	0.00	132.00
05 704 3669			VOLLEYBALL	*Previous Balance:	0.00	0.00	0.00	1,246.80
05 704 3670			WRESTLING FUND RAISING	*Ending Balance:	0.00	0.00	0.00	1,246.80
05 704 4000			HOOPS TOURNAMENT	*Previous Balance:	0.00	0.00	0.00	4,556.03
05 704 4722			GRADUATED CLASSES	*Ending Balance:	0.00	0.00	0.00	4,556.03
05 704 4724			CHROME BOOK ACCOUNT	*Previous Balance:	0.00	0.00	0.00	1,234.52
05 704 7274			SCRIP CARD	*Ending Balance:	0.00	0.00	0.00	1,234.52
05 704 7274			SCRIP CARD	*Previous Balance:	0.00	0.00	0.00	6,636.73
05 1710 7274			SCRIP CARD	*Ending Balance:	0.00	0.00	0.00	6,636.73
05/06/2025	CR	4522	SCRIP CARD	*Previous Balance:	0.00	63.45	0.00	6,636.73
05/06/2025	CR	4523	SCRIP CARD	*Ending Balance:	0.00	76.65	0.00	6,636.73
05/28/2025	CR	4515	SCRIP CARD	*Previous Balance:	0.00	620.00	0.00	8,425.00
05 2900 610 000 7274			SCRIP CARD	*Ending Balance:	0.00	0.00	0.00	8,425.00
05/08/2025	CD *	GRAD 2025 PYMT	5 14258	Correction: GRAD FLOWERS 2025	15.00	0.00	0.00	5,516.02
05/14/2025	CD	5/14 GIFT CARDS	5 14277	SCRIP CARD	95.00	0.00	0.00	5,516.02
05/14/2025	CD	SCRIP GIFT CARD	5 14275	SCRIP CARD - K SIDDERS	19.40	0.00	0.00	24,682.87
05/27/2025	CD	5/27/25 BELZ TRIP REIMB	5 14286	SCRIP CARD	2,910.00	0.00	0.00	
05/27/2025	CD	2025 BAND TRIP REIMB	5 14285	BAND TRIP REIMB - SCRIP	1,864.00	0.00	0.00	
05/30/2025	CD	5/12/25 ACH	5 210	SCRIP CARD	410.23	0.00	0.00	
05/30/2025	CD	5/22/25 ACH	5 210	SCRIP CARD	102.00	0.00	0.00	
05 704 7274			SCRIP CARD	*Current Activity				(4,655.53)
05 704 7545			SKILLS USA	*Ending Balance:	5,415.63	760.10	0.00	20,027.34
05 704 7545			SKILLS USA	*Previous Balance:				5,894.29
05 1710 7545			SKILLS USA					
05/28/2025	CR	4515	SKILLS USA	UDEN DDS	0.00	1,000.00		

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR Reference #	Check Acct	Check #	Description				
05 2900 610 000 7545		SKILLS USA						
05/12/2025	CD	5	14272	SKILLS USA STATE CONV. APR. 10-12 HOTEL	2,519.10	0.00		
05/20/2025	CD	5	14280	NLC LODGING 3 NIGHTS	750.00	0.00		
05/20/2025	CD	5	14280	NLC REGISTRATION	480.00	0.00		
05 704 7545		SKILLS USA		*Current Activity				(2,749.10)
				*Ending Balance:	3,749.10	1,000.00	0.00	3,145.19
05 704 7733		SPEECH FUND RAISER		*Previous Balance				580.03
				*Ending Balance:	0.00	0.00	0.00	580.03
05 704 7737		PRESCHOOL PARTNERSHIP		*Previous Balance				3,648.00
				*Ending Balance:	0.00	0.00	0.00	3,648.00
05 704 7867		SCHOOL STORE PRE K - 6		*Previous Balance				1,720.86
				*Ending Balance:	0.00	0.00	0.00	1,720.86
05 765		FUND BALANCE		*Previous Balance				1,934.38
				*Ending Balance:	0.00	0.00	0.00	1,934.38
				Fund Total:	26,735.78	9,517.35	0.00	157,435.46

Batch Description: GENERAL FUND MAY 2025 Processing Month: 05/2025
Checking Account: 1 GENERAL FUND CHECKING

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2025	3,767,311.31
<u>Outstanding Checks</u>			
<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
33011	Explorelarning	07/11/2022	1,575.00
33692	Carey'S Pest Control, Inc.	07/12/2023	140.00
33846	INFO BASE	09/11/2023	332.97
34423	Brent Schirmer	06/12/2024	612.64
34424	AMERITAS LIFE INSURANCE CORP	06/12/2024	351.43
35068	NAEA	04/14/2025	275.00
35087	Diane McCray	05/12/2025	277.05
35094	GREAT WEST LIFE & ANNUITY	05/12/2025	1,250.00
35107	Electronic Systems, Inc.	05/12/2025	1,254.60
35128	Brent Schirmer	05/12/2025	143.48
35134	TERESA WEBBEN	05/12/2025	59.88
	Total:		6,272.05

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
3,767,311.31	(6,272.05)	3,761,039.26	3,762,511.78	(1,472.52)

Cleared Automatic Payment Total:	105,347.52
Cleared Checks Total:	125,239.39
Cleared Direct Deposit Total:	(171,494.33)
Cleared Void Total:	1,444.17
Cleared Cash Receipt Total:	1,623,147.72
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

Batch Description: DEPRECIATION MAY 2025

Processing Month: 05/2025

Checking Account: 2 DEPRECIATION

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	05/31/2025	763,336.85	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
763,336.85	0.00	763,336.85	763,336.85	0.00

Cleared Automatic Payment Total:

Cleared Checks Total:

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 971.23

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

Batch Description: ACTIVITY MAY 2025
Checking Account: 5

ACTIVITY FUND

Processing Month: 05/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2025	164,639.20
<u>Outstanding Checks</u>			
<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
10157	Chuck Roe	10/14/2016	75.34
10308	Kenesaw Booster Club	01/23/2017	6.25
10773	Preston Schnitzler	02/09/2018	85.00
14035	NEBRASKA FFA ASSOCIATION	12/11/2024	40.00
14050	Grand Island Central Catholic School	12/18/2024	75.00
14239	JACKIE CORNELIUS	04/22/2025	233.00
14255	Elm Creek Public School	05/08/2025	344.72
14256	Lawrence Nelson Public School	05/08/2025	225.00
14257	Rick Masters	05/08/2025	233.00
14261	HEATHER BREIGHT	05/12/2025	213.40
14266	Fill-N-Chill	05/12/2025	0.00
14268	ANGIE KATZBERG	05/12/2025	28.70
14279	NAEA	05/20/2025	180.00
14280	SKILLS USA NE	05/20/2025	1,230.00
14281	Alisha Hellner	05/21/2025	401.72
14282	KEA KENESAW EDUCATION ASSOCIATION	05/21/2025	409.00
14284	KIMBERLY SPENCER	05/21/2025	6.48
14285	Tami Belz	05/27/2025	1,864.00
	Total:		5,650.61

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
164,639.20	(5,650.61)	158,988.59	157,435.46	1,553.13

Cleared Automatic Payment Total:
 Cleared Checks Total: 29,224.02
 Cleared Direct Deposit Total:
 Cleared Void Total: 642.00
 Cleared Cash Receipt Total: 9,517.35
 Cleared Manual Journal Entries Total:
 Cleared Sales Journal Total:

Batch Description: HOT LUNCH MAY 2025
Checking Account: 6

HOT LUNCH FUND CHECKING

Processing Month: 05/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2025	24,740.19

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
2	Kenesaw Public School Retirement HOT LUNCH	10/11/2023	293.19
3	NEBRASKA SCHOOL RETIREMENT SYS	10/11/2023	43.26
90	Kenesaw Public School Retirement HOT LUNCH	09/11/2023	237.73
	Total:		<u>574.18</u>

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
61235	Shelly Gallagher	05/11/2022	2.00
61344	JANICE KUEHN	05/11/2023	19.20
61440	KYNSIE ADAMS	07/16/2024	56.60
61444	DALTON NELSON	07/16/2024	40.50
61445	LIZ SCHROEDER	07/16/2024	27.20
61506	MARIE MATHOI	05/12/2025	6.30
61508	CINDY POLAND	05/12/2025	8.00
	Total:		<u>159.80</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
AUDITOR AJE	REMOVE VOIDED CHECKS FROM BANK RECON	08/31/2024	277.33
	Total:		<u>277.33</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
24,740.19	(456.65)	24,283.54	24,283.54	0.00

Cleared Automatic Payment Total:	1,718.59
Cleared Checks Total:	18,695.55
Cleared Direct Deposit Total:	(7,126.33)
Cleared Void Total:	
Cleared Cash Receipt Total:	14,545.99
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

Batch Description: BOND FUND MAY 2025
Checking Account: 7

BOND FUND

Processing Month: 05/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2025	341,055.05
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
341,055.05	0.00	341,055.05	341,055.05
			<u>Difference</u>
			0.00

Cleared Automatic Payment Total:
Cleared Checks Total:
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total: 122,063.96
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

Batch Description: SPEC BLDG MAY 2025

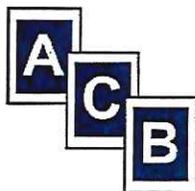
Processing Month: 05/2025

Checking Account: 8

SPECIAL BUILDING

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	05/31/2025	824,750.13	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
824,750.13	0.00	824,750.13	824,750.13	0.00

Cleared Automatic Payment Total:
Cleared Checks Total: 400,000.00
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total: 122,210.97
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:



Adams County Bank

May 31, 2025

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KENESAW PUBLIC SCHOOL
 110 N 5TH AVE
 PO BOX 129
 KENESAW NE 68956-0129

Hold at Bank

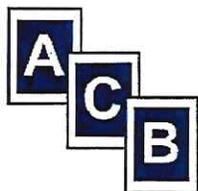
GENERAL FUND

Super NOW		
05/01/2025 Beginning Balance		2,546,244.83
9 Deposits/Other Credits	+	1,623,147.72
52 Checks/Other Debits	-	402,081.24
05/31/2025 Ending Balance	31 Days in Statement Period	3,767,311.31

----- Deposits/Other Credits -----		
05/05/2025 Deposit		4,294.89
05/12/2025 Deposit		1,618.40
05/13/2025 ACH Deposit		1,305,740.57
Adams County Disbursmnt		
05/14/2025 ACH Deposit		77,070.29
Hall County Disbursmnt		
05/15/2025 ACH Deposit	KENESAW PUBLIC S PAYROLL	1,343.17
05/19/2025 Deposit		168,577.53
05/29/2025 Deposit		2,595.22
05/30/2025 ACH Deposit		59,392.00
STATE OF NE ST PAYMENT		
05/31/2025 Accr Earning Pymt	Added to Account	2,515.65

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
35027	05/08	138.52	35102*	05/21	154.00
35028	05/05	769.05	35103	05/20	1,922.03
35030*	05/12	451.84	35104	05/19	340.84
35079*	05/05	45.00	35105	05/19	95.00
35086*	05/19	407.36	35106	05/28	30,538.27
35088*	05/20	95.64	35108*	05/20	64.94
35089	05/19	1,379.68	35109	05/28	711.31
35090	05/27	451.84	35110	05/20	2,506.85
35091	05/20	600.00	35111	05/27	117.00
35092	05/23	373.29	35112	05/27	28.64
35093	05/19	68,141.98	35113	05/19	1,256.09
35095*	05/15	1,310.00	35114	05/23	259.00
35096	05/21	493.00	35115	05/14	489.77
35097	05/20	51.99	35116	05/19	48.00
35098	05/22	46.45	35118*	05/22	113.40
35099	05/22	834.51	35119	05/22	77.00
35100	05/29	150.00	35120	05/29	280.50



Adams County Bank

May 31, 2025

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KENESAW PUBLIC SCHOOL

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
35121	05/14	150.00	35129*	05/19	4,092.93
35122	05/19	180.00	35130	05/21	152.00
35123	05/20	668.22	35131	05/20	45.00
35124	05/22	538.69	35132	05/20	1,889.21
35125	05/20	86.16	35133	05/16	810.24
35126	05/19	90.00	35135*	05/22	119.95
35127	05/23	331.03			

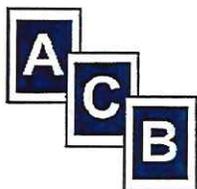
----- Other Debits -----

05/15/2025 ACH Withdrawal		192.11
Time Management tmsTime Mo		
05/15/2025 ACH Withdrawal	KENESAW PUBLIC S PAYROLL	171,494.33
05/16/2025 ACH Withdrawal		52,611.51
IRS USATAXPYMT		
05/20/2025 ACH Withdrawal		7,106.90
NEB DEPT REVENUE NBF BUS TX		
05/23/2025 ACH Withdrawal		46,780.17
RETIREMENT DEBIT RETIREMENT		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----

05/01	2,546,244.83	05/15	3,761,271.53	05/23	3,735,086.00
05/05	2,549,725.67	05/16	3,707,849.78	05/27	3,734,488.52
05/08	2,549,587.15	05/19	3,800,395.43	05/28	3,703,238.94
05/12	2,550,753.71	05/20	3,785,358.49	05/29	3,705,403.66
05/13	3,856,494.28	05/21	3,784,559.49	05/30	3,764,795.66
05/14	3,932,924.80	05/22	3,782,829.49	05/31	3,767,311.31



Adams County Bank

May 31, 2025

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0

KENESAW PUBLIC SCHOOL
 110 N 5TH AVE
 PO BOX 129
 KENESAW NE 68956-0129

Hold at Bank

BUS & DEPRECIATION

MMA NonPersonal

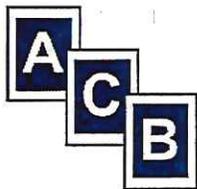
05/01/2025 Beginning Balance		762,365.62
1 Deposits/Other Credits	+	971.23
0 Checks/Other Debits	-	.00
05/31/2025 Ending Balance	31 Days in Statement Period	763,336.85

----- Deposits/Other Credits -----	
05/31/2025 Accr Earning Pymt	Added to Account 971.23

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----			
05/01	762,365.62	05/31	763,336.85

----- Earnings Summary -----			
** Below is an itemization of the Earnings **			
** paid this period. **			
Interest Paid This Period	971.23	Annual Percentage Yield Earned	1.51 %
Interest Paid YTD	4,806.47	Days in Earnings Period	31
		Earnings Balance	762,365.62



Adams County Bank

May 31, 2025

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KENESAW PUBLIC SCHOOL
 110 N 5TH AVE
 PO BOX 129
 KENESAW NE 68956-0129

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Hold at Bank

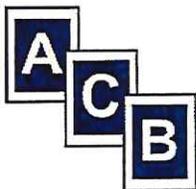
ACTIVITY FUND

Super NOW		
05/01/2025	Beginning Balance	184,345.87
	12 Deposits/Other Credits	+ 9,517.35
	44 Checks/Other Debits	- 29,224.02
05/31/2025	Ending Balance	164,639.20
	31 Days in Statement Period	

----- Deposits/Other Credits -----		
05/05/2025	Deposit	937 1,391.00
05/06/2025	ACH Deposit	63.45
	RAISERIGHT RaiseRight	
05/06/2025	ACH Deposit	76.65
	RAISERIGHT RaiseRight	
05/12/2025	Deposit	939 155.76
05/12/2025	Deposit	938 354.00
05/12/2025	Deposit	940 540.00
05/12/2025	Deposit	941 1,130.00
05/12/2025	Deposit	942 2,092.00
05/19/2025	Deposit	153 1,295.96
05/20/2025	Deposit	154 314.00
05/29/2025	Deposit	155 1,970.00
05/31/2025	Accr Earning Pymt	Added to Account 134.53

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
14124	05/19	100.00	14247*	05/02	275.00
14189*	05/21	50.00	14248	05/12	18.90
14201*	05/01	193.11	14249	05/05	247.00
14212*	05/06	150.00	14250	05/02	634.00
14217*	05/14	525.00	14251	05/01	233.00
14218	05/05	180.00	14252	05/05	50.00
14219	05/01	193.11	14254*	05/13	300.00
14222*	05/15	2,633.64	14258*	05/14	300.00
14227*	05/01	150.00	14259	05/20	1,531.65
14233*	05/06	80.00	14260	05/20	61.63
14236*	05/02	200.00	14262*	05/20	6,909.61
14238*	05/02	132.50	14263	05/21	299.00
14240*	05/22	15.00	14264	05/19	130.47
14243*	05/05	300.00	14265	05/20	114.10
14244	05/01	855.00	14267*	05/20	124.20



Adams County Bank

May 31, 2025

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KENESAW PUBLIC SCHOOL

----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
14269*	05/14	725.62	14275	05/14	19.40
14270	05/20	1,155.00	14276	05/15	270.00
14271	05/23	43.96	14277	05/30	95.00
14272	05/20	4,440.28	14278	05/20	880.00
14273	05/23	17.11	14283*	05/30	1,145.00
14274	05/30	24.50	14286*	05/28	2,910.00

----- Other Debits -----

05/12/2025 ACH Withdrawal	RAISERIGHT	RaiseRight	410.23
05/22/2025 ACH Withdrawal	RAISERIGHT	RaiseRight	102.00

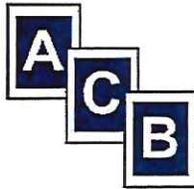
	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----

05/01	182,721.65	05/14	183,976.86	05/23	166,709.17
05/02	181,480.15	05/15	181,073.22	05/28	163,799.17
05/05	182,094.15	05/19	182,138.71	05/29	165,769.17
05/06	182,004.25	05/20	167,236.24	05/30	164,504.67
05/12	185,846.88	05/21	166,887.24	05/31	164,639.20
05/13	185,546.88	05/22	166,770.24		

----- Earnings Summary -----

** Below is an itemization of the Earnings **			
** paid this period. **			
Interest Paid This Period	134.53	Annual Percentage Yield Earned	0.90 %
Interest Paid YTD	766.52	Days in Earnings Period	31
		Earnings Balance	176,003.26



Adams County Bank

May 31, 2025

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KENESAW PUBLIC SCHOOL
 110 N 5TH AVE
 PO BOX 129
 KENESAW NE 68956-0129

Hold at Bank

SCHOOL LUNCH

Super NOW			
05/01/2025	Beginning Balance		37,734.67
	7 Deposits/Other Credits	+	14,545.99
	12 Checks/Other Debits	-	27,540.47
05/31/2025	Ending Balance	31 Days in Statement Period	24,740.19

----- Deposits/Other Credits -----			
05/02/2025	ACH Deposit		5,347.28
	STATE OF NE	ST PAYMENT	
05/05/2025	Deposit		928.55
05/12/2025	Deposit		924.80
05/16/2025	ACH Deposit		5,643.25
	STATE OF NE	ST PAYMENT	
05/20/2025	Deposit		1,607.40
05/30/2025	Deposit		77.10
05/31/2025	Accr Earning Pymt	Added to Account	17.61

----- Checks listed in numerical order; (*) indicates gap in sequence -----					
Check	Date	Amount	Check	Date	Amount
	05/14	60.50		05/19	10,347.48
	05/14	4,642.68		05/20	325.00
	05/16	19.45		05/23	275.60
	05/16	33.95	61503	05/20	1,322.03
	05/19	1,668.86			

----- Other Debits -----			
05/15/2025	ACH Withdrawal	KENESAW PUBLIC S PAYROLL	7,126.33
05/16/2025	ACH Withdrawal		1,551.78
	IRS	USATAXPYMT	
05/20/2025	ACH Withdrawal		166.81
	NEB DEPT REVENUE	NBF BUS TX	

Regular; Beginning Month 05/2025; Processing Month 05/2025

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
01 101	CASH	2,543,025.90	1,624,724.77	405,238.89	3,762,511.78
01 102	General Reimbursement	5,216.02	0.00	0.00	5,216.02
01 103	INVESTMENT	8,778.08	0.00	0.00	8,778.08
01 150	General County Treasurer Cash	832,014.63	0.00	0.00	832,014.63
	Total: Current Assets	3,389,034.63	1,624,724.77	405,238.89	4,608,520.51
Current Liabilities					
01 431	ACCOUNTS PAYABLE	33.81	182,044.57	182,044.57	33.81
	Total: Current Liabilities	33.81	182,044.57	182,044.57	33.81
Fund Balance					
01 704	FUND BALANCE	(76,183.40)	407,725.07	1,627,210.95	1,143,302.48
01 765	FUND BALANCE	3,465,184.22	0.00	0.00	3,465,184.22
	Total: Fund Balance	3,389,000.82	407,725.07	1,627,210.95	4,608,486.70
Revenue					
01 1100	LOCAL DIST TAXES 3,715,000 3,911,710	1,735,300.10	0.00	817,045.94	2,552,346.04
01 1115	CARLINE TAX	1,009.09	0.00	283.46	1,292.55
01 1125	MOTOR VEHICLE TAXES	128,893.95	0.00	15,252.66	144,146.61
01 1311	PRE K TUITION-INDIVIDUAL (REG EDUC)	0.00	0.00	100.00	100.00
01 1370	PRESCHOOL TUITION AND FEES	700.00	0.00	0.00	700.00
01 1510	INTEREST ON INVESTMENTS	22,101.31	0.00	2,515.65	24,616.96
01 1911	LOCAL LICENSE FEES	700.00	0.00	0.00	700.00
01 2110	COUNTY FINES & LICENSES	12,393.69	0.00	1,616.31	14,010.00
01 3110	STATE AID	475,136.00	0.00	59,392.00	534,528.00
01 3120	SPED PROGRAM (SCHOOL AGE)	307,726.00	0.00	0.00	307,726.00
01 3130	HOMESTEAD EXEMPTION	12,627.30	0.00	12,189.09	24,816.39
01 3131	PROPERTY TAX CREDIT	704,651.74	0.00	704,651.74	1,409,303.48
01 3180	PRO RATE MOTOR VEHICLES	12,614.32	0.00	349.19	12,963.51
01 3400	STATE APPORTIONMENT	88,739.62	0.00	0.00	88,739.62
01 3535	HIGH ABILITY LEARNERS	4,166.00	0.00	0.00	4,166.00
01 3551	CAREER EDUCATION	300.00	0.00	450.00	750.00
01 3599	State Other Programs	7,463.20	0.00	0.00	7,463.20
01 3990	OTHER STATE RECIPITS (Game & Parks)	18,656.89	0.00	0.00	18,656.89
01 4310	REAP	29,903.00	0.00	0.00	29,903.00
01 4505	TITLE I	30,820.00	0.00	0.00	30,820.00
01 4516	IDEA BELOW AGE 5	2,152.00	0.00	0.00	2,152.00
01 4518	IDEA SPED GMS 6408/4518	141,427.00	0.00	0.00	141,427.00
01 4521	IDEA PART B Proportionate Share	4,364.00	0.00	0.00	4,364.00
01 4525	FED VOC & TECH (CARL PERKINS)	35,146.00	0.00	0.00	35,146.00
01 4708	MEDICAID PUBLIC SCHOOLS (MIPS)	1,499.76	0.00	0.00	1,499.76
01 4709	Medicaid Administrative Coding MAC / MAP	379.54	0.00	0.00	379.54
01 4969	TITLE IV (GMS)	9,281.00	0.00	0.00	9,281.00
01 4998	ESSERS III	70,763.00	0.00	0.00	70,763.00
01 5690	OTHER NON-REVENUE RECEIPT	54,802.11	0.00	9,301.68	64,103.79
01 6998	ESSERS III MENTAL HEALTH 2024-25	46,394.00	0.00	0.00	46,394.00
	Total: Revenue	3,960,110.62	0.00	1,623,147.72	5,583,258.34
Expenditure					
01 1100 110 001 1199	MUSIC ACCOMPANIST SALARY (7-12)	0.00	0.00	0.00	0.00
01 1100 111 001	SALARY HS (7 - 12)	531,219.20	63,986.44	1,020.80	594,184.84
01 1100 111 001 1199	MUSIC SALARY HS (7 - 12)	34,267.36	4,283.42	0.00	38,550.78
01 1100 111 001 1430	SHOP SALARY	33,581.36	4,197.67	0.00	37,779.03

Regular; Beginning Month 05/2025; Processing Month 05/2025

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2710 732 000 2000	COACH BUS REPAIR	6,810.41	0.00	0.00	6,810.41
01 2710 732 000 2004	EXCURSION REPAIRS/SERVICE	1,770.30	0.00	0.00	1,770.30
01 2710 732 000 2008	VAN REPAIRS/SERVICE	1,125.60	0.00	0.00	1,125.60
01 2710 732 000 2024	EXPEDITION REPAIR	1,176.62	0.00	0.00	1,176.62
01 2710 733 000	BUS FURN & EQUIPMENT	6,156.48	0.00	0.00	6,156.48
01 2710 890 000	BUS OTHER EXPENSE	819.19	143.48	0.00	962.67
01 2712 110 001	REGULAR SALARIES NON- INSTRUCTIONAL	5,117.04	723.06	0.00	5,840.10
01 2712 220 001	SOC.SEC./FICA/MEDI NON INSTRUCTIONAL	391.46	55.31	0.00	446.77
01 2712 230 001	RETIREMENT FOR NON- INSTRUCTIONAL	505.46	71.43	0.00	576.89
01 3535 591 001	ESU SERVICES HIGH ABILITY LEARNERS	0.00	0.00	50.00	(50.00)
01 3540 111 002	TEACHERS ST. EARLY CHILDHOOD WAGES	19,077.36	2,384.67	0.00	21,462.03
01 3540 211 002	PRE K HEALTH INS. (HD)	8,738.56	1,092.32	0.00	9,830.88
01 3540 221 002	PRE K FICA/SS/MEDICAID (HD)	1,442.64	182.43	2.10	1,622.97
01 3540 231 002	PRE K RETIREMENT (HD)	1,873.63	235.56	0.00	2,109.19
01 3551 890 000	REVISION/CTE EXPENSES	1,128.25	0.00	0.00	1,128.25
01 3551 890 001	REVISION/CTE GRANT - EQUIPMENT	35,820.41	0.00	0.00	35,820.41
01 3552 450 000	SAFETY GRANT Construction Services	8,263.00	0.00	0.00	8,263.00
01 3599 151 001	STIPENDS, INCENTIIVES TEACHERS	2,938.20	0.00	0.00	2,938.20
01 3599 221 001	SOC.SEC./FICA/MEDI TEACHERS/PROF. STAFF	224.77	0.00	0.00	224.77
01 3599 231 001	RETIREMENT TEACHERS / PROF. STAFF	290.23	0.00	0.00	290.23
01 6200 111 002	TITLE I SALARY (MORGAN CLINE)	14,131.84	2,160.23	0.00	16,292.07
01 6200 123 002	TITLE I SUB SALARY	0.00	0.00	0.00	0.00
01 6200 211 002	HEALTH INS. TITLE 1 (MORGAN CLINE)	5,767.36	720.92	0.00	6,488.28
01 6200 221 002	TITLE I FICA/SS (MORGAN CLINE)	1,075.70	165.25	0.67	1,240.28
01 6200 223 002	TITLE I SUB TEACHER FICA/SS	0.00	0.00	0.00	0.00
01 6200 231 002	TITLE I RETIREMENT (MORGAN CLINE)	1,091.20	136.83	0.00	1,228.03
01 6690 395 000	STIPEND - FEDERAL PROG. AWARD	1,500.00	0.00	0.00	1,500.00
01 6992 650 000	REAP 23-24 TECHN. SOFTWARE	2,953.06	0.00	0.00	2,953.06
01 6992 890 000	REAP 23-24	0.00	0.00	0.00	0.00
01 8000 912 000	TRANSFER - LUNCH FUND	75,000.00	0.00	0.00	75,000.00
	Total: Expenditure	3,682,894.66	408,048.02	4,386.18	4,086,556.50
	Total: 01	14,421,074.54	2,622,542.43	3,842,028.31	18,886,855.86

Regular; Beginning Month 05/2025; Processing Month 05/2025

Fund: 02 DEPRECIATION

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
02 101	CASH	762,365.62	971.23	0.00	763,336.85
	Total: Current Assets	<u>762,365.62</u>	<u>971.23</u>	<u>0.00</u>	<u>763,336.85</u>
Fund Balance					
02 765	FUND BALANCE	762,365.62	0.00	971.23	763,336.85
	Total: Fund Balance	<u>762,365.62</u>	<u>0.00</u>	<u>971.23</u>	<u>763,336.85</u>
Revenue					
02 1510	INTEREST ON INVESTMENTS	9,009.30	0.00	971.23	9,980.53
	Total: Revenue	<u>9,009.30</u>	<u>0.00</u>	<u>971.23</u>	<u>9,980.53</u>
Expenditure					
02 2900 450 000	Construction Services-	17,062.69	0.00	0.00	17,062.69
02 2900 732 000	BUS PURCHASE	0.00	0.00	0.00	0.00
02 2900 733 000	FURNITURE AND FIXTURES	11,783.00	0.00	0.00	11,783.00
02 2900 734 000	COMPUTER HARDWARE EQUIP	10,624.00	0.00	0.00	10,624.00
02 4700 739 000	Building Improvements	76,669.00	0.00	0.00	76,669.00
	Total: Expenditure	<u>116,138.69</u>	<u>0.00</u>	<u>0.00</u>	<u>116,138.69</u>
	Total: 02	<u>1,649,879.23</u>	<u>971.23</u>	<u>1,942.46</u>	<u>1,652,792.92</u>

Regular; Beginning Month 05/2025; Processing Month 05/2025

Fund: 05 **ACTIVITY FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
05 101	CASH	174,653.89	10,735.18	27,953.61	157,435.46
	Total: Current Assets	174,653.89	10,735.18	27,953.61	157,435.46
Fund Balance					
05 704	FUND BALANCE	3,061.56	0.00	0.00	3,061.56
05 704 0100	ATHLETICS	22,564.74	10,874.51	635.19	12,325.42
05 704 0283	CTE FUND BALANCE	5,120.00	0.00	0.00	5,120.00
05 704 0332	FFA / AG	3,130.12	2,833.82	1,391.00	1,687.30
05 704 0500	ANNUAL	(3,009.99)	0.00	2,935.00	(74.99)
05 704 0510	K-CLUB	6,360.81	0.00	0.00	6,360.81
05 704 0520	NATIONAL HONOR SOCIETY	4,110.78	0.00	0.00	4,110.78
05 704 0530	STUDENT COUNCIL	5,497.00	43.96	0.00	5,453.04
05 704 1500	BAND	131.40	0.00	0.00	131.40
05 704 1510	DRAMATICS	251.96	0.00	0.00	251.96
05 704 1520	LIBRARY	5,908.94	0.00	0.00	5,908.94
05 704 1530	DANCE SQUAD	857.15	0.00	0.00	857.15
05 704 1535	CHEERLEADER	3,900.81	423.19	687.75	4,165.37
05 704 2023	CLASS OF 2023	57.25	0.00	0.00	57.25
05 704 2024	CLASS OF 2024	192.40	0.00	0.00	192.40
05 704 2025	CLASS OF 2025	(56.66)	746.40	798.00	(5.06)
05 704 2026	CLASS OF 2026	4,788.62	733.16	0.00	4,055.46
05 704 2027	CLASS OF 2027	4,940.02	0.00	868.41	5,808.43
05 704 2028	CLASS OF 2028	3,193.69	0.00	0.00	3,193.69
05 704 2029	CLASS OF 2029	680.00	0.00	0.00	680.00
05 704 2030	CLASS OF 2030	922.84	0.00	0.00	922.84
05 704 2520	SHOP	1,405.19	0.00	0.00	1,405.19
05 704 2530	FBLA	267.67	0.00	0.00	267.67
05 704 2662	CONCESSIONS	10,824.05	1,082.11	1,126.40	10,868.34
05 704 2782	ART CLUB FUND BALANCE	1,491.85	0.00	0.00	1,491.85
05 704 2874	BUSINESS/ACCOUNT	203.61	0.00	0.00	203.61
05 704 3030	MISCELLANEOUS	6,011.13	1,449.63	194.33	4,755.83
05 704 3035	POP MACHINE	715.48	114.10	0.00	601.38
05 704 3040	QUEST	6,451.59	0.00	0.00	6,451.59
05 704 3374	FUND BALANCE ED RISING	3,197.90	270.00	354.00	3,281.90
05 704 3429	EHA WELLNESS ACCOUNT	5,274.45	233.00	0.00	5,041.45
05 704 3536	ELEMENTARY T-SHIRTS	132.00	0.00	0.00	132.00
05 704 3668	FOOTBALL FUNDRAISING	1,246.80	0.00	0.00	1,246.80
05 704 3669	VOLLEYBALL	4,556.03	0.00	0.00	4,556.03
05 704 3670	WRESTLING FUND RAISING	1,234.52	0.00	0.00	1,234.52
05 704 4000	HOOPS TOURNAMENT	6,636.73	0.00	0.00	6,636.73
05 704 4722	GRADUATED CLASSES	8,425.00	0.00	0.00	8,425.00
05 704 4724	CHROME BOOK ACCOUNT	5,516.02	0.00	0.00	5,516.02
05 704 7274	SCRIP CARD	24,682.87	5,415.63	760.10	20,027.34
05 704 7545	SKILLS USA	5,894.29	3,749.10	1,000.00	3,145.19
05 704 7733	SPEECH FUND RAISER	580.03	0.00	0.00	580.03
05 704 7737	PRESCHOOL PARTNERSHIP	3,648.00	0.00	0.00	3,648.00
05 704 7867	SCHOOL STORE PRE K - 6	1,720.86	0.00	0.00	1,720.86
05 765	FUND BALANCE	1,934.38	0.00	0.00	1,934.38
	Total: Fund Balance	174,653.89	27,968.61	10,750.18	157,435.46
Revenue					
05 1710 0100	ATHLETICS	34,225.79	0.00	605.00	34,830.79
05 1710 0332	FFA / AG	8,883.53	0.00	1,391.00	10,274.53
05 1710 0500	ANNUAL	130.00	0.00	2,935.00	3,065.00
05 1710 0510	K-CLUB	557.53	0.00	0.00	557.53

Regular; Beginning Month 05/2025; Processing Month 05/2025

Fund: 05 ACTIVITY FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 1710 0520	NATIONAL HONOR SOCIETY	783.40	0.00	0.00	783.40
05 1710 0530	STUDENT COUNCIL	1,714.75	0.00	0.00	1,714.75
05 1710 1520	LIBRARY	2,719.30	0.00	0.00	2,719.30
05 1710 1530	DANCE SQUAD	940.00	0.00	0.00	940.00
05 1710 1535	CHEERLEADER	4,762.70	0.00	687.75	5,450.45
05 1710 2025	CLASS OF 2025	500.00	0.00	550.00	1,050.00
05 1710 2026	CLASS OF 2026	2,523.30	0.00	0.00	2,523.30
05 1710 2027	CLASS OF 2027	1,668.50	0.00	868.41	2,536.91
05 1710 2028	CLASS OF 2028	1,596.16	0.00	0.00	1,596.16
05 1710 2029	CLASS OF 2029	360.00	0.00	0.00	360.00
05 1710 2030	CLASS OF 2030	922.84	0.00	0.00	922.84
05 1710 2530	FBLA	662.43	0.00	0.00	662.43
05 1710 2662	CONCESSIONS	19,518.18	0.00	174.76	19,692.94
05 1710 3030	MISCELLANEOUS	9,559.32	0.00	191.33	9,750.65
05 1710 3035	POP MACHINE	1,114.53	0.00	0.00	1,114.53
05 1710 3374	ED RISING REVENUE	3,181.90	0.00	354.00	3,535.90
05 1710 3429	EHA Wellness Committee	5,360.00	0.00	0.00	5,360.00
05 1710 3668	FOOTBALL FUNDRAISING	3,493.00	0.00	0.00	3,493.00
05 1710 3669	VOLLEYBALL	5,100.00	0.00	0.00	5,100.00
05 1710 3670	WRESTLING FUNDRAISING	168.50	0.00	0.00	168.50
05 1710 4724	CHROME BOOK ACCOUNT	135.00	0.00	0.00	135.00
05 1710 7274	SCRIP CARD	28,493.67	0.00	760.10	29,253.77
05 1710 7545	SKILLS USA	5,985.46	0.00	1,000.00	6,985.46
05 1710 7733	SPEECH FUND RAISER REVENUE	134.00	0.00	0.00	134.00
05 1710 7867	SCHOOL STORE PRE K - 6	345.56	0.00	0.00	345.56
05 1730 0332	FFA ORGINIZATION DUES	2,748.00	0.00	0.00	2,748.00
05 1730 0530	STUCO ORGINIZATION DUES	842.38	0.00	0.00	842.38
05 1730 1535	CHEER ORGINIZATION FEES	1,913.00	0.00	0.00	1,913.00
05 1730 2662	CONCESSIONS ORGINIZATION FEES	4,830.03	0.00	0.00	4,830.03
	Total: Revenue	155,872.76	0.00	9,517.35	165,390.11
Expenditure					
05 2900 610 000 0100	ATHLETICS	78,244.60	10,874.51	30.19	89,088.92
05 2900 610 000 0283	CTE EXPENSE ACCT.	525.00	0.00	0.00	525.00
05 2900 610 000 0332	FFA/AG	12,295.06	2,833.82	0.00	15,128.88
05 2900 610 000 0500	ANNUAL	34.42	0.00	0.00	34.42
05 2900 610 000 0510	K-CLUB	50.00	0.00	0.00	50.00
05 2900 610 000 0520	NATIONAL HONOR SOCIETY	280.00	0.00	0.00	280.00
05 2900 610 000 0530	STUDENT COUNCIL	1,827.03	43.96	0.00	1,870.99
05 2900 610 000 1520	LIBRARY	2,719.30	0.00	0.00	2,719.30
05 2900 610 000 1530	DANCE SQUAD	1,711.51	0.00	0.00	1,711.51
05 2900 610 000 1535	Cheerleader	5,097.75	423.19	0.00	5,520.94
05 2900 610 000 2024	CLASS OF 2024	0.00	0.00	0.00	0.00
05 2900 610 000 2025	CLASS OF 2025	2,406.82	1,031.40	533.00	2,905.22
05 2900 610 000 2026	CLASS OF 2026	2,838.02	733.16	0.00	3,571.18
05 2900 610 000 2028	CLASS OF 2028	52.34	0.00	0.00	52.34
05 2900 610 000 2530	FBLA	823.31	0.00	0.00	823.31
05 2900 610 000 2662	CONCESSIONS	26,710.83	1,082.11	951.64	26,841.30
05 2900 610 000 3030	MISCELLANEOUS	9,838.66	1,449.63	3.00	11,285.29
05 2900 610 000 3035	POP MACHINE	208.30	114.10	0.00	322.40
05 2900 610 000 3040	QUEST	159.75	0.00	0.00	159.75
05 2900 610 000 3374	ED RISING EXPENDITURES	1,424.00	270.00	0.00	1,694.00
05 2900 610 000 3429	EHA Wellness Committee	4,398.03	233.00	0.00	4,631.03
05 2900 610 000 3668	FOOTBALL FUNDRAISING	2,645.00	0.00	0.00	2,645.00
05 2900 610 000 3669	VOLLEYBALL	4,737.47	0.00	0.00	4,737.47

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Fund: 05 ACTIVITY FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 2900 610 000 3670	WRESTLING FUNDRAISING	168.50	0.00	0.00	168.50
05 2900 610 000 4724	CHROME BOOK ACCOUNT	1,995.95	0.00	0.00	1,995.95
05 2900 610 000 7274	SCRIP CARD	22,299.19	5,415.63	0.00	27,714.82
05 2900 610 000 7545	SKILLS USA	4,550.00	3,749.10	0.00	8,299.10
Total: Expenditure		188,040.84	28,253.61	1,517.83	214,776.62
Total: 05		693,221.38	66,957.40	49,738.97	695,037.65

Fund: 06 NUTRITION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
06 101	CASH	37,292.32	14,614.92	27,623.70	24,283.54
Total: Current Assets		37,292.32	14,614.92	27,623.70	24,283.54
Current Liabilities					
06 431	ACCOUNTS PAYABLE	0.00	4,791.04	4,791.04	0.00
Total: Current Liabilities		0.00	4,791.04	4,791.04	0.00
Fund Balance					
06 704	FUND BALANCE	52,052.55	0.00	0.00	52,052.55
06 765	FUND BALANCE	(14,760.23)	27,623.70	14,614.92	(27,769.01)
Total: Fund Balance		37,292.32	27,623.70	14,614.92	24,283.54
Revenue					
06 1510	OTHER INCOME	191.21	0.00	17.61	208.82
06 1611	STUDENT LUNCHES	57,691.29	0.00	2,793.10	60,484.39
06 1620	ADULT LUNCHES	3,556.90	0.00	582.40	4,139.30
06 1990	MISCELLANEOUS LOCAL RECEIPTS	245.00	0.00	0.00	245.00
06 4210	FEDERAL REIMBURSEMENT(OF NUTRIT PRGMS)	31,575.52	0.00	10,990.53	42,566.05
06 5690	OTHER NON-REVENUE RECEIPTS	24.50	0.00	162.35	186.85
06 8000	TRANSFER FROM GF	75,000.00	0.00	0.00	75,000.00
Total: Revenue		168,284.42	0.00	14,545.99	182,830.41
Expenditure					
06 3100 110 000	LUNCH REGULAR SALARIES	54,179.28	7,589.41	0.00	61,768.69
06 3100 210 000	KITCHEN HEALTH/DENTAL INS.	13,350.88	1,668.86	0.00	15,019.74
06 3100 220 000	FICA/SS/MEDI NON INSTRUCTIONAL	4,144.74	580.59	0.00	4,725.33
06 3100 230 000	RETIREMENT NON INSTRUCTIONAL	4,924.03	674.92	0.00	5,598.95
06 3100 237 000	RETIREMENT NON INSTRUCTIONAL	0.00	0.00	0.00	0.00
06 3100 333 000	MILEAGE PD TO STAFF	40.20	0.00	0.00	40.20
06 3100 570 000	OTHER EXPENDITURES	892.64	728.80	0.00	1,621.44
06 3100 580 000	TRAVEL EXPENSE AND MILEAGE	42.21	0.00	0.00	42.21
06 3100 610 000	SUPPLIES EXPENSE	7,300.63	1,076.74	0.00	8,377.37
06 3100 630 000	FOOD EXPENDITURES	96,693.84	15,304.38	68.93	111,929.29
06 6800 630 000	FOOD SUPPLY CHAIN GRANT	9,704.33	0.00	0.00	9,704.33
Total: Expenditure		191,272.78	27,623.70	68.93	218,827.55
Total: 06		434,141.84	74,653.36	61,644.58	450,225.04

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Fund: 07 BOND FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
07 101	CASH	218,991.09	122,063.96	0.00	341,055.05
07 150	County Treasurer Cash	76,805.00	0.00	0.00	76,805.00
	Total: Current Assets	295,796.09	122,063.96	0.00	417,860.05
Fund Balance					
07 765	FUND BALANCE	295,796.09	0.00	122,063.96	417,860.05
	Total: Fund Balance	295,796.09	0.00	122,063.96	417,860.05
Revenue					
07 1100	LOCAL DISTRICT TAXES	181,255.69	0.00	103,106.36	284,362.05
07 1115	CARLINE TAXES	94.82	0.00	25.36	120.18
07 1510	INTEREST ON INVESTMENTS	2,456.23	0.00	222.28	2,678.51
07 3130	HOMESTEAD EXEMPTION	1,129.80	0.00	1,090.60	2,220.40
07 3131	PROPERTY TAX CREDIT	17,588.12	0.00	17,588.12	35,176.24
07 3180	PRO RATE MOTOR VEHICLE	1,167.64	0.00	31.24	1,198.88
07 3800	IN-LIEU-OF SCHOOL LAND TAX	1,872.31	0.00	0.00	1,872.31
	Total: Revenue	205,564.61	0.00	122,063.96	327,628.57
Expenditure					
07 5000 831 000	DEBT SERVICE PRINCIPAL	325,000.00	0.00	0.00	325,000.00
07 5000 832 000	DEBT SERVICE INTEREST	5,937.50	0.00	0.00	5,937.50
07 5000 890 000	DEBT SERVICE OTHER EXPENSES	200.00	0.00	0.00	200.00
	Total: Expenditure	331,137.50	0.00	0.00	331,137.50
	Total: 07	1,128,294.29	122,063.96	244,127.92	1,494,486.17

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Fund: 08 SPECIAL BUILDING

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
08 101	CASH	702,539.16	122,210.97	0.00	824,750.13
08 103	CD's	30,000.00	0.00	0.00	30,000.00
08 150	County Treasurer Cash	87,777.36	0.00	0.00	87,777.36
	Total: Current Assets	820,316.52	122,210.97	0.00	942,527.49
Fund Balance					
08 704	FUND BALANCE	(230,122.85)	0.00	0.00	(230,122.85)
08 765	FUND BALANCE	1,050,439.37	0.00	122,210.97	1,172,650.34
	Total: Fund Balance	820,316.52	0.00	122,210.97	942,527.49
Revenue					
08 1100	LOCAL DISTRICT TAXES	170,686.92	0.00	64,750.22	235,437.14
08 1115	CARLINE TAXES	108.37	0.00	22.46	130.83
08 1510	INTEREST ON INVESTMENTS	8,641.06	0.00	601.72	9,242.78
08 3130	HOMESTEAD EXEMPTION	1,000.72	0.00	965.99	1,966.71
08 3131	PROPERTY TAX CREDIT	55,842.91	0.00	55,842.91	111,685.82
08 3180	PRO RATE MOTOR VEHICLE	1,243.83	0.00	27.67	1,271.50
08 3800	IN-LIEU-OF SCHOOL LAND TAX	1,658.33	0.00	0.00	1,658.33
	Total: Revenue	239,182.14	0.00	122,210.97	361,393.11
Expenditure					
08 2610 720 000	BUILDING IMPROVEMENTS	6,000.00	0.00	0.00	6,000.00
08 4700 720 000	BUILDING, ACQUISITION, AND IMPROVEMENTS	400,000.00	0.00	0.00	400,000.00
08 5000 831 000	REDEMPTION OF PRINCIPAL	48,666.66	0.00	0.00	48,666.66
08 5000 832 000	DEBT SERVICE INTEREST	24,357.67	0.00	0.00	24,357.67
	Total: Expenditure	479,024.33	0.00	0.00	479,024.33
	Total: 08	2,358,839.51	122,210.97	244,421.94	2,725,472.42

KENESAW PUBLIC SCHOOL REIMBURSEMENT ACCOUNT 152-462

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
5/1/2025	BEGINNING BALANCE				5,164.30
	Luis Cordova - reimb. exp.	2747		(8.39)	
	Meghan Fisher - reimb. exp.	2748		(60.11)	
	Kylie Kubicka - reimb. exp.	2749		(138.00)	
5/31/2025	ACB - Interest		1.74		
			1.74	(206.50)	
					4,959.54
	Outstanding Checks (none)				0.00
					4,959.54
5/31/2025	Bank Balance				4,959.54
5/31/2025	Reconciled Balance				4,959.54



May 9, 2025

Kenesaw Public Schools
PO Bos 129
Kenesaw, NE 68956

Superintendent & Food Service Director

Thanks for the opportunity to provide pricing for your Milk for the 2025-26 school year.

Cash-Wa Distributing only provides Milk Bids based on the Milk Escalator/De-escalator Pricing Clause as supplied by the Dairy Farmers of America. This is reviewed monthly. The price of Milk can fluctuate on a monthly basis based on the market. The following pricing is based on one delivery per week. Please refer to the supporting documents included in this bid proposal for CWD's policies & procedures for milk deliveries.

Escalating Milk Bid (May 2025 pricing)

CWD #66157 Milk Skim ½ pints	\$15.50/50 ct
CWD #66467 Milk 1% White ½ pints	\$15.20/50 ct
CWD #66468 Milk Fat Free Choc ½ pints	\$16.00/50 ct
CWD #66465 Milk Fat Free Strawb ½ pints	\$16.15/50 ct
CWD #66453 Milk 1% gallons	\$19.95/4- 1 gallon

Cash-Wa Distributing has a \$500.00 minimum order requirement. If our milk pricing is accepted, please note this. Milk purchases can be combined with any other items to meet this requirement.

Thank you for the opportunity to submit this bid.

Heidi Wietjes
Heidi Wietjes
Cash-Wa Distributing
401 West 4th Street
Kearney, NE 68845
heidi.wietjes@cashwa.cmm
308-237-3151

.31 per carton

.31

.32

.33

4.99

SKIM

1% white

FF Choc.

FF Straw

1 gal

Enclosures:

- Milk Delivery Policies & Procedures
- Milk Escalator/De-Escalator Pricing Clause
- Country of Origin Statement
- CWD Request for Credit Procedures
- CWD HACCP Letter



Cash-Wa Distributing Description of Procedures:

CWD is a Broadline Food Service Distributor that currently does business with several hundred schools across our multi-state service region. With over 90 years of service, we are confident that we have the experience and qualifications to provide exemplary service.

Product: CWD distributes milk processed and packaged by Hiland Dairy/Prairie Farms. Buy American Documentation is included in the milk bid supporting documents.

Equipment: CWD does not provide milk coolers.

Deliveries:

- CWD will agree to once per week delivery from our Kearney NE warehouse. Delivery will occur with your regular food delivery.
- Invoices will accompany all deliveries.
- CWD drivers will “floor stock” product into the cooler. Drivers do not stock milk coolers nor do they rotate product.
- Cash-Wa drivers will write credits upon delivery. Concealed damage will be credited per CWD credit and returns policy included in our proposal.
- CWD does not pick up and credit unused milk and/or expired milk (refer to credit & return policy).
- Copies of invoices, credits, and statements are available via the CWD Portal.

Orders:

- CWD requires a \$500 minimum order per delivery location. Orders under \$500 may be charged a \$40 small order fee. Milk purchases can be combined with other items to meet this requirement.
- Orders will be placed via the CWD portal and/or through a CWD Sales Representative. CWD portal may be accessed via computer and/or mobile app..Orders must be placed by an agreed upon order cut off time the day before a scheduled delivery day.

Payment Terms: to be negotiated upon bid award

Pricing: Cash-Wa Distributing only provides Milk Bids based on the Milk Escalator/De-escalator Pricing Clause as supplied by the Dairy Farmers of America. This is reviewed monthly. The price of Milk may fluctuate on a monthly basis based on the market.

Food Safety: The CWD warehouse is inspected by USDA, FDA, and applicable state health departments. In addition, we undergo an annual voluntary SQF audit. Additional details regarding the CWD food safety program is included in the bid packet. CWD welcomes customers who choose to inspect our warehouse. Inspections must occur during normal business hours.

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **the Current Month** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate , re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

TEL-618-659-5700
FAX-618-659-5701



PRAIRIE FARMS DAIRY, INC.
3744 Staunton Road
Edwardsville, IL 62025

Country of Origin Statement

January 1, 2025

All Milk, Cream and Milk Products manufactured by Prairie Farms Dairy Company are manufactured in the U.S. from milk of U.S. origin.

A handwritten signature in black ink that reads "Brad Suhling". The signature is written in a cursive, flowing style.

Brad Suhling
Vice President of Quality
Prairie Farms Dairy



Product Deliveries & Customer Request for Credit

At Cash-Wa Distributing, our approach to product delivery is simple and aimed at maintaining product safety and compliance with the Food Safety Modernization Act.

At delivery, your representative should receive the shipment and sign for the products. The CWD driver will help verify that the number of items delivered agrees with the invoice. All shortages, damage, or rejected products will be noted at the time of delivery and the CWD driver will issue an Invoice Adjustment Voucher.

We completely guarantee all products at time of delivery. Customers can choose to return any item (*excluding special order equipment & non-stock items) at the time of delivery for any reason and their account will be issued credit.

Once the invoice is approved (less any items returned) your representative must sign for it, indicating you are satisfied with the delivery. The driver will keep a copy of the signed invoice & leave a copy with you.

Once the CWD driver has left the premises, the product is the customers' responsibility.

- Frozen and refrigerated product must be stored in the appropriate temperature zone immediately upon receipt, to ensure that returned (undamaged) product may be re-sold.
- All product to be returned must be segregated and stored appropriately to ensure the (undamaged) product may be re-sold. Product must be unopened, unless there is concealed damage to the product. Returned product may be subject to a restocking fee.

Customer requests for product pick up and credit must be made to your CWD Representative within 24 hours of delivery. Credit requests are subject to the following:

- The CWD driver cannot pick up any product from a previous delivery without an authorized pick-up slip.
- Frozen and refrigerated product must be stored in the appropriate temperature zone immediately upon receipt. The customer must store the product properly to ensure that returned unopened & undamaged product may be re-sold.
- Refrigerated, ready to eat products may not be returned. All fresh meat, fluid milk, tobacco, cigarettes, produce, and other perishable items must be inspected at the time

of delivery. Under no condition can spoiled or damaged fresh meat or produce items be returned on a CWD truck.

- Returned products must be free of markings or damage to packaging, unopened, and in their original container (unless there is concealed damage), in good condition, and with adequate shelf life remaining to allow for resale. Returned product may be subject to a restocking fee.
- Chemicals - Federal HAZMAT and OSHA regulations prohibit transport of open-container chemicals or chemical products not in original packaging. Corrosive chemicals can be returned in original packaging and in full cases only. Cases must be free of markings or damage to packaging, unopened, and in good condition. Returned product may be subject to a restocking fee.
- All returned product will be evaluated by CWD staff prior to a credit being issued. If a request for credit is denied (due to product condition, shelf life, etc.), the product will be reshipped to the customer (subject to a shipping fee) or CWD will dispose of it on the customer's behalf at no charge. Returned product may be subject to a restocking fee.
- * Non-stock special order items - Non-stock order items have been purchased especially for an account. Because they cannot be resold, they are not returnable except when damaged or of questionable quality at time of delivery. Because of lead-time required by the manufacturer, CWD cannot guarantee delivery time for Non-stock items.
- * Special Order Equipment - All special-order equipment is non-returnable. **It must be inspected upon delivery**, whether by CWD Truck, Common Carrier or UPS. All freight claims need to be handled by the customer at time of delivery.
- Products with concealed damage will be accepted for three weeks from the delivery date and will exclude perishable items. All fees, processes and procedures are subject to change at CWD managements discretion.

To request product, pick up and credit, the customer must provide the following information:

- Invoice number
- product item number & description
- quantity to be returned
- reason for return.
- Code date information if available
- To expedite your credit request, please include pictures of the product label (including code information) as well as pictures of the CWD sticker and pictures of the product itself showing any damage.



CASH-WA DISTRIBUTING

January 3, 2025

To: CWD Customers

This letter is to certify that Cash-Wa Distributing, Co. has as part of their food safety program, an active HACCP Program as well as a Preventive Controls Program. CWD takes its commitment to food safety very seriously. In addition to these programs, we have a recall program, disaster plan, and a Bioterrorism/Food Defense Program in place. Our food safety program is reviewed annually through a 3rd party audit. Compliance with legislative requirements is achieved by ensuring all prerequisite and Food Safety Programs comply with the Food Safety Modernization Act (FSMA), 3rd Party audit criteria, and other applicable local, state, and federal food safety regulations.

Our warehouse employees receive annual food safety training conducted by qualified staff and our drivers receive annual FDA mandated Carrier training. The Director of Food Safety & Quality Assurance is HACCP Certified by the International HACCP Alliance, and has completed the Food Defense Coordinator course offered by the American Institute of Baking. We also have team members that have completed the FSPCA Preventive Controls for Human Foods Course.

Our warehouses are all inspected by USDA, FDA, OSHA, and the applicable State Health Departments. CWD purchases products from manufacturers in compliance with USDA & FDA regulations. Meat products bear the USDA inspection stamp.

In addition, CWD warehouses are inspected by Merieux NutriSciences with an SQF audit. These voluntary audits are prestige audits of our food safety program. These 3rd party audits review all aspects of food safety including policies & procedures, receiving procedures, temperature control procedures, warehouse sanitation, pest control, training programs, Recall Procedures, Preventive Controls Program, HACCP Program, etc.

CWD's recall policy is integrated across our company. Our Director of Food Safety & Quality Assurance serves as the recall coordinator. In the event CWD is notified by a product manufacturer or governmental agency of a recall in which CWD stocks, our recall procedure is activated. Customers who purchased the recalled product are quickly identified and contacted with the recall information. The recall is carried out according to the procedures set forth by the product's manufacturer and/or the governmental agency overseeing the recall.

Please don't hesitate to call us if you have any questions.

Sincerely,

Emily Schriener
Director of Food Safety & Quality Assurance



Omaha Division
2901 Cuming Street
PO Box 3825
Omaha, NE 68131-2108
(402) 344-4321

Date: 04-14-2025

Kenesaw Public School
PO Box 129
Kenesaw, NE 68956

Dear Superintendent or Food Service Director,

Hiland Dairy is pleased to submit for your consideration the following quote for **Dairy Products** for the 2025-2026 school year. Bid prices are for paper Half Pints.

Due to the volatility of the market, we will be offering school bids on an escalator basis only for the 2025-2026 school year.

If possible, please include a 2025-2026 School Calendar with your bid. This will help us know when school is in session during the school year.

<u>Product</u>	<u>Product #</u>	<u>Escalator</u>
Half Pint 1%	9171	.4475
Half Pint Choc FF	9178	.4600
Half Pint Strawberry FF	9177	.4600
Half Pint Lac Free 1%	34255	.7900
Gallon 1%	1346	5.5216

Bid is accepted

Bid is declined

Please submit form to:
Hiland Dairy
401 N. Shady Bend Road
Grand Island, NE 68801
Phone: 308-384-1371
Fax: 308-384-4909

The above Bid is accepted by the Superintendent or Food Service Director.

Signed _____ Name of School _____

Acceptance Date: _____ First day of breakfast or lunch: _____ Esc. / De-Esc. Month: April

Thank you,

Clint Bucknell
Grand Island Branch Manager
cbucknell@hilanddairy.com

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **April's 2025** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

- 1. Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
- 2. Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
- 3. Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**
- 4. Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**
- 5. Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**
- 6. Physical Examination or Visual Evaluation—Parent Objection Form**
- 7. Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**
- 8. HHS Summary of the School Immunization Rules and Regulations 2014-2015**
- 9. Request for Non Disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
- 10. Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION—
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION
AND VISUAL EVALUATION**

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2014-2015 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

**AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)**

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

- _____ Self, as I am the child and I am of the age of majority
- _____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

- _____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
- _____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold Kenesaw Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

Affiant

STATE OF NEBRASKA)
)
COUNTY OF _____) **ss.**

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.

Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

**AFFIDAVIT
Refusal of Immunization of Student for Religious Reasons**

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

(Name of Student)

(Birthdate of Student)

If the student is of the age of majority:

I, _____, of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, _____, as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____

Notary Public

**REFUSAL OF IMMUNIZATION
For Medical Reasons**

As the physician of:

Child's Last Name	First Name	Age
Birth Date	School	Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles (Rubeola)
- Mumps
- Rubella (German Measles)
- Hepatitis B
- Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

- The student
- A member of the student's household or family

Comments _____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent / guardian

must submit dates of immunization for all other diseases.

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

(Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

(Signature of parent/guardian/medical provider)

**PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)**

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in Kenesaw Public Schools, or who are transferring from out of state into any grade in Kenesaw Public Schools:

Child No. 1: _____

Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination

_____ visual evaluation

(check one or both)

for the above named child(ren). I will not hold Kenesaw Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination or visual evaluation for the above named child(ren).

Dated this _____ day of _____, 20__.

Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]



Department of Health and Human Services
Waiver of Physical Examination/Visual Evaluation Requirement

 School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*
- Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE _____
 Signature of Parent/Guardian Date

Comments: _____

**Summary of the School Immunization Rules and Regulations
For 2017-2018 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 th grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 1/25/2017

**Request For Non Disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters**

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at Kenesaw Public Schools, not be released without prior parental consent to:

_____ institutions of higher education

_____ military recruiters

(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of Kenesaw Public Schools that the request for non-disclosure should or should not be made.

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

“(a) POLICY.—

“(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

“(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

“(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

InstructionCombined District and School Title I Parent and Family Engagement Policy

(District Name) intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

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

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

Adopted: 8-12-2019

Procedures for Complaints of Sex Discrimination

A. Complaint Procedure - Generally

All employees are responsible for helping to prevent discrimination on the basis of sex. Employees, or students who believe they have been subjected to, or believe they have witnessed, discrimination on the basis of sex should contact the Title IX Coordinator.

The following individuals may file a complaint alleging sex-discrimination:

- a. A student or employee of Kenesaw Public School who is alleged to have been subjected to conduct that could constitute discrimination on the basis of sex.
- b. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- c. The District's Title IX Coordinator(s).

Anyone making a claim of discrimination must submit the complaint in writing to the Title IX Coordinator using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Heather Breight
PO Box 129
Kenesaw NE 68956
402-752-3215
hbreight@kenesawschools.org

Complaints of discrimination on the basis of sex shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination.

The following will apply to all investigations of sex-discrimination, pursuant to this procedure:

- a. The District will treat complainants (the employee, student, or representative making the claim) and respondents (those accused of sex discrimination) equitably.
- b. The District will not permit any Title IX Coordinator, investigator, or decisionmaker to have a conflict of interest or bias for or against any complainant or respondent.
- c. The District will ensure that the Title IX Coordinator, investigator, and decisionmaker will not predetermine or presume that the respondent is responsible for the alleged sex-based discrimination until a determination is made at the conclusion of the investigation process.
- d. The District will take reasonable steps to protect the privacy of the parties and witnesses during the grievance process. These steps will not restrict the ability of the parties to obtain and present information, including speaking to witnesses,

- consulting with their family members, confidential resources, or advisors; or otherwise preparing for or participating in the grievance procedures.
- e. The District will not allow the parties to engage in retaliation.
 - f. The District will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

B. Investigation Process

When the Title IX Coordinator receives or initiates a complaint of possible sex discrimination in the District, the Coordinator shall designate a District employee to initiate an investigation. The Title IX Coordinator may designate himself as the investigator. Within a reasonable time after receipt of a complaint under this procedure, the Title IX Coordinator shall provide the following to all known parties (A) a copy of this complaint procedure; (B) notice of the allegations of sex-based discrimination including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sex-based discrimination and (iii) the date and location of the alleged incident; (C) notice that retaliation is prohibited; (D) the identity and contact information for the investigator; and (E) notice that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.

After the investigator has been designated to investigate a complaint, the investigator shall then promptly gather evidence sufficient to reach a determination regarding whether the complaint is substantiated or not. To reach a determination, the investigation should generally include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide pertinent information.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

The Investigator will aim to complete its investigation within a reasonable timeframe as determined by the Investigator.

At the end of the investigation, the investigator shall make findings and a determination of what occurred. The determination shall be based upon a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination occurred?).

During an investigation, the Title IX Coordinator or designee may place an employee on administrative leave during the pendency of the investigation. The Title IX Coordinator or designee may also remove a student from the educational program during the investigation.

Before the end of the investigation, the investigator shall provide a copy of the evidence to both the complainant and respondent and allow both sides to provide an opportunity to submit any additional evidence.

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures may include, but are not limited to, 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. The District shall maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

C. Resolution of Complaints

Once the investigator has completed his or her investigation, the investigator shall prepare a report of their investigation and a determination of what occurred. The determination shall include an assessment of whether the investigator determines that the complaint is wholly substantiated, partially substantiated, or not substantiated. After the report has been finalized, the investigator shall submit the report to the Title IX Coordinator. If the Title IX Coordinator conducts the investigation, the Title IX Coordinator shall submit the evidence and report to a different administrator in the District.

The Title IX Coordinator (or other administrator) shall then review the report, along with all evidence gathered by the investigator, to determine whether the investigator followed the grievance procedures, considered the appropriate evidence, did not consider any inappropriate evidence, ensured all parties and witnesses were provided due process, and otherwise confirm that the investigation was handled properly. The Title IX Coordinator (or other administrator) shall also independently assess whether the investigator's conclusions were supported by the evidence and otherwise equitable. Based upon the Title IX Coordinator's review and independent conclusion, the Title IX Coordinator shall have the authority to initiate any appropriate remedial measures, which may include termination of employment, expulsion or suspension from school, or other disciplinary actions.

D. Appeal of Decision

A complainant or respondent who disagrees with the Title IX Coordinator's decision may appeal the decision to the Superintendent of Schools. Any appeal must be in writing and submitted to the Superintendent within five school days of the date of the decision. The Superintendent shall then promptly review the evidence and determine whether the Title IX Coordinator's decision was correct. The Superintendent has the authority to reverse or modify the Title IX Coordinator's decision and take any other steps necessary to ensure that the Title IX Coordinator's decision was correct. After the Superintendent has made a final determination, the Superintendent shall notify both the complainant and respondent in writing of the Superintendent's decision. No further appeal may be made beyond the Superintendent.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and findings, supportive measures, and disciplinary sanctions for a period of seven years.

Legal Reference: Title IX

Date of Adoption: 10/14/24

Business OperationsEmergency Response Mapping

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

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

Legal Reference: LB 1329 (2024)

Date of Adoption: December 11, 2024

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MEMORANDUM

To: Drew Harris, ESU 9 Administrator
From: Justin Knight, Perry Law Firm
Date: June 2, 2025
RE: 2025 School District Annual Policy Service Update

The Legislature has adjourned after their 90-day session. This Memo covers the policy updates as a result of this past session, as well as legislation passed in prior sessions.

A. REQUIRED POLICY UPDATES

1. Policies 1200, 4003, and 5401 (and accompanying forms) – AM 1617 to LB 150 updates Nebraska’s Fair Employment Practice Act to add “military or veteran status” as a protected class. As a result, our nondiscrimination policies have been updated to add this new protected class.

In addition, with the changes in federal guidance under the new presidential administration, some of the “hard” deadlines in these policies can be relaxed to give greater flexibility for internal investigations.

2. Policies 3131 (“Procurement Plan”) & 3132 (“Internal Controls”) – Several bidding references were updated in the federal regulations governing grants and federal audit requirements. These policies have been updated to reflect these changes, as well as adding a new preference for veteran-owned businesses that was added to 2 C.F.R. § 200.321.

3. Policy 3410 (“Safe Driving Record Standard for Drivers”) – NDE Rule 91 requires a medical exam for drivers of small vehicles (vans and cars with 10 passengers or less) when driving routes, but not for activities-only drivers. In other words, a small vehicle driver of a regular pick-up/drop-off route must have a medical exam; but a coach that drives a small vehicle only to activities does not. This requirement has created confusion in situations involving unexpected driving situations, part-time or temporary drivers, and the like. Policy 3410 has been updated to clarify Rule 91’s requirements.

It is also worth noting that the U.S. Department of Transportation has proposed revised regulations that would change the background and testing requirements, so there may be more policy updates on this topic next year.

4. Policy 4009 (“Drug and Substance Use and Abuse”) – Updates in federal driving requirements (relating to alcohol and drug reporting to the federal Clearinghouse) require adding language to this policy for bus drivers.

In addition, in light of these changes, Form A (accompanying Policy 4009) needs to be updated. However, Forms C and D can be rescinded since they are no longer necessary.

5. Policy 5001 (“Admission”) – LB 143 tweaked the student admission statutes for military families. Neb. Rev. Stat. § 79-215 now requires a school to provisionally enroll a student if the student’s family resides on a federally owned facility within the District. We have updated Policy 5001 to make this clearer.

6. Policy 5101 (“Student Discipline”) – There are three main changes to this Policy:

A. New Dress Code: Two years ago, LB 298 imposed a new dress code policy requirement. However, an analysis of the text of this new statutory mandate shows how contradictory and convoluted the statutory directives appear to encompass. For one, Neb. Rev. Stat. 79-2,158 dictates that each school have a policy that “is consistent with” a model policy adopted by the State Board of Education. Yet, the same statutory provision states that a District “may include any other procedures and provisions that the school board deems appropriate,” which suggests that the model policy is more of a sample than a prescription. In addition, 79-2,158(2) outlines three specific components of each *school’s* required policy, which further suggests that the State Board’s model policy is to be more of an example (otherwise the Legislature would have specified that the model policy itself must include those three items). Still, 79-2,159(4) lists that the State Board’s model policy “may” develop a health and safety standard within the model dress code. That same provision requires the State Board to include detailed steps that administrators must take in “health and safety” situations (including obtaining parental consent before requiring a student to change clothes), despite the “health and safety” provision being optional. In fairness to the State Board of Education (who was given this unfunded mandate by the Legislature), it is unsurprising that these inconsistencies within statute have led to significant confusion and anxiety among school administrators across the state.

With all of this confusion in mind, we have updated the “dress code” component of our Student Discipline Act to try and keep the required changes as straightforward as possible, while complying with the law’s dictates that a school dress code cannot be used to discriminate against any student.

We have also attached the State Board’s model policy in case your district would like to adopt the State Board’s model policy.

This new dress code policy must be adopted by July 1, 2025.

B. Cell Phones. LB 140 requires all schools to adopt a “cell phone” policy before the beginning of the 2025-2026 school year. (The new, required policy is listed as Policy 6113.) Policy 5101 has been updated to clearly reference the new cell phone law and student disciplinary consequences.

C. Added Language About “Deep Fakes.” Finally, in light of the increase in “deep fakes,” this Policy has been updated to add language that students can be disciplined for deep fake images of students or staff. As noted below, LB 383 criminalizes “deep fakes” in certain situations, but having clear language in board policy can help school administrators better address concerns within the school setting.

7. **Policy 5004 (“Full-time and Part-time Enrollment”)** – LB 306 updates the part-time enrollment statutes to provide more options for non-public schools to participate in extracurricular activities. LB 306’s language is subject to differing interpretations, especially after the Legislature changed the part-time statutes to address these same concerns two years ago. School administrators will need to familiarize themselves with these new rules before the 2025-2026 school year.

8. **Policy 5103 (“Extracurricular Activity Discipline”)** – For the same reasons listed in the changes to Policy 5101, the reference to dress code violations have been removed.

9. **Policy 5201 (“Promotion and Retention”) and (New) Policy 5201x (“Request to Repeat Grade Form”)** – Last year, the Legislature adopted a new law (§ 79-2,161) that allows parents to require their student to repeat a grade if the student qualifies under the statutory criteria. To apply to repeat a grade, a parent must submit a form prescribed by NDE. We have updated the new statutory reference to Policy 5201 and added that form as Policy 5201x.

10. **Policy 5202z (Notification of Rights Under FERPA)** – Within the past year, the U.S. Department of Education issued a “Model Notice” to update parents’ rights under FERPA. To remain consistent with DOE’s guidance, we have updated this Policy.

11. **Policy 5301 (“Association Activities”)** – LB 89 requires each school board to adopt a policy designating each school-sponsored interscholastic athletic team or sport as either biologically male, female, or co-ed. The bill does not require each sport or team listed in the Policy. In turn, we added language to Policy 5301 to authorize the Superintendent to make the required designations.

12. **Policy 5414 (“Identification of Learners with High Ability”)** – We realized this Policy may no longer be accurate or current with your district’s practices. As a result, we revised the Policy to give school administrators more discretion in developing criteria to identify high-ability learners.

13. (New) Policy 5507 (“Foster Care Student Transportation”) – NDE audits have frequently requested information about the District’s foster care transportation. The Every Student Succeeds Act only requires a school district to have “procedures” (not requiring board approval). However, given the confusion and ease of having a formal board policy in these audits, we have prepared Policy 5507 to memorialize a school district’s foster care transportation requirements.

14. (New) Policy 6113 (“Electronic Communication Devices and Cell Phones”) – For the same reasons listed in the changes to Policy 5101, LB 140’s cell phone requirements have been added to this new policy.

15. Policy 6400 (“Parental/Community Involvement in Schools”) – Last year, the Legislature passed LB 71 to, in part, update Nebraska’s parental involvement statutes. Policy 6400 has been updated to reflect these changes. Note that LB 71 requires the updated Parental Involvement to be approved by July 1, 2025, and posted to the school’s website by August 1, 2025.

Further, LB 428 (passed this year) requires additional revisions to Policy 6400. LB 428 adds new requirements for school-issued surveys, including the rights of parents to review and/or opt their student out of “sensitive” surveys. Depending on what types of surveys your district administers, this update may need to be carefully examined before the beginning of the 2025-2026 school year.

16. (New) Policy 6931 (“Behavioral Intervention and Classroom Management”) – Two years ago, the Legislature passed LB 1329 which, in part, required each school to adopt a policy on “behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school.” The Legislature directed the State Board of Education to develop a “model policy” reflecting the new policy’s requirements. By August 1, 2025, each school must adopt a policy “consistent with or comparable to the model policy.” This policy will now be a requirement for accreditation by NDE. To ensure compliance with this new accreditation requirement, our Policy 6931 largely mirrors the State Board’s model policy.

B. POLICY RESCISSIONS

1. Policy 5001 Forms (“Summary of the School Immunization Rules and Regulations”) – This Form has led to confusion and headaches for schools that have not kept this current. To avoid further confusion and consternation, we recommend rescinding this form in your Policy Manual.

2. Policy 6410 (“Combined District and School Title I Parent and Family Engagement Policy”) – The US Department of Education informed NDE that Title I involvement policies need to be more specifically tailored to each school district, instead of incorporated as a general policy. As such, NDE has recommended that schools rescind their Title I Involvement

Policy and, instead, complete the template available on their website: <https://www.education.ne.gov/federalprograms/title-i-a-educationally-disadvantaged/#TitleIParentandFamilyengagement>

Of note, the Title I engagement “policy” does not need to be Board approved (despite being called a “policy”) under the Every Student Succeeds Act.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. **Policy 3241 (“Emergency Response Mapping”)** – Last year, schools that adopted an Emergency Response Mapping Policy were eligible to apply for safety and security grant funds. If your district was not approved for grant funds and no longer want an Emergency Response Mapping Policy on file, you could rescind Policy 3241 this summer.

D. OTHER CONSIDERATIONS

1. **Title IX Procedures** – In light of the constant changes to the Title IX Regulations, we recommended last year to rescind any Board-approved procedures. Instead, we recommended a policy that delegated the Superintendent the authority to develop procedures consistent with Title IX. If you have not done so, we would strongly recommend it. A copy of those procedures is attached. The procedures also need to be posted on the school’s website.

2. **Veteran’s Preference** – LB 144 (passed this session without an emergency clause) will update Nebraska’s veteran’s preference laws. In particular, LB 144 adds the spouse of a veteran who “was killed in the line of duty or died due to his or her military service” as a person who qualifies for a veteran’s preference. This update is a good reminder to review your district’s application forms to ensure that the school’s job applications state that positions are “subject to a veteran’s preference,” per Neb. Rev. Stat. § 48-227(3).

3. **Paid Sick Leave Initiative** – Last November, the voters approved Initiative 436, which requires an increase in employer-provided paid sick leave. However, the Initiative exempted political subdivisions from the paid sick leave requirements. Therefore, there are no required changes to any school’s paid sick leave benefits.

4. **Nebraska’s Minimum Wage Increase.** Similar to the Paid Sick Leave Initiative, Nebraska’s recent Minimum Wage Increase Initiative does not apply to political subdivisions, so school districts are not legally required to follow the increases in the State’s minimum wage rates.

5. Medical Marijuana Initiative. Nebraska voters also approved the Medical Marijuana Initiative last November. LB 677 would have added specific statutory requirements for medical marijuana in schools, but LB 677 did not advance. Thus, we will need to work over the summer months to prepare for medical marijuana requests by staff, students, and community members on school grounds and at school activities.

6. New Open Meetings Act Poster. LB 521 “cleaned up” language within the Open Meetings Act. The changes to the Open Meetings Act are largely technical and do not require any policy updates. With that being said, each board is required to have a current copy of the Open Meetings Act posted during all board meetings. The bill has an emergency clause so each board will need to update their Open Meetings Act posters this summer.

7. Forthcoming Update on Bidding Threshold. This year, the State Board of Education will update the bidding threshold for construction, remodeling, or repair projects. This update will result in a future policy update.

8. Changes to NPERS – Two main bills changed different aspects of the Retirement System: LB’s 295 and 645. None of these require policy changes but are worth noting.

a. LB 295 largely makes technical changes to the retirement statutes. However, LB 295 makes some substantive changes that your business managers will want to follow any new procedures implemented by NPERS.

b. LB 645 will adjust both the employer, employee, and state retirement contribution percentages on an annual basis, depending on the state retirement plan’s funding ratio. When the plan is well-funded, contribution percentages will decrease. But when the plan needs additional funding, contributions will increase. This change will likely have a significant impact on negotiations moving forward, given that teachers’ retirement deductions will now fluctuate from year-to-year. We will provide more information on this change in the fall for your negotiations preparations.

9. LB 383 – LB 383 passed this session that adopts two main statutory frameworks: (1) criminalizing “deep fakes” and (2) generally requiring parental consent for a minor to create or maintain a social media account. To date, some County Attorneys have been reluctant to prosecute instances of “deep fakes,” so LB 383 establishes clear statutory authority for criminal charges moving forward. In addition, it remains to be seen how social media companies will respond to LB 383 in Nebraska, though your school’s technology coordinator will want to keep a close eye on any forthcoming changes.

10. Computer Science and Technology – Years ago, the Legislature adopted computer science and technology curriculum requirements. These requirements will begin to take effect during the 2025-2026 school year. Most (if not all) schools already incorporate technology into the curriculum, so this change may not be significant. However, next year (2027-2028), graduates must have completed a five-credit hour computer science course. These requirements can be found at Neb. Rev. Stat. 79-3304.

11. LB 390 (Library Directory) – LB 390 (passed this year) will require all school districts to adopt a policy requiring a catalog of all books in school libraries and allow parents the option of being notified when their student checks out a book. However, this policy does not need to be adopted until the beginning of the 2026-2027 school year, so we will wait to distribute a library catalog policy until next summer.

12. School Psychologist Interstate Licensure Company – The Legislature adopted the Interstate Compact to allow greater flexibility in licensed school psychologists to work in Nebraska schools. This does not require any policy updates but may be of interest to those schools looking to hire a school psychologist from a different state.

13. New Anaphylaxis Policy Requirement – LB 457 requires DHHS and NDE to the develop a model policy “for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.” This policy needs to be adopted by July 1, 2026. Since we do not have the model policy, we will wait until next summer to send the required anaphylaxis policy.

14. Forthcoming NDE Rule 15 Changes – The State Board of Education has not made substantive changes to NDE Rules over the past year, at least changes that require policy updates. The State Board is considering changes to NDE Rule 15 (English Language Learners) that might require policy updates next year, depending on the final version of Rule 15.

15. NSAA Coaching Change. Last year, the NSAA voted to change its bylaws. Previously, coaches were required to meet a certification requirement to coach NSAA activities. Now, NSAA Bylaw 2.12 waives the certification requirement. Moving forward, each school is responsible for vetting their coaches. Some districts have a policy requiring background checks on all hires (including coaches). This may be a discussion within your district on how you plan to handle evaluating coaching hires and positions.

As always, please let us know if you have any questions or concerns.

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of [Name] Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical

condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment is a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment is a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of suspected discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, the complaint should be reported to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be sent to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (~~small purchases~~simplified acquisition-threshold) per procurement event or in aggregate purchases this organization will follow the informal ~~Small Purchases~~simplified acquisition threshold pPcedures.
- When the annual total for food service program related items is greater than \$250,000 (~~small purchases~~simplified acquisition -threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Simplified Acquisition Threshold Procedures

For purchases made below the ~~small purchases~~simplified acquisition –threshold, ~~Small Purchases~~simplified acquisition threshold pPcedures will be utilized to purchase necessary goods and services. When ~~Small Purchases~~simplified acquisition threshold pPcedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the ~~small-purchases~~simplified acquisition -threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications
 - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
 - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~small-purchases~~simplified acquisition –threshold established in the sponsor’s procurement policy statement is less than \$250,000, the smaller bid threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)]

- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
 3. A cost or price analysis in connection with every procurement action in excess of the Small Purchases simplified acquisition -~~t~~Threshold including contract modifications. [2 CFR 200.323(a)]
 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 5. Place and confirm orders with vendors or make plans to purchase the required items.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for ~~small purchases~~ simplified acquisition thresholds (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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 District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District'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 the applicable Cost Principles requirements;
- 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 the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Business OperationsSafe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608
Neb. Rev. Stat. Sec. 60-4,182 (point system)
Title 92, Nebraska Administrative Code, Chapters 91 & 92

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

[Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

[Name] Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated and approved youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] () ___-___ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] () ___-___ ([Email Address]).

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

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny,

interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Social media comments, including cyberbullying or cyber-harassment,
- h. Visual displays, such as cartoons, posters, or electronic images,
- i. Threats or intimidating or hostile conduct,
- j. Physical acts of aggression, assault, or violence, or
- k. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will ~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~ be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District ~~will~~ may, when appropriate or when legally required, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one ~~(1) working day~~ week after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the

investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board ~~at a Board meeting~~ or a Committee of the Board of Education to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, will issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board.~~ The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination. ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's or Committee's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further

information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Notice of Nondiscrimination

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

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

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____

_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint): _____
_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the [Name] Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
 49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption: [Insert Date]

4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOL'S COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. Post-accident testing.

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. Random testing.

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. Reasonable suspicion testing.

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) **Alcohol.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) **Controlled Substances.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees ~~upon request~~.

(L) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

(i) A verified positive, adulterated, or substituted drug test result;

(ii) An alcohol confirmation test with a concentration of 0.04 or higher;

- (iii) A refusal to submit to any test required by law;
- (iv) An employer's report of actual knowledge of:
 - (A) On duty alcohol use; ~~pursuant to § 382.205;~~
 - (B) Pre-duty alcohol use ~~pursuant to § 382.207;~~
 - (C) Alcohol use following an accident ~~pursuant to § 382.209;~~ and
 - (D) Controlled substance use ~~pursuant to § 382.213;~~
- (v) A substance abuse professional (~~SAP as defined in § 40.3 of this title~~) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

Legal Reference: 49 CFR §382.601(b)(12).

Date of Adoption: [Insert Date]

**APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, _____ *[insert applicant's name]*, understand that as a condition of hire with [Name] Public Schools ("*School District*") I must give the School District written Consent to obtain the results of all DOT required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- (i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
- (ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- (iii) all instances in which I refused to submit to a DOT required drug and/or alcohol test during the past two (2) years;
- (iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- (v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

Signature of Applicant Print Name Date Reviewed: November 15th, 2022

**General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA)
Drug and Alcohol Clearinghouse**

I, (Driver Name), hereby provide consent to [Name] Public Schools (“District”) to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. This consent is valid for so long as I remain an applicant for, or an employee of, the District for a position that requires a CDL.

I understand that if the limited query conducted by the District indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the District without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the District to conduct a limited query of the Clearinghouse, the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

Employee Signature

Date

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Students

Admission Requirements

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Parents must fill out the early entrance application forms, which include a parent questionnaire.

The assessment request and parent questionnaire must be completed and returned to the District no later than July 1st before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but may result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district, in its sole and absolute discretion upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that the military family will be stationed in the State of Nebraska during the current or following school year, and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District will enroll preliminarily the parent's students, including any such student that has an Individualized Education Plan, a 504 Plan, or otherwise receives special education services.

Legal Reference: Neb. Rev. Stat. Sections 43-2001 to 43-2012
 Neb. Rev. Stat. Sec. 79-214
 Neb. Rev. Stat. Sections 79-217 to 79-223
 Neb. Rev. Stat. Sec. 79-266.01
 173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: [Insert Date]

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**
4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**
5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**
6. **Physical Examination or Visual Evaluation—Parent Objection Form**
7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**
- ~~8. **HHS Summary of the School Immunization Rules and Regulations 2019-2020**~~
- 9.8. **Affidavit (For Child to Enroll Early in Kindergarten)**
- 10.9. **Request for Non-disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
- 11.10. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION—
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION
AND VISUAL EVALUATION**

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2019-2020 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

**AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)**

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

- _____ Self, as I am the child and I am of the age of majority
- _____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

- _____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
- _____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

Affiant

STATE OF NEBRASKA)
)
COUNTY OF _____) **ss.**

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.

Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

**AFFIDAVIT
Refusal of Immunization of Student for Religious Reasons**

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

(Name of Student)

(Birthdate of Student)

If the student is of the age of majority:

I, _____, of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, _____, as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____

Notary Public

**REFUSAL OF IMMUNIZATION
For Medical Reasons**

As the physician of:

Child's Last Name	First Name	Age
Birth Date	School	Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles (Rubeola)
- Mumps
- Rubella (German Measles)
- Hepatitis B
- Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

- The student
- A member of the student's household or family

Comments _____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

_____ (Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

(Signature of parent/guardian/medical provider)

**PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)**

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in [Name] Public Schools, or who are transferring from out of state into any grade in [Name] Public Schools:

Child No. 1: _____

Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination

_____ visual evaluation

(check one or both)

for the above named child(ren). I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination or visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]



Department of Health and Human Services
Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired) _____

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*
- Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE _____
 Signature of Parent/Guardian Date

Comments: _____

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 th grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases – Chapter 3; revised and implemented 2011)
 Updated 01/26/2018

**Request For Non-disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters**

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at [Name] Public Schools, not be released without prior parental consent to:

_____ institutions of higher education

_____ military recruiters

(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of [Name] Public Schools that the request for non-disclosure should or should not be made.

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

“(a) POLICY.—

“(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

“(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

“(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Students

Full-time and Part-time Enrollment

Full-time Enrollment

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

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

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

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

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

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

A. Non-Public School Student Enrollment Application Procedures.

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

B. Non-Public School Student Admission

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

C. Non-Public School Student Enrollment Standards

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

D. Non-Public School Student Policies

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

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

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

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent

- or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension.

During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- ~~15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the~~

~~student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~

~~16.15.~~ Willfully violating the behavioral expectations for riding school buses or vehicles.

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

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

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the

main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that ~~is dangerous to the health and safety of anyone or is reasonably forecasted to~~ interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (~~midriffs, spaghetti straps, sagging pants~~) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. _____ Clothing or jewelry that is gang related

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

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

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

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

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

2. Academic Integrity.

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

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

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

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

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

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

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book"

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

- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
 - (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at

a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160~~LB-43 (2024)~~

Date of Adoption: [Insert Date]

StudentsExtracurricular Activity Discipline**Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

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

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event,

or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. 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.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products,

tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- ~~14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
- ~~15.~~14. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
- ~~16.~~15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
- ~~17.~~16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
- ~~18.~~17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
- ~~19.~~18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
- ~~20.~~19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

Drug and Alcohol Violations.

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no

other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 60 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will notify the student and the student's parents or guardian. The student and parents or guardian will be informed of the opportunity to request an informal hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent by sending a written request to the Superintendent. The Superintendent may designate the Athletic

Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

- a. The request for a hearing must be received by the Superintendent within five days of the Principal notifying the student of the discipline.
- b. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session).
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined by the Activities Director and the attendance policy are ineligible to participate in extracurricular activity contests or performances.
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 the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity, unless otherwise excused. An exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled on a full-time basis.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student’s grade requirements.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsPromotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & 79-2,161

Date of Adoption: [Insert Date]



Request to Repeat a Grade
August 2024

[Nebraska Revised Statute 79-2.161](#) establishes a procedure whereby a parent or guardian can request their child to repeat a grade for the following reasons:

- a) Academic needs (*Student in grades Kindergarten thru fourth*) – Academic needs means that a child is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade the student would otherwise advance to
- b) Excessive Absenteeism (*Student in grades K-12*) – Excessive absenteeism means that the child was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included; and
- c) Illness (*Student in grades Kindergarten thru fourth*) - Illness means that the child experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian intending to have their child repeat a grade shall request a meeting with school district superintendent or their designee to discuss the decision. The meeting should identify any alternative educational opportunities. If after meeting with the superintendent or their designee, the parent still wishes to retain their child, they must complete this form.

Parent/Guardian Name: _____

Name of Child: _____

Grade Level to be Repeated: _____

Current School District: _____

Date of Meeting with District: _____

Reason and Description for Requesting Repeating of Grade:

Academic Needs (K-4)

Excessive Absenteeism (K-12)

Illness (K-4)

Summary of Meeting with Superintendent or their Designee:

Please submit this form to the superintendent or their designee with whom you met initially about the request for retention. Upon completion of the form, and if all requirements are met, the school district shall honor the request to repeat a grade for the next school year.

Signature of Parent/Guardian Date

To be completed by district:

School of Attendance Name: _____

School of Attendance Code: _____

Student State ID (To be Provided by District): _____

Signature of Superintendent/Designee Date

Districts, please retain a copy of this form, and email nde.form@nebraska.gov for instructions on how to securely submit this form.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

~~Kathleen Styles~~, Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone ~~listing~~number, and the name, address, telephone ~~listings (if not unlisted)~~ number, e-mail address and ~~work or~~ other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
- ~~5. Student's date of birth and place of birth;~~
- ~~6.~~5. Student's extra-curricular participation;
- ~~7.~~6. Student's achievement awards or honors;
- ~~8.~~7. Student's weight and height if a member of an athletic team; and
- ~~9.~~8. Student's photograph; and
- ~~10.~~9. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.~~The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

OPTIONAL

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —~~

~~To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))~~

~~To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34. (Sec. 99.31(a)(2))~~

~~To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska~~

~~Department of Education. Disclosures under this provision may be made, subject to the requirements of Sec. 99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)~~

~~In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Sec. 99.31(a)(4))~~

~~To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))~~

~~To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))~~

~~To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))~~

~~To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))~~

~~To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))~~

~~To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36. (Sec. 99.31(a)(10))~~

~~Information the District has designated as "directory information" under Sec. 99.37. (Sec. 99.31(a)(11))~~

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be

~~presumed to have been given in the absence of such a notification from the parent or eligible student.~~

Notice Concerning Designation of Law Enforcement Unit:

The District designates the [Name] Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

StudentsAssociation Activities

The [Name] Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and private schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of [Name] Public Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.

Students who represent [Name] Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Legal Reference: LB 89 (2025)

Date of Adoption: [Insert Date]

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

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

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial

investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirements not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which

they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District ~~may, when appropriate or when legally required, will~~ send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) ~~working day-week~~ after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board or a Committee of the Board of Education at a Board meeting

to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the

Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.

Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____ - ____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

Students

Identification of Learners with High Ability

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

~~Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.~~

- ~~1) Composite total test score of the 95th percentile or above on the NRT **OR**, 95th percentile or above in math, reading, language arts, science, or social studies; **PLUS** a composite total of 80% or above on the same test.~~
- ~~2) A score of above average or higher on a cognitive screening test.~~
- ~~3) Teacher nomination.~~

~~A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.~~

~~Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified. The Superintendent or designee shall develop and implement such criteria to identify high ability learners, and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.~~

~~The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.~~

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

NDE Rule 3

Date of Adoption: [Insert Date]

StudentsFoster Care Student Transportation

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

Students to be Transported

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

School of Origin

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

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

Costs

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

Oversight, Implementation, and Administration

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

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

InstructionElectronic Communication Devices and Cell Phones

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

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

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

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

Legal Reference: LB 140 (2025)

Date of Adoption: [Insert Date]

InstructionParental/Community Involvement in Schools

[Name] Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker -will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers -are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker -the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, ~~or~~ guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.
6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
 - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
 - Mental or psychological problems of the student or the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

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

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

Date of Adoption: [Insert Date]

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

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

2. General Principles

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

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

3. Standards

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

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

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

4. Addressing Dysregulated Behavioral and Classroom Removal

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

A. Criteria for Removal

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

B. Procedure for Removal

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

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

C. Post-Removal Actions

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

D. Transition Back to the Classroom

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

5. Communication and Collaboration

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

6. Required Training

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

7. Monitoring and Feedback

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

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

Date of Adoption: [Insert Date]

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StudentsAnti-Bullying Policy

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

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

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

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

Legal Reference: Neb. Rev. Stat. ' 79-2137
Student Discipline Act, Neb. Rev. Stat. " 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 11, 2014

InstructionParental/Community Involvement in Schools

Adams County School District 01-0003, a/k/a Kenesaw Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

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

Date of Adoption: August 11, 2014