

Board of Education Regular Meeting

Monday, March 10, 2025 8:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Bryce Borchers: Present
Doug Cast: Present
Cole Henderson: Present
Lana Hoffschneider: Present
Jason Richters: Present
Derek Tomes: Present

1. MEETING CALL TO ORDER	Speaker (s) : Board President
1.1. Reading of Public Meeting Notice	Speaker (s) : Board President
1.1.1. Open Meetings Act	Speaker (s) : Board President
1.2. Roll Call	Speaker (s) : President Richters
1.2.1. Action to Excuse Board Member(s) if Necessary	Speaker (s) : President Richters
1.3. Centennial Public School Mission Statement: Empower, Challenge, and Support Every Student, Every Day.	
1.4. Pledge of Allegiance	Speaker (s) : President Richters
1.5. Consent Agenda Action(s) : Motion to approve consent agenda as presented Passed with a motion by Lana Hoffschneider and a second by Doug Cast. Voting Detail: Bryce Borchers: Yea Doug Cast: Yea Cole Henderson: Yea Lana Hoffschneider: Yea Jason Richters: Yea Derek Tomes: Yea Voting Summary: Yea: 6, Nay: 0	Speaker (s) : President Richters
1.5.1. Consider Minutes of Previous Meeting and Their Approval	Speaker (s) : Board President
1.5.2. Consider General Fund, Building Fund and Activity Fund Bills and Their Approval	Speaker (s) : Board President
1.5.3. Consider Activity Accounts and Treasurer's Report	Speaker (s) : Board President
1.6. Public Forum	Speaker (s) : Board President
1.6.1. Public forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda	Speaker (s) : Board President

item, you need to speak now. Thank you for your participation.

2. ACTION ITEMS

Speaker (s) : Board President

2.1. DISCUSS, REVIEW, AND CONSIDER ADMIN/CLASSIFIED STAFF WAGES FOR 2025-2026

Speaker (s) : SUPT. FORD

Action(s) :

Motion to approve administrative and classified wages as presented Passed with a motion by Derek Tomes and a second by Cole Henderson.

Voting Detail:

Bryce Borchers: Abstain (With Conflict)

Doug Cast: Yea

Cole Henderson: Yea

Lana

Hoffschneider: Yea

Jason Richters: Abstain (With Conflict)

Derek Tomes: Yea

Voting Summary: Yea: 4, Nay: 0, Abstain (With Conflict): 2

2.2. CONSIDER ACCEPTANCE OF RESIGNATIONS (IF NEEDED)

Speaker (s) : SUPT. FORD

Action(s) :

Motion to accept the resignation of Tori Homolka with regrets and best wishes Passed with a motion by Jason Richters and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea

Doug Cast: Yea

Cole Henderson: Yea

Lana

Hoffschneider: Yea

Jason Richters: Yea

Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.3. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF NEW HIRES

Speaker (s) : SUPT. FORD

Action(s) :

Motion to approve the hire of Haden Richters as the MS ELA teacher for the 2025-2026 school year Passed with a motion by Doug Cast and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea

Doug Cast: Yea

Cole Henderson: Yea

Lana

Hoffschneider: Yea

Jason Richters: Abstain (With Conflict)

Derek Tomes: Yea

Voting Summary: Yea: 5, Nay: 0, Abstain (With Conflict): 1

2.4. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF AN AGREEMENT TO CONVEY THE REMAINDER OF THE FORMER GRESHAM SCHOOL PROPERTY TO THE GRESHAM COMMUNITY CLUB

Speaker (s) : SUPT.
FORD

Action(s) :

Motion to approve the agreement with the Gresham Community Club as presented Passed with a motion by Cole Henderson and a second by Derek Tomes.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.5. DISCUSS, REVIEW, AND CONSIDER UPDATES TO BOARD POLICIES 3003-3012

Speaker (s) : SUPT.
FORD

Action(s) :

Motion to review and approve policies 3003-3012 with recommended update to 3004. Passed with a motion by Doug Cast and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.6. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF FLOORING BID FOR SELECT MIDDLE SCHOOL CLASSROOMS

Speaker (s) : SUPT.
FORD

Action(s) :

Motion to approve the flooring bid from Midwest Flooring as presented Passed with a motion by Derek Tomes and a second by Doug Cast.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

3. DISCUSSION ITEMS

Speaker (s) : Board
President

3.1. SUPERINTENDENT REPORT - FINANCIAL REPORTS, LEGISLATIVE UPDATE, PROJECTED STATE AID,

Speaker (s) : SUPT.
FORD

CERTIFIED STAFF EVALUATION

3.2. PRESCHOOL UPDATE	Speaker (s) : SUPT. FORD
3.3. STUDENT HANDBOOK DISCUSSION	Speaker (s) : SUPT. FORD
3.4. BUILDING COMMITTEE REPORT	Speaker (s) : SUPT. FORD
3.5. DRAFT SPECIAL ELECTION RESOLUTION	Speaker (s) : SUPT. FORD
3.6. ED RISING NATIONAL QUALIFIERS	Speaker (s) : SUPT. FORD
3.7. NRCSA PLANNING	Speaker (s) : SUPT. FORD
3.8. BOARD EVALUATION DISCUSSION	Speaker (s) : CHR. RICHTERS
4. ADJOURN	Speaker (s) : Board President
Action(s) : Motion to adjourn at 9:50pm Passed with a motion by Doug Cast and a second by Derek Tomes.	
Voting Detail:	
Bryce Borchers:	Yea
Doug Cast:	Yea
Cole Henderson:	Yea
Lana Hoffschneider:	Yea
Jason Richters:	Yea
Derek Tomes:	Yea
Voting Summary: Yea: 6, Nay: 0	

Board Secretary

York News-Times



Publication Name:

York News-Times

Publication URL:

www.yorknewstimes.com

Publication City and State:

York, NE

Publication County:

York

Notice Popular Keyword Category:

Notice Keywords:

centennial

Notice Authentication Number:

202503071452243964251

2726237997

Notice URL:

[Back](#)

Notice Publish Date:

Thursday, February 27, 2025

Notice Content

Notice is hereby given that a meeting of the Board of Education of Centennial Public School, District 67-R, will be held at 8:00 p.m. on the 10th day of March, 2025, in the Board of Education Room of the Centennial School, Utica, NE, which meeting will be open to the public. An agenda, kept continuously current, is available for public inspection on the school website and at the office of the superintendent. By: Derek Tomes, Secretary Centennial Board of Education February 27, 2025 COL-NE-1600412 ZNEZ

[Back](#)

Board of Education Regular Meeting

Monday, February 10, 2025 8:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Bryce Borchers: Present
Doug Cast: Present
Cole Henderson: Present
Lana Hoffschneider: Present
Jason Richters: Present
Derek Tomes: Present

1. MEETING CALL TO ORDER	Speaker (s) : Board President
1.1. Reading of Public Meeting Notice	Speaker (s) : Board President
1.1.1. Open Meetings Act	Speaker (s) : Board President
1.2. Roll Call	Speaker (s) : President Richters
1.2.1. Action to Excuse Board Member(s) if Necessary	Speaker (s) : President Richters
1.3. Centennial Public School Mission Statement: Empower, Challenge, and Support Every Student, Every Day.	
1.4. Pledge of Allegiance	Speaker (s) : President Richters
1.5. Consent Agenda Action(s) : Motion to approve Consent Agenda as presented Passed with a motion by Lana Hoffschneider and a second by Doug Cast. Voting Detail: Bryce Borchers: Yea Doug Cast: Yea Cole Henderson: Yea Lana Hoffschneider: Yea Jason Richters: Yea Derek Tomes: Yea Voting Summary: Yea: 6, Nay: 0	Speaker (s) : President Richters
1.5.1. Consider Minutes of Previous Meeting and Their Approval	Speaker (s) : Board President
1.5.2. Consider General Fund, Building Fund and Activity Fund Bills and Their Approval	Speaker (s) : Board President
1.5.3. Consider Activity Accounts and Treasurer's Report	Speaker (s) : Board President
1.6. Public Forum	Speaker (s) : Board President
1.6.1. Public forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda	Speaker (s) : Board President

item, you need to speak now. Thank you for your participation.

2. ACTION ITEMS

Speaker (s): Board President

2.1. DISCUSS, REVIEW, AND CONSIDER APPROVING THE 2025-2026 NEGOTIATED AGREEMENT

Action(s):

Motion to approve the 2025-2026 negotiated agreement as presented Passed with a motion by Doug Cast and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.2. DISCUSS, REVIEW AND CONSIDER APPROVAL OF 2025-2026 SCHOOL CALENDAR

Speaker (s): SUPT. FORD

Action(s):

Motion to approve the 2025-2026 school calendar as presented Passed with a motion by Cole Henderson and a second by Derek Tomes.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.3. APPOINT 2025-2026 FEDERAL AND STATE PROGRAMS REPRESENTATIVE

Action(s):

Motion to appoint Seth Ford as the 2025-2026 federal and state programs representative Passed with a motion by Derek Tomes and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.4. DISCUSS, REVIEW AND CONSIDER APPROVAL OF AGREEMENT WITH CLARK ENERSEN FOR FACILITY DESIGN

Speaker (s): SUPT. FORD

Action(s) :

Motion to approve the proposed agreement with Clark Enersen for facility design as presented Passed with a motion by Bryce Borchers and a second by Doug Cast.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.5. COMMITTEE ASSIGNMENTS FOR 2025 AND 2026

Speaker (s) : SUPT.
FORD

Action(s) :

Motion to approve committee assignments as presented Passed with a motion by Lana Hoffschneider and a second by Cole Henderson.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.6. CONSIDER ACCEPTANCE OF RESIGNATION(S) (IF NEEDED)

Speaker (s) : SUPT.
FORD

2.7. CONSIDER APPROVAL OF NEW HIRES (IF NEEDED)

Speaker (s) : SUPT.
FORD

2.8. DISCUSS, REVIEW AND CONSIDER UPDATES TO POLICIES 2008-2017; 3001-3002

Speaker (s) : SUPT.
FORD

Action(s) :

Motion to review and approve policies 2008-2017; 3001, 3002 with recommended updates to 2009 Passed with a motion by Derek Tomes and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.9. DISCUSS, REVIEW, AND CONSIDER THE PURCHASE OF DESKTOP COMPUTERS FOR THE SECONDARY COMPUTER LAB

Action(s) :

Motion to approve the purchase of desktop

computers from Computer Hardware as presented
Passed with a motion by Cole Henderson and a
second by Bryce Borchers.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana
Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.10. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF
PURCHASE OF CHROMEBOOKS FOR 5TH AND 8TH GRADE IN
2025-2026

Action(s):

Motion to authorize the administration to
purchase 85 chromebooks for the 5th and 9th grade
one to one refresh not to exceed \$40,000 Passed
with a motion by Lana Hoffschneider and a second
by Doug Cast.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana
Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.11. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF
BID TO SAND AND REFINISH THE WEST GYM FLOOR

Action(s):

Motion to approve the bid from Egan to sand,
repaint and refinish the west gym floor as
presented Passed with a motion by Bryce Borchers
and a second by Cole Henderson.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana
Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

2.12. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF **Speaker(s):** SUPT.
AN AGREEMENT TO DESIGN PLANS FOR SIDEWALK FORD

Action(s):

Motion to authorize the administration to enter
into an agreement to design plans for the
sidewalk project from the east parking lot to

Centennial Avenue Passed with a motion by Derek Tomes and a second by Cole Henderson.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

3. DISCUSSION ITEMS

Speaker (s): Board President

3.1. Superintendent Report - Financial Documents, Legislative Update, Foundation Update, Reconciliation Report

Speaker (s): SUPT. FORD

3.2. Administrative and Classified Staff Compensation Discussion

3.3. Review Assessment Performance

3.4. Jumpstart/Summer School Discussion

3.5. Building Committee Report (If Needed)

3.6. Americanism Report

4. ADJOURN

Speaker (s): Board President

Action(s):

Motion to adjourn at 10:12pm Passed with a motion by Doug Cast and a second by Lana Hoffschneider.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Board of Education Special Meeting

Wednesday, February 5, 2025 7:00 PM

Cafeteria, 1301 Centennial Avenue, Utica, NE 68456-0187

Bryce Borchers: Present
Doug Cast: Present
Cole Henderson: Present
Lana Hoffschneider: Present
Jason Richters: Present
Derek Tomes: Present

1. MEETING CALL TO ORDER

Speaker(s): CHR.
RICHTERS

1.1. Reading of Public Meeting Notice

Speaker(s): CHR.
RICHTERS

1.2. Open Meetings Act

Speaker(s): CHR.
RICHTERS

1.3. Roll Call

Speaker(s): CHR.
RICHTERS

2. Public Forum

2.1. Public Forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.

3. Discussion Item(s)

3.1. Steering Committee Work Session

4. ADJOURN

Action(s):

Motion to adjourn the meeting at 10:15 PM. This motion, made by Bryce Borchers and seconded by Doug Cast, Passed.

Voting Detail:

Bryce Borchers: Yea
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Yea
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

The following patrons were in attendance at the February 5, 2025 Board of Education Special Meeting

Mark Avery
Danielle Baack
Justin Beck
Justin Browning
Austin Bruns
Nancy Cradick
Gail Dishman
Chad Ehlers
Ron Erks
Tori Gierhan
Barry Heidtbrink
Atley Henderson
Mark Hesel
Brent Pankoke
Rob Pedersen
Eric Peeks
Brady Pulliam
Tim Ripp (Clark Ennerson)
Hannah Schaeffers (Clark Ennerson)
Deanna Slawnyk
Mike Tomes
Doug Tonniges
Bill Winkelman

Board of Education Special Meeting

Wednesday, February 19, 2025 7:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Bryce Borchers: Absent
Doug Cast: Present
Cole Henderson: Present
Lana Hoffschneider: Absent
Jason Richters: Present
Derek Tomes: Present

1. MEETING CALL TO ORDER

Speaker (s): CHR.
RICHTERS

1.1. Reading of Public Meeting Notice

Speaker (s): CHR.
RICHTERS

1.2. Open Meetings Act

Speaker (s): CHR.
RICHTERS

1.3. Roll Call

Speaker (s): CHR.
RICHTERS

2. Public Forum

2.1. Public Forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.

3. Discussion Item(s)

3.1. Steering Committee Work Session

4. ADJOURN

Action(s):

Motion to adjourn at 8:00pm. This motion, made by Doug Cast and seconded by Cole Henderson, Passed.

Voting Detail:

Bryce Borchers: Absent
Doug Cast: Yea
Cole Henderson: Yea
Lana Hoffschneider: Absent
Jason Richters: Yea
Derek Tomes: Yea

Voting Summary: Yea: 4, Nay: 0, Absent: 2

Board Secretary

The following patrons were in attendance at the February 19, 2025 Board of Education Special Meeting

Justin Beck
Nancy Cradick
Gail Dishman
Tori Gierhan
Mike Pankoke
Eric Peeks
Brady Pulliam
Tim Ripp (Clark Ennerson)
Hannah Schaeffers (Clark Ennerson)
Katie Scheele
Deanna Slawnyk
Jim Swanson
Mike Tomes
Doug Tonniges
Bill Winkelman

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 01 GENERAL FUND	
ALL COPY PRODUCTS, INC		SUPPLIES	895.46
ALL COPY PRODUCTS		COPIER LEASE	447.89
AMAZON CAPITAL SERVICES		SUPPLIES	1,460.69
APPTEGY		WEBSITE HOSTING	4,400.00
ARNOLD MOTOR SUPPLY		AUTO PARTS	1,617.82
AXTELL COMMUNITY SCHOOL		ADMIN FEES	6,750.00
BEAVER HARDWARE		FACILITY SUPPLIES	489.28
BEL-CON REFUSE			65.00
BGNE, INC		AUTO PARTS/SUPPLIES	156.60
BLACK HILLS ENERGY		NATURAL GAS	15,317.19
BOUND TO STAY BOUND		LIBRARY BOOKS	1,158.43
Capital One Trade Credit		SUPPLIES	859.79
Capital One		SUPPLIES	88.56
CARDIO PARTNERS, INC		SUPPLIES	770.40
CDW GOVERNMENT, INC		TECHNOLOGY	328.39
CENTENNIAL ACTIVITY FUND		DISTRICT REIMBURSEMENT	793.00
CENTRAL VALLEY AG		FUEL	6,770.12
CENTURY HOUSE CHIROPRACTIC, INC.		DOT PHYSICALS	94.00
COLUMN SOFTWARE PBC			95.41
CORNHUSKER INT. TRUCKS INC		EQUIP/MAIN	815.32
DETWEILER, ASHLEY		MILEAGE	297.92
DEY, JULIE		REIMBURSEMENT	20.42
DIETZE MUSIC		SHEET MUSIC/EQUIP	511.05
EASY TIME CLOCK, INC		CLOUD SOFTWARE	107.00
EDUCATIONAL SERVICE UNIT #5		CONTRACTED SERVICES	11,845.50
EDUCATIONAL SERVICE UNIT #6		CONTRACTED SERVICES/SUPPLIES	835.00
FEHLHAFER'S INC		PARTS/MAINTENANCE	2,478.00
GO PHYSICAL THERAPY		PHYSICAL THERAPY	9,285.80
GRAINGER		FACILITY SUPPLIES	216.54
HD Supply Formerly Home Depot Pro			2,906.61
INSPIRA		FEES	100.00
J.W. PEPPER & SON, INC		MUSIC	372.87
JUNGE REPAIR LLC		REPAIRS	591.93
KANSAS CITY ART INSTITUTE			460.00
KOPCHOS SANITATION, INC		SERVICES	1,202.50
KSB SCHOOL LAW		LEGAL SERVICE	1,376.50
KUCERA, MCKENNA		REIMBURSEMENT	1,021.84
MACKIN EDUCATIONAL RESOURCES		SUPPLIES	1,114.62
MATHESON TRI-GAS INC		WELDING SUPPLIES	1,536.69
MCCORMICK'S HEATING & AIR CONDITIONING		HVAC MAINTENANCE	172.00
MIDWEST DOOR AND HARDWARE		REPAIRS/MAIN	97.50
NASB		FEES	4,574.00
NCS PEARSON INC			70.20
NE COUNCIL OF SCHOOL ADMIN		FEES	150.00
NEBRASKA CENTRAL EQUIPMENT, INC		BUS PARTS/SUPPLIES	275.76

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>	
NORRIS PUBLIC POWER DISTRICT	ELECTRICITY	10,653.48	
NORTH PRINTING & OFFICE SUPPLY	SUPPLIES	38.99	
NRCSA	DUES/FEES	1,470.00	
PAC N SAVE - SEWARD	SUPPLIES	259.45	
POSTMASTER	PERMIT FEE	438.00	
PROVIDENCE WORKING CANINES	SERVICES	568.37	
QUILL CORPORATION	SUPPLIES	888.37	
RHYME UNIVERSITY	SUPPLIES	230.19	
STAPLES	SUPPLIES	426.70	
TRAFERA, LLC	TECHNOLOGY SUPPLIES	23,782.00	
TRUCK CENTER COMPANIES	BUS REPAIRS	21.00	
U.S. BANK	CREDIT CARD PAYMENT	7,442.32	
VERIZON CONNECT		379.00	
VERIZON WIRELESS	CELL PHONES	30.04	
VILLAGE OF UTICA	WATER/SEWER	1,417.74	
WELLMAN PLUMBING INC	MAINTENANCE	420.00	
WINDSTREAM	TELEPHONE	561.51	
ZITO BUSINESS	INTERNET SERVICE	121.69	
	Fund Total:		134,142.45
	Checking Account Total:		134,142.45

Vendor ID: KONFINA ALL COPY PRODUCTS

Invoice Number: 548462274 Amount: 447.89

Description: 1
Sequence: 1
Chart of Account Number

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Check Number: 1099
Check Date: CC:
Detail Amount Asset/Asset Tag

Chart of Account Number	Check Type:	Checking Account ID:	Detail Description	Detail Amount	Asset/Asset Tag	In Full
01 2410 340 001 2 000			OTHER PROF SERVICES	111.97	N	
01 2410 340 002 1 000			OTHER PROF SERVICES	111.97	N	
01 2410 340 004 0 000			OTHER PROF SERVICES	111.97	N	
01 2320 340 001 2 000			OTHER PROF SERVICES	37.32	N	
01 2320 340 002 1 000			OTHER PROF SERVICES	37.33	N	
01 2320 340 004 0 000			OTHER PROF SERVICES	37.33	N	

Vendor ID: ALLCOPY ALL COPY PRODUCTS, INC

Invoice Number: AR4717933 Amount: 895.46

Description: 1
Sequence: 1
Chart of Account Number

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Check Number: 1099
Check Date: CC:
Detail Amount Asset/Asset Tag

Chart of Account Number	Check Type:	Checking Account ID:	Detail Description	Detail Amount	Asset/Asset Tag	In Full
01 2320 610 001 2 000			GENERAL SUPPLIES	74.62	N	
01 2320 610 002 1 000			SUPPLIES - SUPT OFFICE	74.63	N	
01 2320 610 004 0 000			GENERAL SUPPLIES	74.63	N	
01 2410 610 001 2 000			SUPPLIES - SEC OFFICE	223.86	N	
01 2410 610 002 1 000			SUPPLIES - ELEM OFFICE	223.86	N	
01 2410 610 004 0 000			SUPPLIES	223.86	N	

Vendor ID: AMABUS AMAZON CAPITAL SERVICES

Invoice Number: 2/25 Amount: 1,460.69

Description: 1
Sequence: 1
Chart of Account Number

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Check Number: 1099
Check Date: CC:
Detail Amount Asset/Asset Tag

Chart of Account Number	Check Type:	Checking Account ID:	Detail Description	Detail Amount	Asset/Asset Tag	In Full
01 2620 610 001 2 000			SUPPLIES	438.17	N	
01 2620 610 002 1 000			SUPPLIES	438.17	N	
01 2620 610 004 0 000			SUPPLIES	438.17	N	
01 1200 610 004 0 000			SUPPLIES 6-8	27.44	N	
01 1100 640 001 2 000			TEXTBOOKS - HS	42.75	N	
01 2130 610 001 2 000			SUPPLIES - SEC NURSE	25.33	N	
01 2130 610 002 1 000			SUPPLIES - ELEM NURSE	25.33	N	
01 2130 610 004 0 000			SUPPLIES	25.33	N	

Vendor ID: APPTegy APPTegy

Invoice Number: INV27964 Amount: 4,400.00

Description: 1
Sequence: 1
Chart of Account Number

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Check Number: 1099
Check Date: CC:
Detail Amount Asset/Asset Tag

Chart of Account Number	Check Type:	Checking Account ID:	Detail Description	Detail Amount	Asset/Asset Tag	In Full
01 1100 643 001 2 000			THRILLSHARE MEDIA SUBSCRIPTION	1,466.67	N	
01 1100 643 002 1 000			THRILLSHARE MEDIA SUBSCRIPTION	1,466.67	N	
01 1100 643 004 0 000			THRILLSHARE MEDIA SUBSCRIPTION	1,466.66	N	

Vendor ID: ARNOLDM ARNOLD MOTOR SUPPLY

Invoice Number: 2/25 Amount: 1,617.82

Description: Sequence: 1 Check Type: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
 Chart of Account Number: 01 2710 610 001 2 000
 Detail Description: SUPPLIES
 241.28
 01 2710 610 002 1 000 SUPPLIES 241.28
 01 2710 610 004 0 000 SUPPLIES 241.27
 01 2710 626 001 2 000 GAS & OIL 297.99
 01 2710 626 002 1 000 GAS & OIL 298.00
 01 2710 626 004 0 000 GAS & OIL 298.00

Vendor ID: AXTELLCO AXTELL COMMUNITY SCHOOL PO Number: Invoice Number: 24053 Amount: 6,750.00
 Description: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Cost Center ID: 1099 Detail Amount Asset/Asset Tag
 Chart of Account Number: 01 1200 561 001 2 000
 Detail Description: TUITION TO OTHER DISTRICTS WITHIN STATE
 6,750.00

Vendor ID: BEAVER BEAVER HARDWARE PO Number: Invoice Number: 2/25 Amount: 489.28
 Description: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Cost Center ID: 1099 Detail Amount Asset/Asset Tag
 Chart of Account Number: 01 2620 610 001 2 000 SUPPLIES 26.20
 01 2620 610 002 1 000 SUPPLIES 26.20
 01 2620 610 004 0 000 SUPPLIES 26.19
 01 2650 610 001 2 000 SUPPLIES 37.83
 01 2650 610 002 1 000 SUPPLIES 37.83
 01 2650 610 004 0 000 SUPPLIES 37.82
 01 1100 610 001 2 000 SUPPLIES - SECONDARY 297.21

Vendor ID: BELCON BEL-CON REFUSE PO Number: Invoice Number: 2/25 Amount: 65.00
 Description: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Cost Center ID: 1099 Detail Amount Asset/Asset Tag
 Chart of Account Number: 01 2610 420 001 2 000 TRASH/SNOW/CLEANING 21.67
 01 2610 420 002 1 000 TRASH/SNOW/CLEANING 21.67
 01 2610 420 004 0 000 TRASH/SNOW/CLEANING 21.66

Vendor ID: BGEINC BGNE, INC PO Number: Invoice Number: 2/25 Amount: 156.60
 Description: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Cost Center ID: 1099 Detail Amount Asset/Asset Tag
 Chart of Account Number: 01 2710 610 001 2 000 SUPPLIES 52.20
 01 2710 610 002 1 000 SUPPLIES 52.20
 01 2710 610 004 0 000 SUPPLIES 52.20

Vendor ID: BHENERGY **BLACK HILLS ENERGY** **PO Number:** **Invoice Number: 2/25** **Amount:** **15,317.19**

Description: Checking Account ID: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date: CC: In Full

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 621 001 2 000	NATURAL GAS		5,105.73	N	
01 2610 621 002 1 000	NATURAL GAS		5,105.73	N	
01 2610 621 004 0 000	NATURAL GAS		5,105.73	N	

Vendor ID: BOUND **BOUND TO STAY BOUND** **PO Number:** **Invoice Number: 237270** **Amount:** **1,158.43**

Description: BOOKS Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date: CC: In Full

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2220 640 002 1 000	BOOKS - ELEM MEDIA		1,035.35	0.00	N
01 2220 640 004 0 000	BOOKS & PERIODICALS		123.08	0.00	N

Vendor ID: CAPITALONE **Capital One** **PO Number:** **Invoice Number: 2/25** **Amount:** **88.56**

Description: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date: CC: In Full

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1190 610 001 2 000	SUPPLIES		8.98	N	
01 1100 610 002 1 000	SUPPLIES - ELEMENTARY		7.41	N	
01 1100 610 004 0 000	SUPPLIES - MS		11.64	N	
01 2130 610 001 2 000	SUPPLIES - SEC NURSE		18.23	N	
01 2130 610 002 1 000	SUPPLIES - ELEM NURSE		18.23	N	
01 2130 610 004 0 000	SUPPLIES		18.23	N	
01 2310 610 001 2 000	SUPPLIES - BOARD OF ED		1.95	N	
01 2310 610 002 1 000	SUPPLIES - BOARD OF ED		1.95	N	
01 2310 610 004 0 000	SUPPLIES		1.94	N	

Vendor ID: CAPITALON1 **Capital One Trade Credit** **PO Number:** **Invoice Number: 2/25** **Amount:** **859.79**

Description: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date: CC: In Full

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2620 610 001 2 000	SUPPLIES		286.60	N	
01 2620 610 002 1 000	SUPPLIES		286.59	N	
01 2620 610 004 0 000	SUPPLIES		286.60	N	

Vendor ID: CARDIO **CARDIO PARTNERS, INC** **PO Number:** **Invoice Number: 600011898** **Amount:** **770.40**

Description: AED BATTERIES/ELECTRODES Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date: CC: In Full

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2130 610 001 2 000	AED BATTERIES/ELECTRODES		111.60	N	
01 2130 610 002 1 000	AED BATTERIES/ELECTRODES		111.60	N	
01 2130 610 004 0 000	AED BATTERIES/ELECTRODES		111.60	N	

01 2670 610 001 2 000
01 2670 610 002 2 000
01 2670 610 004 2 000

AED BATTERIES/ELECTRODES
AED BATTERIES/ELECTRODES
AED BATTERIES/ELECTRODES

145.20
145.20
145.20

N
N
N

Vendor ID: CDWGOV

CDW GOVERNMENT, INC

PO Number:

Invoice Number: AC7HV4Q

Amount: 328.39

Description: FRONT ROW MIC KIT

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

CC:

Chart of Account Number

Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

01 1100 650 001 2 000
01 1100 650 002 1 000
01 1100 650 004 0 000

FRONT ROW MIC KIT
FRONT ROW MIC KIT
FRONT ROW MIC KIT

109.47
109.46
109.46

N
N
N

Vendor ID: CENTEN

CENTENNIAL ACTIVITY FUND

PO Number:

Invoice Number: 2/25

Amount: 793.00

Description:

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

CC:

Chart of Account Number

Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

01 3535 810 004 0 000
01 1100 810 001 2 000
01 1100 810 001 2 000
01 1100 810 001 2 000
01 1100 810 001 2 000
01 1100 810 001 2 000
01 1100 810 001 2 000

SEWARD QUIZ BOWL
SHELBY SPEECH MEET
NE JAZZ FESTIVAL
HUMPHREY SPEECH MEET
SUTTON SPEECH MEET
SUTTON DISTRICT MUSIC FACILITIES FEE

100.00
155.00
150.00
96.00
192.00
100.00

N
N
N
N
N
N

Vendor ID: CENTRALVAL

CENTRAL VALLEY AG

PO Number:

Invoice Number: 2/25

Amount: 6,770.12

Description:

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

CC:

Chart of Account Number

Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

01 2710 626 001 2 000
01 2710 626 002 1 000
01 2710 626 004 0 000
01 2712 626 001 2 000
01 2712 626 002 1 000
01 2712 626 004 0 000
01 2650 626 001 2 000
01 2650 626 002 1 000
01 2650 626 004 0 000

GAS & OIL
GAS & OIL
GAS & OIL
GAS & OIL
GAS & OIL
GAS & OIL
GAS/OIL-SUPP VEH
GAS & OIL
GAS & OIL

2,075.99
2,076.00
2,075.99
50.00
50.00
50.00
130.72
130.71
130.71

N
N
N
N
N
N
N
N
N

Vendor ID: CENTURY

CENTURY HOUSE CHIROPRACTIC, INC.

PO Number:

Invoice Number: 11078721

Amount: 94.00

Description: DOT EXAM

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

CC:

Chart of Account Number

Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

01 2710 890 001 2 000
01 2710 890 002 1 000
01 2710 890 004 0 000

DOT EXAM
DOT EXAM
DOT EXAM

31.33
31.33
31.34

N
N
N

Vendor ID: COLUSOF **COLUMN SOFTWARE PBC**

PO Number: **Invoice Number: 2/25** **Amount:** **95.41**

Invoice Date: 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00

Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>
01 2310 310 001 2 000	OFFICIAL ADMINISTRATIVE SERVICE
01 2310 310 002 1 000	OFFICIAL ADMINISTRATIVE SERVICES
01 2310 310 004 0 000	OFFICIAL ADMINISTRATIVE SERVICES

Vendor ID: CORNHU **CORNHUSKER INT. TRUCKS INC**

PO Number: **Invoice Number: 2/25** **Amount:** **815.32**

Invoice Date: 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 815.32

Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>
01 2710 610 001 2 000	20A BRAKE/LIGHT REPAIR
01 2710 610 004 0 000	20A BRAKE/LIGHT REPAIR
01 2710 610 004 0 000	20A BRAKE/LIGHT REPAIR
01 2710 431 001 2 000	NON-TECH REPAIRS
01 2710 431 002 2 000	NON-TECH REPAIRS
01 2710 431 004 0 000	NON-TECH REPAIRS

Vendor ID: DETWASH **DETWASHER, ASHLEY**

PO Number: **Invoice Number: 2/25** **Amount:** **297.92**

Invoice Date: 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00

Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>
01 2712 332 004 0 000	MILEAGE TO PARENTS

Vendor ID: DEY **DEY, JULIE**

PO Number: **Invoice Number: 2/26/25** **Amount:** **20.42**

Invoice Date: 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00

Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>
01 1100 610 004 0 000	REIMB STORE ITEMS AND AIR FRESHENERS

Vendor ID: DIETZE **DIETZE MUSIC**

PO Number: **Invoice Number: 2/25** **Amount:** **511.05**

Invoice Date: 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00

Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>
01 1100 610 001 2 000	SUPPLIES - SECONDARY
01 1100 610 004 0 000	SUPPLIES - MS

Vendor ID: EASYTIC **EASY TIME CLOCK, INC**

PO Number: **Invoice Number: 989812** **Amount:** **107.00**

Invoice Date: 02/02/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00

Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>
01 2510 735 001 2 000	TECH SOFTWARE

01 2510 735 002 1 000 TECH SOFTWARE 35.66 N
01 2510 735 004 0 000 TECH SOFTWARE 35.67 N

Vendor ID: ESU5 EDUCATIONAL SERVICE UNIT #5 **Invoice Number: 3612** **Amount: 11,845.50**

Description: MENTAL HEALTH - 3RD QUARTER **PO Number:**
Sequence: 1 Check Type: MENTAL HEALTH - 3RD QUARTER **Invoice Date:** 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00
Checking Account ID: MENTAL HEALTH - 3RD QUARTER **Check Number:** **Check Date:**
Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Chart of Account Number	Detail Description	Check Number	Check Date	Asset/Asset Tag	CC	In Full
01 2140 320 001 2 000	MENTAL HEALTH - 3RD QUARTER	3,948.50		N		
01 2140 320 002 1 000	MENTAL HEALTH - 3RD QUARTER	3,948.50		N		
01 2140 320 004 0 000	MENTAL HEALTH - 3RD QUARTER	3,948.50		N		

Vendor ID: ESU6 EDUCATIONAL SERVICE UNIT #6 **Invoice Number: 2/25** **Amount: 835.00**

Description: EBOOK CONSORTIUM/PD TRAINING ED RISING **PO Number:**
Sequence: 1 Check Type: EBOOK CONSORTIUM/PD TRAINING ED RISING **Invoice Date:** 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00
Checking Account ID: EBOOK CONSORTIUM/PD TRAINING ED RISING **Check Number:** **Check Date:**
Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Chart of Account Number	Detail Description	Check Number	Check Date	Asset/Asset Tag	CC	In Full
01 2220 735 001 2 000	EBOOK CONSORTIUM/PD TRAINING ED RISING	225.00		N		
01 2220 735 002 1 000	EBOOK CONSORTIUM/PD TRAINING ED RISING	225.00		N		
01 2220 735 004 0 000	EBOOK CONSORTIUM/PD TRAINING ED RISING	225.00		N		
01 6310 810 001 2 000	DUES AND FEES	93.34		N		
01 6310 810 002 1 000	DUES AND FEES	33.33		N		
01 6310 810 004 0 000	DUES AND FEES	33.33		N		

Vendor ID: FEHLHA FEHLHAFFER'S INC **Invoice Number: 2/25** **Amount: 2,478.00**

Description: **PO Number:**
Sequence: 1 Check Type: **Invoice Date:** 02/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 0.00
Checking Account ID: **Check Number:** **Check Date:**
Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Chart of Account Number	Detail Description	Check Number	Check Date	Asset/Asset Tag	CC	In Full
01 2630 420 001 0 000	CLEANING SERVICES	826.00		N		
01 2630 420 002 0 000	CLEANING SERVICES	826.00		N		
01 2630 420 004 0 000	CLEANING SERVICES	826.00		N		

Vendor ID: GOPHYS GO PHYSICAL THERAPY **Invoice Number: MAR 25** **Amount: 9,285.80**

Description: **PO Number:**
Sequence: 1 Check Type: **Invoice Date:** 03/01/2025 **Due Date:** 02/28/2025 **Status:** A **1099 Amount:** 9,285.80
Checking Account ID: **Check Number:** **Check Date:**
Cost Center ID **Detail Amount** **1099 Detail Amount** **Asset/Asset Tag** **CC:** **In Full**

Chart of Account Number	Detail Description	Check Number	Check Date	Asset/Asset Tag	CC	In Full
01 6408 340 002 1 501	OT 0-2	1,001.00		1,001.00 N		
01 6408 334 002 1 501	OT 0-2 TRAVEL	156.00		156.00 N		
01 6408 334 002 1 501	OT 0-2 MILEAGE	126.00		126.00 N		
01 6408 340 002 1 502	OT 3-4	712.25		712.25 N		
01 6408 340 002 1 503	OT SCHOOL AGE	2,194.50		2,194.50 N		
01 6408 340 004 0 503	OT SCHOOL AGE	827.75		827.75 N		
01 6408 334 002 1 503	OT SCHOOL AGE TRAVEL	208.00		208.00 N		
01 6408 334 002 1 503	OT SCHOOL AGE MILEAGE	168.00		168.00 N		

01 6408 340 002 1 504
01 6408 340 002 1 505
01 6408 340 002 1 506
01 6408 340 004 0 506
01 6408 334 002 1 506
01 6408 334 002 1 506
01 6408 340 002 1 508
01 6408 334 002 1 508
01 6408 334 002 1 508
01 6408 340 002 1 509
01 6408 334 002 1 509
01 6408 334 002 1 509

134.75 N
519.75 N
1,020.25 N
866.25 N
234.00 N
256.20 N
93.00 N
13.00 N
9.10 N
635.50 N
65.00 N
45.50 N

Vendor ID: GRAING

GRAINGER

PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 **Invoice Number: 9402017215** Amount: 216.54

Description: 1 Check Type: Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Check Number:</u>	<u>Check Date:</u>	<u>CC:</u>
01 2610 610 001 2 000	CUSTODIAL SUPPLIES		19.89		N
01 2610 610 002 1 000	CUSTODIAL SUPPLIES		19.89		N
01 2610 610 004 0 000	CUSTODIAL SUPPLIES		19.89		N
01 2620 610 001 2 000	SUPPLIES		52.29		N
01 2620 610 002 1 000	SUPPLIES		52.29		N
01 2620 610 004 0 000	SUPPLIES		52.29		N

Vendor ID: HDSUPPLYFO

HD Supply Formerly Home Depot Pro

PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 **Invoice Number: 847385663** Amount: 2,906.61

Description: 1 Check Type: Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Check Number:</u>	<u>Check Date:</u>	<u>CC:</u>
01 2610 610 001 2 000	CUSTODIAL SUPPLIES		743.04		N
01 2610 610 002 1 000	CUSTODIAL SUPPLIES		743.04		N
01 2610 610 004 0 000	CUSTODIAL SUPPLIES		743.05		N
01 2630 610 001 2 000	SUPPLIES		105.83		N
01 2630 610 002 1 000	SUPPLIES		105.84		N
01 2630 610 004 0 000	SUPPLIES		105.83		N
01 2320 610 001 2 000	GENERAL SUPPLIES		119.99		N
01 2320 610 002 1 000	SUPPLIES - SUPT OFFICE		120.00		N
01 2320 610 004 0 000	GENERAL SUPPLIES		119.99		N

Vendor ID: PAYFLEX

INSPIRA

PO Number: Invoice Date: 03/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 **Invoice Number: 21117-2043422** Amount: 100.00

Description: 1 Check Type: Checking Account ID:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Check Number:</u>	<u>Check Date:</u>	<u>CC:</u>
01 2310 310 001 2 000	OFFICIAL ADMINISTRATIVE SERVICE		33.34		N
01 2310 310 002 1 000	OFFICIAL/ADMINISTRATIVE SERVICES		33.33		N

01 2310 310 004 0 000 OFFICIAL/ADMINISTRATIVE SERVICES

Vendor ID: JWPEPERSO J.W. PEPPER & SON, INC

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 Invoice Number: 2125 Amount: 372.87

Chart of Account Number: 01 1100 610 001 2 000 SUPPLIES - SECONDARY
01 1100 610 004 0 000 SUPPLIES - MS
Detail Description: 159.73
213.14
Check Number: 1099 Detail Amount Asset/Asset Tag
CC: In Full

Vendor ID: JUNGERE JUNGERE REPAIR LLC

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 Invoice Number: 3583 Amount: 591.93

Chart of Account Number: 01 2710 431 001 2 000 BUS 13A COOLANT/HEATER RELAY
01 2710 431 002 2 000 BUS 13A COOLANT/HEATER RELAY
01 2710 431 004 0 000 BUS 13A COOLANT/HEATER RELAY
Detail Description: 197.31
197.31
197.31
Check Number: 1099 Detail Amount Asset/Asset Tag
CC: In Full

Vendor ID: KCAI KANSAS CITY ART INSTITUTE

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 Invoice Number: 47724-45713 Amount: 460.00

Chart of Account Number: 01 6310 810 001 2 000 EDUCATOR ART LAB PROGRAM FEE
01 6310 610 001 2 000 EDUCATOR ART LAB SUPPLY FEE
Detail Description: 425.00
35.00
Check Number: 1099 Detail Amount Asset/Asset Tag
CC: In Full

Vendor ID: KOPCHOS KOPCHOS SANITATION, INC

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 Invoice Number: 1161483 Amount: 1,202.50

Chart of Account Number: 01 2610 420 001 2 000 TRASH/SNOW/CLEANING
01 2610 420 002 1 000 TRASH/SNOW/CLEANING
01 2610 420 004 0 000 TRASH/SNOW/CLEANING
Detail Description: 400.84
400.83
400.83
Check Number: 1099 Detail Amount Asset/Asset Tag
CC: In Full

Vendor ID: KSBBLAW KSB SCHOOL LAW

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 1,376.50 Invoice Number: 18311 Amount: 1,376.50

Chart of Account Number: 01 2330 317 001 2 000 LEGAL FEES-BD OF ED
01 2330 317 002 1 000 LEGAL SERVICES
01 2330 317 004 0 000 LEGAL SERVICES
Detail Description: 458.83
458.84
458.83
Check Number: 1099 Detail Amount Asset/Asset Tag
CC: In Full

Vendor ID: KUCEMCK KUCERA, MCKENNA

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00 Invoice Number: 2125 Amount: 1,021.84

Chart of Account Number: 01 6310 580 002 1 000 REIMB - GET YOUR TEACH ON -
Detail Description: 1,021.84
Check Number: 1099 Detail Amount Asset/Asset Tag
CC: In Full

CHARLOTTE

Vendor ID: MACKIN **MACKIN EDUCATIONAL RESOURCES**

Description: BOOKS
Sequence: 1 Check Type: Checking Account ID: Invoice Number: 912031 Amount: 1,114.62
Chart of Account Number PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
01 2220 640 001 2 000 Detail Description Check Number: Check Date: CC: In Full
01 2220 640 002 1 000 BOOKS - SECONDARY MEDIA 458.08 N
01 2220 640 002 1 000 BOOKS - ELEM MEDIA 656.54 N

Vendor ID: MATHTG **MATHESON TRI-GAS INC**

Description: Checking Account ID: Invoice Number: 2/25 Amount: 1,536.69
Sequence: 1 Check Type: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Check Number: Check Date: CC: In Full
01 1100 610 001 2 000 SUPPLIES - SECONDARY 1,536.69 N

Vendor ID: MCCOR **MCCORMICK'S HEATING & AIR CONDITIONING**

Description: RTU 6 NOT FIRING Checking Account ID: Invoice Number: 1924 Amount: 172.00
Sequence: 1 Check Type: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Check Number: Check Date: CC: In Full
01 2620 431 001 2 000 RTU NOT FIRING 57.33 N
01 2620 431 002 1 000 RTU NOT FIRING 57.34 N
01 2620 431 004 0 000 RTU NOT FIRING 57.33 N

Vendor ID: MIDDOOR **MIDWEST DOOR AND HARDWARE**

Description: CUT KEYS Checking Account ID: Invoice Number: 35-2526 Amount: 97.50
Sequence: 1 Check Type: PO Number: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Check Number: Check Date: CC: In Full
01 2620 431 001 2 000 CUT KEYS 32.50 N
01 2620 431 002 1 000 CUT KEYS 32.50 N
01 2620 431 004 0 000 CUT KEYS 32.50 N

Vendor ID: NASB **NASB**

Description: MEMBERSHIP DUES Checking Account ID: Invoice Number: 2/25 Amount: 4,574.00
Sequence: 1 Check Type: PO Number: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Check Number: Check Date: CC: In Full
01 2310 810 001 2 000 MEMBERSHIP DUES 1,524.67 N
01 2310 810 002 1 000 MEMBERSHIP DUES 1,524.66 N
01 2310 810 004 0 000 MEMBERSHIP DUES 1,524.67 N

Vendor ID: NCSPEAR **NCS PEARSON INC**

Description: RECORD FORMS Checking Account ID: Invoice Number: 27403331 Amount: 70.20
Sequence: 1 Check Type: PO Number: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Check Number: Check Date: CC: In Full
01 1200 610 002 1 000 RECORD FORMS 70.20 N

Vendor ID: NCSA NE COUNCIL OF SCHOOL ADMIN

Description: NASES LEGISLATIVE ADV AND LEADERSHIP

Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 85207 Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 1200 810 001 2 000

Detail Description: NASES LEGISLATIVE ADV AND LEADERSHIP

01 1200 810 002 1 000

01 1200 810 004 0 000

Check Number: 50.00

Detail Amount: 50.00

Cost Center ID: N

Amount: 150.00

Check Date: CC: In Full

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Vendor ID: NEBCEN NEBRASKA CENTRAL EQUIPMENT, INC

Description: 13A MIRRORS

Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 0173901-IN Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2710 610 001 2 000

Detail Description: 13A MIRRORS

01 2710 610 002 1 000

01 2710 610 004 0 000

Check Number: 91.92

Detail Amount: 91.92

Cost Center ID: N

Amount: 275.76

Check Date: CC: In Full

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Vendor ID: NORRISPPD NORRIS PUBLIC POWER DISTRICT

Description: SELF-INKING STAMP

Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 2/25 Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2610 621 001 2 000

Detail Description: NATURAL GAS

01 2610 621 002 1 000

01 2610 621 004 0 000

Check Number: 3,551.16

Detail Amount: 3,551.16

Cost Center ID: N

Amount: 10,653.48

Check Date: CC: In Full

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Vendor ID: NORTH NORTH PRINTING & OFFICE SUPPLY

Description: NRCSA SPRING CONF

Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: SC 0070 Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2310 810 001 2 000

Detail Description: NRCSA SPRING CONF

01 2310 810 002 1 000

01 2310 810 004 0 000

01 2320 810 001 2 000

01 2320 810 002 1 000

01 2320 810 004 0 000

Check Number: 12.99

Detail Amount: 13.00

Cost Center ID: N

Amount: 38.99

Check Date: CC: In Full

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

Asset/Asset Tag

01 2410 810 002 1 000 NRCSA SPRING CONF N 220.00

Vendor ID: PACSAVSEW PAC N SAVE - SEWARD

Description: FCS SUPPLIES

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 1100 610 001 2 000 FCS SUPPLIES

01 1100 610 004 0 000 FCS SUPPLIES

Amount: 259.45

Invoice Number: 2125

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

200.05 N

59.40 N

Vendor ID: POSTMA POSTMASTER

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 2510 531 001 2 000 POSTAGE

01 2510 531 002 1 000 POSTAGE

01 2510 531 004 0 000 POSTAGE

Amount: 438.00

Invoice Number: 3125

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

146.00 N

146.00 N

146.00 N

Vendor ID: PROVID PROVIDENCE WORKING CANINES

Description: CANINE SAFETY SWEEP

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 2670 350 001 2 000 CANINE SAFETY SWEEP

01 2670 350 002 2 000 CANINE SAFETY SWEEP

01 2670 350 004 2 000 CANINE SAFETY SWEEP

Amount: 568.37

Invoice Number: 10376

Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

189.46 N

189.46 N

189.45 N

Vendor ID: QUILLC QUILL CORPORATION

Description: TONER

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 1100 610 001 2 000 TONER

Amount: 888.37

Invoice Number: 2125

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

888.37 N

Vendor ID: RHYMEU RHYME UNIVERSITY

Description: KINDERGARTEN TASSELS

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 1100 610 002 1 000 KINDERGARTEN TASSELS

Amount: 230.19

Invoice Number: 4587414

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

230.19 N

Vendor ID: STAPLES STAPLES

Description: TONER

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 1100 610 001 2 000 TONER

01 1100 610 002 1 000 TONER

01 1100 610 004 0 000 TONER

Amount: 426.70

Invoice Number: 2125

Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

142.23 N

142.23 N

142.24 N

Vendor ID: TRAFERA TRAFERA, LLC PO Number: I001260963 Invoice Number: I001260963 Amount: 23,782.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number: REAP-SRSA TECH HARDWARE 7,927.33 N
01 6992 734 001 2 000 REAP-SRSA TECH HARDWARE 7,927.34 N
01 6992 734 002 1 000 REAP-SRSA TECH HARDWARE 7,927.33 N
01 6992 734 004 0 000

Vendor ID: TRUCKCEN TRUCK CENTER COMPANIES PO Number: XA108167763:01 Invoice Number: XA108167763:01 Amount: 21.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/02/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number: SUPPLIES 7.00 N
01 2710 610 001 2 000 SUPPLIES 7.00 N
01 2710 610 002 1 000 SUPPLIES 7.00 N
01 2710 610 004 0 000

Vendor ID: VERIZONC VERIZON CONNECT PO Number: 320000066250 Invoice Number: 320000066250 Amount: 379.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number: WEB/CLOUD SOFTWARE 126.33 N
01 2710 643 001 2 000 WEB/CLOUD SOFTWARE 126.33 N
01 2710 643 002 1 000 WEB/CLOUD SOFTWARE 126.34 N
01 2710 643 004 0 000

Vendor ID: VERIZON VERIZON WIRELESS PO Number: 6104969923 Invoice Number: 6104969923 Amount: 30.04

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number: DISTANCE EDUCATION/TELECOMM 10.01 N
01 1100 382 001 2 000 DISTANCE EDUCATION/TELECOMM 10.02 N
01 1100 382 002 1 000 DISTANCE EDUCATION/TELECOMM 10.01 N
01 1100 382 004 0 000

Vendor ID: VILLAG VILLAGE OF UTICA PO Number: 2/25 Invoice Number: 2/25 Amount: 1,417.74

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number: WATER & SEWER 472.58 N
01 2610 410 001 2 000 WATER & SEWER 472.58 N
01 2610 410 002 1 000 WATER & SEWER 472.58 N
01 2610 410 004 0 000

Vendor ID: WELLMAN WELLMAN PLUMBING INC PO Number: 35393 Invoice Number: 35393 Amount: 420.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00
Chart of Account Number: BACKFLOW TEST
01 2610 410 001 2 000 BACKFLOW TEST
01 2610 410 002 1 000 BACKFLOW TEST
01 2610 410 004 0 000

01 2620 431 001 2 000 BACKFLOW TEST
01 2620 431 002 1 000 BACKFLOW TEST
01 2620 431 004 0 000 BACKFLOW TEST

140.00
140.00
140.00

N
N
N

Vendor ID: WINDST

WINDSTREAM

PO Number: Invoice Number: 2/25 Amount: 561.51
Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Description: 1 Check Type: Checking Account ID:
Sequence: 1 Check Type: Checking Account ID:

Chart of Account Number Detail Description
01 2510 382 001 2 000 DISTANCE EDUCATION/TELECOMM
01 2510 382 002 1 000 DISTANCE EDUCATION/TELECOMM
01 2510 382 004 0 000 DISTANCE EDUCATION/TELECOMM

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
187.17 N
187.17 N
187.17 N

Check Number: Check Date: CC:
In Full

Vendor ID: ZITO

ZITO BUSINESS

PO Number: Invoice Number: 444997 Amount: 121.69
Invoice Date: 02/01/2025 Due Date: 02/28/2025 Status: A 1099 Amount: 0.00

Description: 1 Check Type: Checking Account ID:
Sequence: 1 Check Type: Checking Account ID:

Chart of Account Number Detail Description
01 1100 530 001 2 000 COMMUNICATIONS
01 1100 530 002 1 000 COMMUNICATIONS
01 1100 530 004 0 000 COMMUNICATIONS

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
40.56 N
40.56 N
40.57 N

Check Number: Check Date: CC:
In Full

Report 1099 Total: 11,477.62

Report Total: 126,700.13

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
<u>Checking</u>	8		
Checking	8	Fund: 08 SPECIAL BUILDING FUND	
BEAVER HARDWARE		FACILITY SUPPLIES	47.98
CDW GOVERNMENT, INC		TECHNOLOGY	52.87
ECHO GROUP INC			3,704.98
JENSEN LUMBER CO		SUPPLIES	96.80
KIDWELL, INC		REPAIR/MAIN	597.78
KSB SCHOOL LAW		LEGAL SERVICE	167.50
MCCORMICK'S HEATING & AIR CONDITIONING		HVAC MAINTENANCE	2,329.36
MORRISSEY ENGINEERING INC			3,960.00
ZORO.COM		FACILITY SUPPLIES	5,351.69
		Fund Total:	16,308.96
		Checking Account Total:	16,308.96

Vendor ID: BEAVER BEAVER HARDWARE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2620 610 000 0 000 SUPPLIES

Checking Account ID:

PO Number: Invoice Number: 2/25 BLDG Amount: 47.98
Invoice Date: 02/01/2025 Due Date: 03/28/2025 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
47.98 N In Full

Vendor ID: CDWGOV CDW GOVERNMENT, INC

Description: METAL BOX SPEAKER
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2620 610 000 0 000 METAL BOX SPEAKER

Checking Account ID:

PO Number: Invoice Number: AC9K65G Amount: 52.87
Invoice Date: 02/01/2025 Due Date: 03/28/2025 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
52.87 N In Full

Vendor ID: ECHO ECHO GROUP INC

Description: LIGHTS
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2620 610 000 0 000 LIGHTS
08 2620 610 000 0 000 LIGHTS

Checking Account ID:

PO Number: Invoice Number: S011035498.001 Amount: 3,704.98
Invoice Date: 02/01/2025 Due Date: 03/28/2025 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
3,349.98 N
355.00 N In Full

Vendor ID: JENSEN JENSEN LUMBER CO

Description: SHEETROCK
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2620 610 000 0 000 SHEETROCK

Checking Account ID:

PO Number: Invoice Number: 248497 Amount: 96.80
Invoice Date: 02/01/2025 Due Date: 03/28/2025 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
96.80 N In Full

Vendor ID: KIDWELL KIDWELL, INC

Description: RELOCATE PULL STATION - NORTH MAKER SPAC
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2620 450 000 0 000 RELOCATE PULL STATION - NORTH
MAKER SPAC

Checking Account ID:

PO Number: Invoice Number: 262327 Amount: 597.78
Invoice Date: 02/01/2025 Due Date: 03/28/2025 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
597.78 N In Full

Vendor ID: KSBLAW KSB SCHOOL LAW

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2330 317 000 0 000 LEGAL SERVICES

Checking Account ID:

PO Number: Invoice Number: 2/25 CONST Amount: 167.50
Invoice Date: 03/06/2025 Due Date: 03/06/2025 Status: A 1099 Amount: 167.50
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
167.50 167.50 N In Full

Vendor ID: MCCOR MCCORMICK'S HEATING & AIR CONDITIONING

Description: DUCT WORK NORTH MAKERSPACE
Sequence: 1 Check Type:
Chart of Account Number Detail Description
08 2620 450 000 0 000 DUCT WORK NORTH MAKERSPACE

Checking Account ID:

PO Number: Invoice Number: 1883 Amount: 2,329.36
Invoice Date: 02/01/2025 Due Date: 03/28/2025 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
2,329.36 N In Full

Vendor ID: MORRENG MORRISSEY ENGINEERING INC

Checking Account ID:

PO Number: Invoice Number: 26221 Amount: 3,960.00

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05 704			Fund Balance			*Previous Balance				(15,730.51)
						*Ending Balance:	0.00	0.00	0.00	(15,730.51)
05 704 0003			ATHLETICS FUND BALANCE			*Previous Balance				(22,662.36)
05 704 0003			ATHLETICS FUND BALANCE							
02/24/2025	GJ				2024 SNC BB officials		0.00	0.00	3,660.00	
05 1710 0003			ATHLETICS ADMISSIONS							
02/04/2025	CR	18138			JHBBB Gates 2/3	Wagner, Jenny	0.00	234.00		
02/11/2025	CR	18154			Res BBB Gate 2/10	Wagner, Jenny	0.00	137.00		
02/21/2025	CR	18158			Gate G/BBB 2/14	Wagner, Jenny	0.00	1,072.00		
02/21/2025	CR	18160			Gate 2/15 BBB	Wagner, Jenny	0.00	436.00		
02/24/2025	CR	18180			Gates BBB 2/21	Wagner, Jenny	0.00	680.00		
05 1790 0003			ATHLETICS							
02/21/2025	CR	18162			VB equip. Booster Club ck	Wagner, Jenny	0.00	595.00		
05 2900 352 000 0 000 0003			ATHLETICS OFFICIALS/JUDGES							
02/03/2025	CD	20250203	5	46152	JHBBB official 2/3	Hoetfelker, Riley	100.00	0.00		
02/03/2025	CD	20250203	5	46153	JHBBB official 2/3	Johnson, Dennis A	100.00	0.00		
02/10/2025	CD	20250210	5	46213	Res BB official 2/10	Hoetfelker, Riley	60.00	0.00		
02/10/2025	CD	20250210	5	46214	Res BB official 2/10	Brosius, Andrew	60.00	0.00		
02/11/2025	CD	20250211	5	46215	BB official 2/14	Brosius, Andrew	60.00	0.00		
02/11/2025	CD	20250211	5	46216	BB official 2/14	Frazey, Andrew Jace Robert	60.00	0.00		
02/11/2025	CD	20250211	5	46217	BB official 2/14	Derowitsch, Luke	160.00	0.00		
02/11/2025	CD	20250211	5	46218	BB official 2/14	Loewe, Sam	160.00	0.00		
02/11/2025	CD	20250211	5	46219	BB official 2/14	Bracht, Jeff	160.00	0.00		
02/11/2025	CD	20250211	5	46222	BB official 2/15	Russell, Isaak	150.00	0.00		
02/11/2025	CD	20250211	5	46223	BB official 2/15	Wolsleger, Joe	150.00	0.00		
02/11/2025	CD	20250211	5	46224	BB official 2/15	Wolf, Ryan	150.00	0.00		
02/21/2025	CD	20250221	5	46245	BBB official 2/21	Kumm, David	150.00	0.00		
02/21/2025	CD	20250221	5	46246	BBB official 2/21	Ziems, Lyle	150.00	0.00		
02/21/2025	CD	20250221	5	46247	BBB official 2/21	Johnson, Dennis A	150.00	0.00		
02/24/2025	CD	20250224	5	46211	SNC BB Official	Bracht, Jeff	160.00	0.00		
05 2900 610 000 0 000 0003			ATHLETICS SUPPLIES							
02/04/2025	CD	20250204	5	46162	WR Invite Hospitality Rm supplies	CAPITAL ONE	406.14	0.00		
02/06/2025	CD	INV27414	5	46177	VB Equipment	Sports Imports Inc	1,125.00	0.00		
02/06/2025	CD	INV27829	5	46178	VB Equipment	Sports Imports Inc	409.75	0.00		
02/20/2025	CD	1VKF-6VPV-16WM	5	46243	Garmin screen protector for track/XC	AMAZON CAPITAL SERVICES	55.93	0.00		
02/27/2025	CD	1F6M-YG7C-9WMH	5	46263	Golf laser rangefinder	AMAZON CAPITAL SERVICES	129.04	0.00		
05 2900 810 000 0 000 0003			ATHLETICS DUES AND FEES							
02/06/2025	CD	20250206	5	46172	WR Invite Entry Fee	Crete High School	200.00	0.00		
02/06/2025	CD	20250206	5	46173	WR Entry Fee	Adams Central High School	175.00	0.00		
02/06/2025	CD	20250206	5	46174	JH GWR Meet Entry Fee	Thayer Central Public School	25.00	0.00		
02/26/2025	CD	20250226	5	46254	JH BBB Entry Fee	Milford Public School	65.00	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05 2900 890 000 0 000 0003					ATHLETICS MISC EXPENSE					
02/06/2025	CD	30320	5	46176	Helmet reconditioning	Harco Athletic Reconditioning, Inc	2,552.00	0.00		
02/10/2025	CD	20250210	5	46212	Business Prime Membership Fee	Amazon Services LLC	129.00	0.00		
02/26/2025	CD	2024-30	5	46255	2024 Volleyball Assigning Fees	CRW Services, Inc.	215.00	0.00		
02/26/2025	CD	20250226	5	46256	Basketball Jamboree Game 11/26/2024	Nebraska High School Sports Hall of Fame Foundation	650.00	0.00		
05 704 0003					ATHLETICS FUND BALANCE	*Current Activity			(1,302.86)	
						*Ending Balance:	8,116.86	3,154.00	3,660.00	(23,965.22)
05 704 0050					CONCESSIONS FUND BALANCE	*Previous Balance				37,147.24
05 704 0050					CONCESSIONS FUND BALANCE					
02/05/2025	GJ				Bronco Store to Conc for PBIS awards		0.00	0.00	35.00	
05 1790 0050					CONCESSIONS					
02/03/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	14.41		
02/04/2025	CR	18137			JHBBB & SNC GBB Conc 2/3	Klanecky, Nikki	0.00	672.55		
02/05/2025	CR	18140			SNC BBB Conc 2/4	Klanecky, Nikki	0.00	344.25		
02/05/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	48.76		
02/06/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	15.67		
02/07/2025	CR	18149			ice cream (TeamMates)	Klanecky, Nikki	0.00	79.50		
02/07/2025	CR	18150			SNC BB Conc 2/6	Klanecky, Nikki	0.00	2,932.00		
02/10/2025	CR	18152			SNC BB Conc. 2/8	Klanecky, Nikki	0.00	6,733.35		
02/10/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	259.02		
02/10/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	598.27		
02/11/2025	CR	18155			Res BBB Con 2/10	Klanecky, Nikki	0.00	80.75		
02/12/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	26.97		
02/18/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	33.39		
02/18/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	149.83		
02/21/2025	CR	18157			Conc. G/BBB 2/14	Klanecky, Nikki	0.00	1,416.50		
02/21/2025	CR	18159			BBB Conc 2/15	Klanecky, Nikki	0.00	364.25		
02/21/2025	CR	18169			money found in conc. box	Klanecky, Nikki	0.00	25.40		
02/24/2025	CR	18170			Youth WR Conc. 2/23	Klanecky, Nikki	0.00	4,651.00		
02/24/2025	CR	18171			BB conc. 2/21	Klanecky, Nikki	0.00	825.25		
02/24/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	58.41		
02/25/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	138.09		
02/27/2025	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	363.26		
02/28/2025	CR	18172			Dist. FFA CDE's conc. 2/25	Klanecky, Nikki	0.00	1.75		
02/28/2025	CR	18172			Dist. FFA CDE's conc. 2/25	Klanecky, Nikki	0.00	2,237.00		
02/28/2025	CR	18176			WR club ck - Youth WR Invite	Klanecky, Nikki	0.00	142.00		
05 2900 610 000 0 000 0050					CONCESSIONS SUPPLIES					
02/04/2025	CD	20250204	5	46162	hot dog buns for concessions	CAPITAL ONE	71.60	0.00		
02/07/2025	CD	320	5	46182	pizza and donuts	BRONCO SPUR	2,393.00	0.00		
02/07/2025	CD	20250207	5	46186	Runzas for conc & hopitality SNC BB 2/8	Runza	650.03	0.00		
02/20/2025	CD	20250220	5	46244	Concessions supplies	CASH-WA DISTRIBUTING CO	5,642.56	0.00		

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
02/20/2025	CD	20250220	5	46241	Hot dogs/buns	CENTENNIAL MARKET	420.61	0.00		
02/20/2025	CD	20250220	5	46242	pop for concessions inside	Chesterman Company	3,458.80	0.00		
02/28/2025	CD	20250228	5	46268	Supplies	CAPITAL ONE	26.88	0.00		
05 2900 890 000 0 000 0050			CONCESSIONS MISC EXPENSE							
02/07/2025	CD	20250207	5	46183	Concessions 12/20	FFA Alumni	534.75	0.00		
02/07/2025	CD	20250207	5	46184	Concessions 1/28	Lion's Club	754.83	0.00		
02/07/2025	CD	20250207	5	46185	Concessions 1/17	Seward County Bridges	627.68	0.00		
02/20/2025	CD	20250220	5	46240	Ice Cream - Track 2024	Centennial Post Prom	700.00	0.00		
02/20/2025	CD	20250220	5	46234	Chuck a Duck	TeamMates	475.00	0.00		
05 704 0050			CONCESSIONS FUND BALANCE			*Current Activity				6,490.89
						*Ending Balance:	15,755.74	22,211.63	35.00	43,638.13
05 704 0052			BRONCO STORE FUND BALANCE			*Previous Balance				1,805.67
05 704 0052			BRONCO STORE FUND BALANCE							
02/05/2025	GJ				Bronco Store to Conc for PBIS awards		0.00	0.00	(35.00)	
05 2900 610 000 0 000 0052			BRONCO STORE SUPPLIES							
02/20/2025	CD	20250220	5	46241	coffee for HS office	CENTENNIAL MARKET	15.49	0.00		
05 704 0052			BRONCO STORE FUND BALANCE			*Current Activity				(50.49)
						*Ending Balance:	15.49	0.00	(35.00)	1,755.18
05 704 0053			MARKET 67 FUND BALANCE			*Previous Balance				1,086.87
05 704 0053			MARKET 67 FUND BALANCE							
05 1790 0053			MARKET 67							
02/06/2025	CR	18144			deposit	Barjenbruch, Craig	0.00	150.00		
02/21/2025	CR	18168			cookies	Barjenbruch, Craig	0.00	12.84		
05 2900 610 000 0 000 0053			MARKET 67 SUPPLIES							
02/20/2025	CD	1T7K-7DF6-3RY7	5	46237	Tumbler	AMAZON CAPITAL SERVICES	13.99	0.00		
02/27/2025	CD	1MDY-YPK3-4J3J	5	46264	Chunky Yarn	AMAZON CAPITAL SERVICES	79.98	0.00		
05 704 0053			MARKET 67 FUND BALANCE			*Current Activity				68.87
						*Ending Balance:	93.97	162.84	0.00	1,155.74
05 704 0054			BRONCO CLOSET FUND BALANCE			*Previous Balance				834.41
						*Ending Balance:	0.00	0.00	0.00	834.41
05 704 0055			BRONCO COFFEE & CREATIONS FUND BALANCE			*Previous Balance				45.38
						*Ending Balance:	0.00	0.00	0.00	45.38
05 704 0056			SUMMER CAMPS FUND BALANCE			*Previous Balance				1,854.92
						*Ending Balance:	0.00	0.00	0.00	1,854.92
05 704 0057			PBIS FUND BALANCE			*Previous Balance				(202.87)

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
*Ending Balance:							0.00	0.00	0.00	(202.87)	
05 704 0103 DISTRICT EVENTS FUND BALANCE							*Previous Balance				17,981.15
DISTRICT EVENTS FUND BALANCE											
05 704 0103											
02/24/2025	GJ				2024 SNC BB officials		0.00	0.00	(3,660.00)		
DISTRICT EVENTS ADMISSIONS											
05 1710 0103											
02/04/2025	CR	18138			SNC GBB Gates 2/3	Wagner, Jenny	0.00	524.00			
02/05/2025	CR	18139			SNC BBB Gates 2/4	Wagner, Jenny	0.00	468.00			
02/07/2025	CR	18148			Gates SNC BB 2/6	Wagner, Jenny	0.00	3,339.00			
02/10/2025	CR	18151			Gates SNC BB 2/8	Wagner, Jenny	0.00	7,436.75			
DISTRICT EVENTS											
05 1790 0103											
02/11/2025	CR	18153			Hoop Shoot SNC BB	Wagner, Jenny	0.00	1,471.00			
02/11/2025	CR	18156			Donation Buckets	Wagner, Jenny	0.00	1,399.00			
DISTRICT EVENTS OFFICIALS/JUDGES											
05 2900 352 000 0 000 0103											
02/03/2025	CD	20250203	5	46154	SNC GBB official 2/3	Maxson, Travis	100.00	0.00			
02/03/2025	CD	20250203	5	46155	SNC GBB official 2/3	Godtel, Jakob	100.00	0.00			
02/03/2025	CD	20250203	5	46156	SNC GBB official 2/3	Barrett, Dean	100.00	0.00			
02/03/2025	CD	20250203	5	46157	SNC BBB official 2/4	Miller, Jacob	100.00	0.00			
02/04/2025	CD	20250204	5	46160	SNC BBB official 2/4	Cooper, CJ	100.00	0.00			
02/04/2025	CD	20250204	5	46161	SNC BBB official 2/4	Porter, James	100.00	0.00			
02/06/2025	CD	20250206	5	46164	SNC BB official 2/6	Derowitsch, Luke	160.00	0.00			
02/06/2025	CD	20250206	5	46165	SNC BB official 2/6	Godtel, Shane	160.00	0.00			
02/06/2025	CD	20250206	5	46166	SNC BB official 2/6	Hunt, Matt	160.00	0.00			
02/06/2025	CD	20250206	5	46167	SNC BB official 2/6	Lipovsky, Brendan	160.00	0.00			
02/06/2025	CD	20250206	5	46168	SNC BB official 2/6	Bracht, Jeff	160.00	0.00			
02/06/2025	CD	20250206	5	46169	SNC BB official 2/6	Smith, Shane	160.00	0.00			
02/07/2025	CD	20250207	5	46188	SNC BB official 2/8	Derowitsch, Luke	100.00	0.00			
02/07/2025	CD	20250207	5	46189	SNC BB official 2/8	Godtel, Shane	100.00	0.00			
02/07/2025	CD	20250207	5	46190	SNC BB official 2/8	Godtel, Jakob	100.00	0.00			
02/07/2025	CD	20250207	5	46191	SNC BB official 2/8	Ziems, Lyle	100.00	0.00			
02/07/2025	CD	20250207	5	46192	SNC BB official 2/8	Kumm, David	100.00	0.00			
02/07/2025	CD	20250207	5	46193	SNC BB official 2/8	Rech, Richard T	100.00	0.00			
02/07/2025	CD	20250207	5	46194	SNC BB official 2/8	Hammond, Neil	160.00	0.00			
02/07/2025	CD	20250207	5	46195	SNC BB official 2/8	Holle, Mike	160.00	0.00			
02/07/2025	CD	20250207	5	46196	SNC BB official 2/8	Barrett, Dean	160.00	0.00			
02/07/2025	CD	20250207	5	46197	SNC BB official 2/8	Westerholt, Tanner	160.00	0.00			
02/07/2025	CD	20250207	5	46198	SNC BB official 2/8	Becker, Austin	160.00	0.00			
02/07/2025	CD	20250207	5	46201	SNC BB official 2/8	Cooper, CJ	160.00	0.00			
02/07/2025	CD	20250207	5	46202	SNC BB official 2/8	Ferguson, Michael	160.00	0.00			
02/07/2025	CD	20250207	5	46203	SNC BB official 2/8	Fields, Kevin	160.00	0.00			
02/07/2025	CD	20250207	5	46204	SNC BB official 2/8	Porter, James	160.00	0.00			
02/07/2025	CD	20250207	5	46205	SNC BB official 2/8	Andel, Kevin J.	160.00	0.00			
02/07/2025	CD	20250207	5	46207	SNC BB official 2/8	Foote, Jeremy	160.00	0.00			
02/07/2025	CD	20250207	5	46208	SNC BB official 2/8	Schluter, Chris	160.00	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
02/07/2025	CD	20250207	5	46209	SNC BB official 2/8	Parsley, Griffin	160.00	0.00		
02/07/2025	CD	20250207	5	46210	SNC BB official 2/8	Dutton, Bill	160.00	0.00		
05 2900 610 000 0 000 0103					DISTRICT EVENTS SUPPLIES					
02/07/2025	CD	20250207	5	46186	Runzas for conc & hopitality SNC BB 2/8	Runza	325.00	0.00		
02/07/2025	CD	320	5	46182	pizza for PBIS/Coach's meeting	BRONCO SPUR	68.00	0.00		
02/07/2025	CD	98414	5	46181	Wrestling plaques for wall	AWARDS UNLIMITED	326.52	0.00		
02/13/2025	CD	20250213	5	46229	Meal for P/T Conf.	Runza	57.80	0.00		
02/20/2025	CD	20250220	5	46241	Reading Challenge awards	CENTENNIAL MARKET	90.25	0.00		
02/26/2025	CD	20250226	5	46251	Reading Rivalry Ice Cream Supplies	STRUCKMAN, AMANDA LYNNE	66.32	0.00		
02/28/2025	CD	20250228	5	46268	SNC hospitality room supplies	CAPITAL ONE	743.86	0.00		
02/28/2025	CD	20250228	5	46268	P/T conf Meals	CAPITAL ONE	281.35	0.00		
05 2900 890 000 0 000 0103					DISTRICT EVENTS MISC EXPENSE					
02/07/2025	CD	20250207	5	46187	Derowitsch Assignor Fee Donation to J.O.	Ortmeier, Jordan	125.00	0.00		
02/11/2025	CD	20250211	5	46225	SNC Donations & Pop for a Shot	Styskal, Brian	1,055.00	0.00		
02/26/2025	CD	928815443	5	46252	J. Ort. wkout gear	BSN SPORTS LLC	127.44	0.00		
02/26/2025	CD	20250226	5	46253	SNC Basketball	DAVID CITY PUBLIC SCHOOLS	4,858.80	0.00		
05 704 0103					DISTRICT EVENTS FUND BALANCE	*Current Activity			(1,547.59)	
						*Ending Balance:	12,525.34	14,637.75	(3,660.00)	16,433.56
05 704 0104					BOYS BASKETBALL FUND BALANCE	*Previous Balance			1,185.55	
05 704 0104					BOYS BASKETBALL FUND BALANCE					
05 1790 0104					BOYS BASKETBALL					
02/06/2025	CR	18143			warm-ups	Scholl, Cam	0.00	160.00		
05 2900 610 000 0 000 0104					BOYS BASKETBALL SUPPLIES					
02/06/2025	CD	13775	5	46179	Cancer Warm-up Shirts	SPECIAL TS & MORE, INC	427.70	0.00		
02/20/2025	CD	159822/1	5	46235	Senior Night Flowers	MERLE'S FLOWER SHOP	48.00	0.00		
05 704 0104					BOYS BASKETBALL FUND BALANCE	*Current Activity			(315.70)	
						*Ending Balance:	475.70	160.00	0.00	869.85
05 704 0105					CROSS COUNTRY FUND BALANCE	*Previous Balance			290.90	
						*Ending Balance:	0.00	0.00	0.00	290.90
05 704 0106					FOOTBALL FUND BALANCE	*Previous Balance			1,603.92	
						*Ending Balance:	0.00	0.00	0.00	1,603.92
05 704 0107					GIRLS BASKETBALL FUND BALANCE	*Previous Balance			1,602.90	
05 704 0107					GIRLS BASKETBALL FUND BALANCE					
05 2900 610 000 0 000 0107					GIRLS BASKETBALL SUPPLIES					
02/06/2025	CD	13775	5	46179	Cancer Warm-up Shirts	SPECIAL TS & MORE, INC	267.40	0.00		
05 704 0107					GIRLS BASKETBALL FUND BALANCE	*Current Activity			(267.40)	
						*Ending Balance:	267.40	0.00	0.00	1,335.50

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>				<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
05 704 0108					GOLF FUND BALANCE	*Previous Balance				(63.69)	
						*Ending Balance:	0.00	0.00	0.00	(63.69)	
05 704 0109					SOFTBALL FUND BALANCE	*Previous Balance				1,788.84	
						*Ending Balance:	0.00	0.00	0.00	1,788.84	
05 704 0115					TRACK FUND BALANCE	*Previous Balance				372.73	
						*Ending Balance:	0.00	0.00	0.00	372.73	
05 704 0116					VOLLEYBALL FUND BALANCE	*Previous Balance				3,726.22	
05 704 0116					VOLLEYBALL FUND BALANCE						
05 1790 0116					VOLLEYBALL						
	02/21/2025	CR	18167		Club VB	Anstine, Alex	0.00	2,000.00			
	02/28/2025	CR	18177		Club VB	Anstine, Alex	0.00	800.00			
05 2900 610 000 0 000 0116					VOLLEYBALL SUPPLIES						
	02/26/2025	CD	225021	5	46260 Club VB Shirts	RBS ACTIVEWEAR	691.42	0.00			
05 2900 810 000 0 000 0116					VOLLEYBALL DUES AND FEES						
	02/20/2025	CD	20250220	5	46232 Club Volleyball	CC Aces	200.00	0.00			
	02/20/2025	CD	20250220	5	46233 Club Volleyball	South Central Volleyball Club	130.00	0.00			
05 704 0116					VOLLEYBALL FUND BALANCE	*Current Activity				1,778.58	
						*Ending Balance:	1,021.42	2,800.00	0.00	5,504.80	
05 704 0117					WRESTLING FUND BALANCE	*Previous Balance				2,497.64	
						*Ending Balance:	0.00	0.00	0.00	2,497.64	
05 704 0118					BASEBALL FUND BALANCE	*Previous Balance				658.78	
						*Ending Balance:	0.00	0.00	0.00	658.78	
05 704 0119					GIRLS WRESTLING FUND BALANCE	*Previous Balance				1,510.75	
						*Ending Balance:	0.00	0.00	0.00	1,510.75	
05 704 0204					JH BOYS BASKETBALL FUND BALANCE	*Previous Balance				58.35	
05 704 0204					JH BOYS BASKETBALL FUND BALANCE						
05 1790 0204					JH BOYS BASKETBALL						
	02/06/2025	CR	18146		shirts	Eitzmann, Barry	0.00	40.00			
	02/21/2025	CR	18163		shirts	Eitzmann, Barry	0.00	40.00			
05 704 0204					JH BOYS BASKETBALL FUND BALANCE	*Current Activity				80.00	
						*Ending Balance:	0.00	80.00	0.00	138.35	
05 704 0207					JH GIRLS BASKETBALL FUND BALANCE	*Previous Balance				1,088.82	
						*Ending Balance:	0.00	0.00	0.00	1,088.82	
05 704 0215					JH TRACK FUND BALANCE	*Previous Balance				271.10	
						*Ending Balance:	0.00	0.00	0.00	271.10	

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>				
05 704 0216					JH VOLLEYBALL FUND BALANCE				
					*Previous Balance				60.11
					*Ending Balance:	0.00	0.00	0.00	60.11
05 704 0301					ART FUND BALANCE				
					*Previous Balance				19.59
					*Ending Balance:	0.00	0.00	0.00	19.59
05 704 0303					DANCE/CHEER FUND BALANCE				
05 704 0303					DANCE/CHEER FUND BALANCE				
05 1790 0303					DANCE/CHEER				
02/06/2025	CR	18142			winter formal	0.00	1,000.00		
02/21/2025	CR	18166			Cheer uniform - B. Racette	0.00	797.03		
05 2900 610 000 0 000 0303					DANCE/CHEER SUPPLIES				
02/20/2025	CD	19YK-67X9-39WR	5	46239	Winter Formal	65.90	0.00		
05 704 0303					DANCE/CHEER FUND BALANCE				
					*Current Activity				1,731.13
					*Ending Balance:	65.90	1,797.03	0.00	(3,854.54)
05 704 0304					E-SPORTS FUND BALANCE				
					*Previous Balance				(63.28)
					*Ending Balance:	0.00	0.00	0.00	(63.28)
05 704 0305					FBLA FUND BALANCE				
05 704 0305					FBLA FUND BALANCE				
05 2900 810 000 0 000 0305					FBLA DUES AND FEES				
02/20/2025	CD	SLC25-027	5	46230	SLC 2025 Registration	1,491.00	0.00		
05 2900 890 000 0 000 0305					FBLA MISC EXPENSE				
02/26/2025	CD	20250226	5	46248	March of Dimes Donation	100.00	0.00		
02/26/2025	CD	20250226	5	46249	FBLA Foundation Donation	100.00	0.00		
05 704 0305					FBLA FUND BALANCE				
					*Current Activity				(1,691.00)
					*Ending Balance:	1,691.00	0.00	0.00	521.52
05 704 0306					FCCLA FUND BALANCE				
					*Previous Balance				3,119.20
					*Ending Balance:	0.00	0.00	0.00	3,119.20
05 704 0307					FFA FUND BALANCE				
05 704 0307					FFA FUND BALANCE				
05 1790 0307					FFA				
02/28/2025	CR	18178			strawberry sales	0.00	794.00		
05 2900 610 000 0 000 0307					FFA SUPPLIES				
02/07/2025	CD	320	5	46182	pizza	83.00	0.00		
02/26/2025	CD	20250226	5	46261	Breakfast Pork Sausage	396.89	0.00		
02/26/2025	CD	20250226	5	46258	supplies for FFA	66.20	0.00		
02/28/2025	CD	20250228	5	46268	Supplies	153.43	0.00		
05 2900 810 000 0 000 0307					FFA DUES AND FEES				

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
02/11/2025	CD	20250211	5	46226	District 5 Welding Registration	NAEA District1	40.00	0.00			
02/11/2025	CD	20250211	5	46228	Water Tower Welding Contest	York FFA	115.00	0.00			
02/26/2025	CD	774015	5	46257	State/National Dues	Nebraska FFA Association	36.00	0.00			
05 2900 890 000 0 000		0307			FFA MISC EXPENSE						
02/26/2025	CD	20250226	5	46262	FFA members meals Dist. FFA CDE contest	Mexcellent Grill, LLC, The	149.00	0.00			
05 704 0307					FFA FUND BALANCE	*Current Activity				(245.52)	
						*Ending Balance:	1,039.52	794.00	0.00	48,558.02	
05 704 0308					MUSICAL FUND BALANCE	*Previous Balance				7,913.46	
						*Ending Balance:	0.00	0.00	0.00	7,913.46	
05 704 0309					NHS FUND BALANCE	*Previous Balance				176.06	
						*Ending Balance:	0.00	0.00	0.00	176.06	
05 704 0311					ONE ACT FUND BALANCE	*Previous Balance				376.80	
						*Ending Balance:	0.00	0.00	0.00	376.80	
05 704 0312					QUIZ BOWL FUND BALANCE	*Previous Balance				749.24	
						*Ending Balance:	0.00	0.00	0.00	749.24	
05 704 0313					SHOW CHOIR FUND BALANCE	*Previous Balance				(6,461.33)	
05 704 0313					SHOW CHOIR FUND BALANCE						
05 1790 0313					SHOW CHOIR						
02/21/2025	CR	18164			Central City NCDA show choir festival	Richters, Nancy	0.00	195.00			
05 704 0313					SHOW CHOIR FUND BALANCE	*Current Activity				195.00	
						*Ending Balance:	0.00	195.00	0.00	(6,266.33)	
05 704 0314					SPEECH FUND BALANCE	*Previous Balance				374.39	
05 704 0314					SPEECH FUND BALANCE						
05 1790 0314					SPEECH						
02/21/2025	CR	18164			meet entry fees	Richters, Nancy	0.00	240.00			
05 2900 810 000 0 000		0314			SPEECH DUES & FEES						
02/06/2025	CD	20250206	5	46170	Speech Entry Fee	Shelby-Rising City Public School	155.00	0.00			
02/11/2025	CD	20250211	5	46227	Speech Meet Entry Fee	Humphrey Public School	96.00	0.00			
02/20/2025	CD	20250220	5	46231	Speech Entry Fee	SUTTON PUBLIC SCHOOLS	192.00	0.00			
05 704 0314					SPEECH FUND BALANCE	*Current Activity				(203.00)	
						*Ending Balance:	443.00	240.00	0.00	171.39	
05 704 0315					STUDENT COUNCIL FUND BALANCE	*Previous Balance				2,818.02	
						*Ending Balance:	0.00	0.00	0.00	2,818.02	
05 704 0316					UNIFIED ACTIVITIES FUND BALANCE	*Previous Balance				116.90	

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance		
Entry Date	JR	Reference #	Check Acct	Check #	Description					
					*Ending Balance:	0.00	0.00	0.00	116.90	
05 704 0317					ISTRUMENTAL MUSIC				*Previous Balance	641.97
05 704 0317					ISTRUMENTAL MUSIC					
05 1790 0317					ISTRUMENTAL MUSIC					
02/21/2025	CR	18164			2025 UNK Honor clinic participation fees	Richters, Nancy	0.00	360.00		
05 2900 610 000 0 000 0317					ISTRUMENTAL MUSIC SUPPLIES					
02/20/2025	CD	TH7734	5	46236	Instrument supplies	DIETZE MUSIC	231.99	0.00		
05 2900 810 000 0 000 0317					ISTRUMENTAL MUSIC DUES AND FEES					
02/07/2025	CD	20250207	5	46180	Jazz Festival Entry Fee for Band	Northeast Area Jazz Ensemble	150.00	0.00		
05 2900 890 000 0 000 0317					ISTRUMENTAL MUSIC MISC EXPENSE					
02/26/2025	CD	20250226	5	46259	Care Package supplies for N. Wilson	Kahler, Ayla	58.19	0.00		
05 704 0317					ISTRUMENTAL MUSIC				*Current Activity	(80.18)
					*Ending Balance:	440.18	360.00	0.00	561.79	
05 704 0318					VOCAL MUSIC FUND BALANCE				*Previous Balance	(156.00)
					*Ending Balance:	0.00	0.00	0.00	(156.00)	
05 704 0319					MIDDLE SCHOOL QUIZ BOWL FUND BALANCE				*Previous Balance	985.14
05 704 0319					MIDDLE SCHOOL QUIZ BOWL FUND BALANCE					
05 1790 0319					MIDDLE SCHOOL QUIZ BOWL					
02/21/2025	CR	18164			meet entry fee	Richters, Nancy	0.00	120.00		
05 2900 810 000 0 000 0319					MIDDLE SCHOOL QUIZ BOWL DUES & FEES					
02/27/2025	CD	20250227	5	46265	MS Quiz Bowl Entry Fee	Seward Quiz Bowl	100.00	0.00		
05 704 0319					MIDDLE SCHOOL QUIZ BOWL FUND BALANCE				*Current Activity	20.00
					*Ending Balance:	100.00	120.00	0.00	1,005.14	
05 704 0320					FCA FUND BALANCE				*Previous Balance	274.62
					*Ending Balance:	0.00	0.00	0.00	274.62	
05 704 0321					EdRISING FUND BALANCE				*Previous Balance	750.65
05 704 0321					EdRISING FUND BALANCE					
05 1790 0321					EdRISING					
02/21/2025	CR	18161			cookies & tips	Bargen, Jen	0.00	171.50		
02/21/2025	CR	18164			SLC	Richters, Nancy	0.00	766.00		
02/21/2025	CR	18165			ESU 6 ck - WSC tuition reimbursement	Bargen, Jen	0.00	840.00		
05 2900 610 000 0 000 0321					EdRISING SUPPLIES					
02/20/2025	CD	163N-H7XK-49CX	5	46238	Fabric	AMAZON CAPITAL SERVICES	12.98	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES 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 0321					EdRISING FUND BALANCE	*Current Activity				1,764.52
						*Ending Balance:	12.98	1,777.50	0.00	2,515.17
05 704 0406					CLASS 2025 FUND BALANCE	*Previous Balance				3,181.56
05 704 0406					CLASS 2025 FUND BALANCE					
05 2900 890 000 0 000 0406					CLASS 2025 MISC EXPENSE					
02/28/2025	CD	20250228	5	46267	Sympathy Flowers N.Wilson's dad	MERLE'S FLOWER SHOP	60.00	0.00		
05 704 0406					CLASS 2025 FUND BALANCE	*Current Activity				(60.00)
						*Ending Balance:	60.00	0.00	0.00	3,121.56
05 704 0407					CLASS 2026 FUND BALANCE	*Previous Balance				4,815.08
						*Ending Balance:	0.00	0.00	0.00	4,815.08
05 704 0408					CLASS 2027 FUND BALANCE	*Previous Balance				1,446.06
						*Ending Balance:	0.00	0.00	0.00	1,446.06
05 704 0409					CLASS 2028 FUND BALANCE	*Previous Balance				924.46
05 704 0409					CLASS 2028 FUND BALANCE					
05 1790 0409					CLASS 2028					
02/28/2025	CR	18179			strawberry sales	McFadden, Kandi	0.00	2,252.00		
05 704 0409					CLASS 2028 FUND BALANCE	*Current Activity				2,252.00
						*Ending Balance:	0.00	2,252.00	0.00	3,176.46
05 704 0700					BOOSTER CLUB FUND BALANCE					
05 2900 890 000 0 000 0700					BOOSTER CLUB MISC EXPENSE					
02/27/2025	CD	1HQ7-GHFP-H199	5	46266	Staff Donation Items for J Ort. Benefit	AMAZON CAPITAL SERVICES	467.48	0.00		
05 704 0700					BOOSTER CLUB FUND BALANCE	*Current Activity				(467.48)
						*Ending Balance:	467.48	0.00	0.00	(467.48)
05 704 0702					CHROMEBOOK ASSURANCE FUND BALANCE	*Previous Balance				6,765.64
						*Ending Balance:	0.00	0.00	0.00	6,765.64
05 704 0705					LIBRARY FUND BALANCE	*Previous Balance				94.25
05 704 0705					LIBRARY FUND BALANCE					
05 1790 0705					LIBRARY					
02/06/2025	CR	18147			A Wayne ck	Breitkreutz, Jessica	0.00	13.95		
05 2900 610 000 0 000 0705					LIBRARY SUPPLIES					
02/06/2025	CD	20250206	5	46163	Books	CHAPTERS BOOKS & GIFTS	23.96	0.00		
05 704 0705					LIBRARY FUND BALANCE	*Current Activity				(10.01)
						*Ending Balance:	23.96	13.95	0.00	84.24
05 704 0706					SCIENCE FUND BALANCE	*Previous Balance				890.81

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
						*Ending Balance:	0.00	0.00	0.00	890.81
05 704 0707					WEIGHT ROOM FUND BALANCE	*Previous Balance				4,856.59
05 704 0707					WEIGHT ROOM FUND BALANCE					
05 1790 0707					WEIGHT ROOM					
02/28/2025	CR	18174			Key fob	Dickey, Susan	0.00	200.00		
05 704 0707					WEIGHT ROOM FUND BALANCE	*Current Activity				200.00
						*Ending Balance:	0.00	200.00	0.00	5,056.59
05 704 0708					YEARBOOK FUND BALANCE	*Previous Balance				6,253.30
05 704 0708					YEARBOOK FUND BALANCE					
05 1790 0708					YEARBOOK					
02/06/2025	CR	18141			Hot Coca Stand	Struckman, Amanda	0.00	164.50		
02/06/2025	CR	18145			buttons	Struckman, Amanda	0.00	87.00		
05 704 0708					YEARBOOK FUND BALANCE	*Current Activity				251.50
						*Ending Balance:	0.00	251.50	0.00	6,504.80
05 704 0709					SHOP/TECH FUND BALANCE	*Previous Balance				2,659.10
						*Ending Balance:	0.00	0.00	0.00	2,659.10
05 704 0710					CHESS CLUB FUND BALANCE	*Previous Balance				402.02
						*Ending Balance:	0.00	0.00	0.00	402.02
05 704 0800					CENTENNIAL CHOICE FUND BALANCE	*Previous Balance				19,944.81
05 704 0800					CENTENNIAL CHOICE FUND BALANCE					
05 1790 0800					CENTENNIAL CHOICE					
02/21/2025	CR	18164			beef processing	Richters, Nancy	0.00	3,687.83		
02/28/2025	CR	18175			Ziegler \$218.40 Centennial Market \$853	Wagner, Jenny	0.00	1,071.40		
05 704 0800					CENTENNIAL CHOICE FUND BALANCE	*Current Activity				4,759.23
						*Ending Balance:	0.00	4,759.23	0.00	24,704.04
05 704 0801					DISTRICT REIMBURSEMENT FUND BALANCE	*Previous Balance				(310.88)
						*Ending Balance:	0.00	0.00	0.00	(310.88)
05 704 0900					GENERAL FUND BALANCE	*Previous Balance				2,935.86
05 704 0900					GENERAL FUND BALANCE					
05 1790 0900					GENERAL					
02/28/2025	CR	18173			key deposit - old school	Dickey, Susan	0.00	25.00		
05 2900 810 000 0 000 0900					GENERAL DUES AND FEES					
02/06/2025	CD	20250206	5	46171	District Music Contest	SUTTON PUBLIC SCHOOLS	100.00	0.00		
05 2900 890 000 0 000 0900					GENERAL MISC EXPENSE					
02/06/2025	CD	20250206	5	46175	Coca-Cola	Centennial Education Association	82.72	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number

Chart of Account Description

Entry Date JR Reference # Check Acct Check # Description
05 704 0900 GENERAL FUND BALANCE

Entity Name

Expenses

Revenues

Balance Change

Balance

*Current Activity

(157.72)

*Ending Balance:

182.72

25.00

0.00

2,778.14

Fund Total: 05

42,798.66

55,991.43

0.00

163,930.07

Register Report - Last month

2/1/2025 through 2/28/2025

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Clr	Amount
BALANCE 1/31/2025									
2/6/2025	Elementary	7092	Amazon Capital Services	PreK-Elementary (Hat & ...	[General]	Hats & Gloves			36,163.24
2/28/2025	Elementary	884588	Elementary Parents	Change Drive for CASA	[Fundraiser]	Centennial Gives			R-386.96 R1,022.70
2/1/2025 - 2/28/2025									
									635.74
BALANCE 2/28/2025									
									36,798.98
TOTAL INFLOWS									1,022.70
TOTAL OUTFL...									-386.96
NET TOTAL									635.74

Activity Fund Balance Report - Summary - Exclude Encumbrances
02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	Fund Balance	(15,730.51)	0.00	0.00	0.00	(15,730.51)
05 704 0003	ATHLETICS FUND BALANCE	(22,662.36)	8,116.86	3,154.00	3,660.00	(23,965.22)
05 704 0050	CONCESSIONS FUND BALANCE	37,147.24	15,755.74	22,211.63	35.00	43,638.13
05 704 0052	BRONCO STORE FUND BALANCE	1,805.67	15.49	0.00	(35.00)	1,755.18
05 704 0053	MARKET 67 FUND BALANCE	1,086.87	93.97	162.84	0.00	1,155.74
05 704 0054	BRONCO CLOSET FUND BALANCE	834.41	0.00	0.00	0.00	834.41
05 704 0055	BRONCO COFFEE & CREATIONS FUND BALANCE	45.38	0.00	0.00	0.00	45.38
05 704 0056	SUMMER CAMPS FUND BALANCE	1,854.92	0.00	0.00	0.00	1,854.92
05 704 0057	PBIS FUND BALANCE	(202.87)	0.00	0.00	0.00	(202.87)
05 704 0103	DISTRICT EVENTS FUND BALANCE	17,981.15	12,525.34	14,637.75	(3,660.00)	16,433.56
05 704 0104	BOYS BASKETBALL FUND BALANCE	1,185.55	475.70	160.00	0.00	869.85
05 704 0105	CROSS COUNTRY FUND BALANCE	290.90	0.00	0.00	0.00	290.90
05 704 0106	FOOTBALL FUND BALANCE	1,603.92	0.00	0.00	0.00	1,603.92
05 704 0107	GIRLS BASKETBALL FUND BALANCE	1,602.90	267.40	0.00	0.00	1,335.50
05 704 0108	GOLF FUND BALANCE	(63.69)	0.00	0.00	0.00	(63.69)
05 704 0109	SOFTBALL FUND BALANCE	1,788.84	0.00	0.00	0.00	1,788.84
05 704 0115	TRACK FUND BALANCE	372.73	0.00	0.00	0.00	372.73
05 704 0116	VOLLEYBALL FUND BALANCE	3,726.22	1,021.42	2,800.00	0.00	5,504.80
05 704 0117	WRESTLING FUND BALANCE	2,497.64	0.00	0.00	0.00	2,497.64
05 704 0118	BASEBALL FUND BALANCE	658.78	0.00	0.00	0.00	658.78
05 704 0119	GIRLS WRESTLING FUND BALANCE	1,510.75	0.00	0.00	0.00	1,510.75
05 704 0204	JH BOYS BASKETBALL FUND BALANCE	58.35	0.00	80.00	0.00	138.35
05 704 0207	JH GIRLS BASKETBALL FUND BALANCE	1,088.82	0.00	0.00	0.00	1,088.82
05 704 0215	JH TRACK FUND BALANCE	271.10	0.00	0.00	0.00	271.10
05 704 0216	JH VOLLEYBALL FUND BALANCE	60.11	0.00	0.00	0.00	60.11
05 704 0301	ART FUND BALANCE	19.59	0.00	0.00	0.00	19.59
05 704 0303	DANCE/CHEER FUND BALANCE	(5,585.67)	65.90	1,797.03	0.00	(3,854.54)
05 704 0304	E-SPORTS FUND BALANCE	(63.28)	0.00	0.00	0.00	(63.28)
05 704 0305	FBLA FUND BALANCE	2,212.52	1,691.00	0.00	0.00	521.52
05 704 0306	FCCLA FUND BALANCE	3,119.20	0.00	0.00	0.00	3,119.20
05 704 0307	FFA FUND BALANCE	48,803.54	1,039.52	794.00	0.00	48,558.02
05 704 0308	MUSICAL FUND BALANCE	7,913.46	0.00	0.00	0.00	7,913.46
05 704 0309	NHS FUND BALANCE	176.06	0.00	0.00	0.00	176.06
05 704 0311	ONE ACT FUND BALANCE	376.80	0.00	0.00	0.00	376.80
05 704 0312	QUIZ BOWL FUND BALANCE	749.24	0.00	0.00	0.00	749.24
05 704 0313	SHOW CHOIR FUND BALANCE	(6,461.33)	0.00	195.00	0.00	(6,266.33)

Activity Fund Balance Report - Summary - Exclude Encumbrances

02/2025 - 02/2025

Regular; Beginning Month 02/2025; Processing Month 02/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0314	SPEECH FUND BALANCE	374.39	443.00	240.00	0.00	171.39
05 704 0315	STUDENT COUNCIL FUND BALANCE	2,818.02	0.00	0.00	0.00	2,818.02
05 704 0316	UNIFIED ACTIVITIES FUND BALANCE	116.90	0.00	0.00	0.00	116.90
05 704 0317	ISTRUMENTAL MUSIC	641.97	440.18	360.00	0.00	561.79
05 704 0318	VOCAL MUSIC FUND BALANCE	(156.00)	0.00	0.00	0.00	(156.00)
05 704 0319	MIDDLE SCHOOL QUIZ BOWL FUND BALANCE	985.14	100.00	120.00	0.00	1,005.14
05 704 0320	FCA FUND BALANCE	274.62	0.00	0.00	0.00	274.62
05 704 0321	EdRISING FUND BALANCE	750.65	12.98	1,777.50	0.00	2,515.17
05 704 0406	CLASS 2025 FUND BALANCE	3,181.56	60.00	0.00	0.00	3,121.56
05 704 0407	CLASS 2026 FUND BALANCE	4,815.08	0.00	0.00	0.00	4,815.08
05 704 0408	CLASS 2027 FUND BALANCE	1,446.06	0.00	0.00	0.00	1,446.06
05 704 0409	CLASS 2028 FUND BALANCE	924.46	0.00	2,252.00	0.00	3,176.46
05 704 0700	BOOSTER CLUB FUND BALANCE	0.00	467.48	0.00	0.00	(467.48)
05 704 0702	CHROMEBOOK ASSURANCE FUND BALANCE	6,765.64	0.00	0.00	0.00	6,765.64
05 704 0705	LIBRARY FUND BALANCE	94.25	23.96	13.95	0.00	84.24
05 704 0706	SCIENCE FUND BALANCE	890.81	0.00	0.00	0.00	890.81
05 704 0707	WEIGHT ROOM FUND BALANCE	4,856.59	0.00	200.00	0.00	5,056.59
05 704 0708	YEARBOOK FUND BALANCE	6,253.30	0.00	251.50	0.00	6,504.80
05 704 0709	SHOP/TECH FUND BALANCE	2,659.10	0.00	0.00	0.00	2,659.10
05 704 0710	CHESS CLUB FUND BALANCE	402.02	0.00	0.00	0.00	402.02
05 704 0800	CENTENNIAL CHOICE FUND BALANCE	19,944.81	0.00	4,759.23	0.00	24,704.04
05 704 0801	DISTRICT REIMBURSEMENT FUND BALANCE	(310.88)	0.00	0.00	0.00	(310.88)
05 704 0900	GENERAL FUND BALANCE	2,935.86	182.72	25.00	0.00	2,778.14
Fund Total: 05		<u>150,737.30</u>	<u>42,798.66</u>	<u>55,991.43</u>	<u>0.00</u>	<u>163,930.07</u>

Account Balances - As of 3/6/2025

Account	3/6/2025 Balance
Bank Accounts	
Elementary	36,798.98
Reading Classic	0.00
Savings	3,013.24
TOTAL Bank Accounts	39,812.22
Liability Accounts	
BACKPACK	-9,592.23
Books	-203.84
Boxtops	-1,721.84
Camp Invention	-8,600.00
Fundraiser	-15,285.78
General	-2,203.86
Girls on the Run	-363.94
Pictures	0.00
Polk Grant	0.00
Supplies Grant	-520.39
TOTAL Liability Accounts	-38,491.88
OVERALL TOTAL	1,320.34

March 2025 Board Meeting						
February 2025 Bank Statements		CENTENNIAL PUBLIC SCHOOL TREASURER'S REPORT				
FUND	BANK	TYPE OF INVESTMENT			AMOUNT	INT. REC.
Lunch Fund	First Bank of Utica	Checking			\$16,674.70	
				Total	\$16,674.70	
Depreciation Fund	Farmers & Merchants	MMA			\$43,125.55	\$14.64
				Total	\$43,125.55	
Unemployment Ins.	Cornerstone Bank	CD			\$60,723.04	\$327.90
	Cornerstone Bank	MMA			\$7,354.20	\$6.69
				Total	\$68,077.24	\$334.59
Building Fund	First Bank of Utica	Building Fund			\$558,308.15	\$1,045.51
		Bond Fund			\$426,076.92	\$779.34
				Total	\$984,385.07	\$1,824.85
General Account	York State, Gresham	CD			\$200,501.32	\$2,121.46
	First Bank of Utica	PayFlex Acct			\$13,768.70	
				Total	\$214,270.02	\$2,121.46
	First Bank of Utica	Checking			\$2,424,931.86	\$2,086.52
		General Fund Total	\$2,643,409.86			
		Total Invested All Accounts Combined			\$3,751,464.44	
		Total amount invested at Farmers & Merchants	\$43,125.55			
		Total amount invested at First Bank of Utica	\$3,439,760.33			
		Total amount invested at Cornerstone Bank, Waco . . .	\$68,077.24			
		Total amount invested at York State, Gresham	\$200,501.32			
		Total Invested	\$3,751,464.44			

3004
General Purchasing and Procurement

I. Applicability of this policy.

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

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

II. General Purchasing Policy

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

A. School buildings are operationally under the control of

building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 5 days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order.

Purchase orders are signed by the person responsible for that

particular budget and finally by the superintendent.

F. For purchases of more than \$3,500, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: ___1/9/2017_____

Revised on: ___7/10/2017_____

Reviewed on: ___3/9/2023_____

3000 Series M E M O

The 3000 series policies deal with Business and other General Operations of the district. This memo provides a brief explanation of each of the 3000 series policies.

Policy 3001. Budget and Property Tax Request. This policy deals specifically with creating budget and related requirements. The procedures outlined in the policy are required by state statutes, and have been updated to keep current with the most recent version of the statutes. It notes that the Superintendent is responsible for developing the budget.

Policy 3002. Deposits. This policy sets out general guidelines for how to handle money collected by the district. Note that the procedures outlined in this policy apply to anyone acting on behalf of the district, which includes employees, students and volunteers. Your board should determine the amount of cash that it is comfortable in keeping in the building overnight.

Policy 3003. Bidding for Construction, Remodeling, Repair, or Site Improvements. This policy sets out the process that the board will follow when it is going to solicit bids for construction and related projects.

The second section sets out the process that the District will follow when it is undertaking a construction project that has an anticipated cost of less than \$100,000. Under state law, school districts are only required to engage in the formal solicitation of bids when they are undertaking construction with a cost of more than \$100,000, but most districts want to follow some structured process for obtaining quotes or estimates before they begin smaller projects. This section also includes the ability for the district to use the ESUCC Coop for these non-bid projects.

The third section sets out the formal requirements of Nebraska's bidding statutes.

Policy 3003.1. Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds. This policy sets out the requirements that you must follow when you use federal funds for

construction. Please note that this policy will apply to any construction financed with federal funds, regardless of how much the anticipated project will cost. If the construction project has an anticipated cost of more than \$100,000 then you will have to comply with both policy 3003 and 3003.1.

Policy 3004. General Purchasing and Procurement. This policy sets out general guidelines for purchasing equipment and supplies which are not purchased with federal funds. Please review it carefully to be sure that it accurately describes your process in a general way. Note that there is a provision in this policy which states that use of statewide cooperative purchasing programs for school districts, such as ESUCC's Coop Purchasing, satisfies any requirement under this policy or state law to the extent such a bid or quote is not otherwise independently required by law.

The board must make a decision about two parts of the fourth section of this policy. You must tell staff how many days prior to a board meeting they have to submit receipts for reimbursement. You must also set the amount at which you will require staff to secure written quotes and/or estimates. Due to the way the federal regulations work, we strongly urge you to set that limit at \$10,000. As you will see, the EDGAR regulations have one set of rules for purchases under \$10,000, another set of rules for purchases between \$10,000 and \$250,000, and a third set of rules for purchase over \$250,000. We think it will be confusing for the district to adopt a fourth set of rules for purchases below \$10,000 but above some other limit set by the board. Having said all that, the board is certainly entitled to adopt a lower threshold than \$10,000 in this policy because it applies to purchases not made with federal funds.

Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds. This policy sets out all of the elements that are required by the Education Department General Administrative Regulations (EDGAR). These regulations apply to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. That means you will need to follow this policy for purchases for your food program, special education, Title I and any other federal program. The first section recites that this policy will only apply to purchases made with federal dollars. This keeps your staff from having to jump through the hoops in this policy if they are spending state or local funds. All of your staff who work in areas where federal funds are spent (cooks, special ed and Title I paraeducators, etc.) should be trained on this policy.

Policy 3005. School Activities Fund. This policy governs school activity funds and it provides that funds remaining after graduation may be

transferred to any district account. Notice that this policy attempts to address the problem of unspent senior class funds by permitting the funds to be transferred at the board's discretion or kept in that class's fund. If your board follows a different practice, contact us or your regular school attorney to be sure that your practice is lawful.

Policy 3006. [Intentionally Left Blank]

Policy 3007. Review of Bills. This policy provides a good set of checks and balances which is always a subject of focus for the State Auditor. If your school district follows a different process, please let us know and we can draft a custom policy that describes your district practice.

Policy 3008. Gifts, Grants and Bequests. Although it is generally a good thing when people want to give the school district donations, boards need to have control over what is donated and how it is used. This policy allows the superintendent to accept the donation of personal items (like coats for a winter closet drive) and of cash donations up to a limit set by your board. We generally recommend that the limit be around \$10,000, although you can change that to whatever amount your board prefers. Donations valued more than this amount must be approved by the board.

Policy 3009. Audit. This policy states that you will obtain an annual audit as required by law. It also states that the district does not use generally accepted accounting principles. Most schools do not have the staff or other resources to comply with GAAP and state statute specifically provides that schools do not have to follow GAAP. Nonetheless, the state auditor will frequently criticize schools for not following GAAP. This policy will help schools defend against that sort of criticism.

Policy 3010. Insurance. This policy addresses insurance as it relates to protecting the school district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The school district's insurance should be reviewed annually or as the need arises.

Policy 3011. [Intentionally Left Blank]

Policy 3012. School Meal Program and Meal Charges. This policy complies with the federal regulations which require you to describe your meal program for students and the meal charge policy. The "Meal Program" section outlines the district's responsibilities to create a program, set costs, and/or contract with a private company to manage the program. Your board must select the options available within your district for families to pay for student

meals. Be sure to delete the options which do not exist within your district. The policy also states that the district will notify families of the costs and the procedure for signing up for free or reduced-price meals. The "Meal Charge Policy" outlines the district's duty under federal regulations to establish procedures and provide notice for how the school will handle student meals when a student's meal account is delinquent. We have provided four options. Your board must choose one and delete the other options.

Policy 3013. Emergency Closings. This policy on emergency closing states that school will be held on each day of the school calendar unless the superintendent determines that school should not be in session. Note that the policy uses the "impossible or impracticable" wording from the mandatory attendance statute, which should support the district if a parent ever claims bad weather as a defense to a truancy charge.

Policy 3014. Use of School Property. Over the last several years, schools and ESUs in Nebraska have seen an increase in the variety and frequency of groups wanting to utilize district facilities. Districts in Nebraska and throughout the country have been involved in significant litigation regarding facility use, and many others have been forced to resolve facility use questions with entities like the ACLU. In response, our policy takes a comprehensive look at these issues.

Accounting for "Regular Uses." Many districts permit patrons to use facilities such as the weight room and track on a regular basis. Some districts have designated hours, and others permit patrons to keep keys or fobs to access the facilities. Most districts use some sort of application and agreement for these uses separate from their general facility use application. The first section of the policy is an attempt to capture these regular, individual uses and permit them with only one application. We have also included an Application, Release, Waiver, and Agreement document. Rather than requiring patrons to apply for a facility use permission every time, we hope this one-time application process protects the district to the maximum extent possible and eases the administrative burden when patrons use the facilities regularly.

Prohibiting Commercial Use. This is a very tricky area for many districts. Most districts do not want to turn the school and school activities into shopping malls. However, most schools do want to permit booster clubs and student groups to raise funds which support school students and activities. From a purely legal perspective, the district is almost always better off prohibiting others from profiting by using district facilities. One recent example is an athletic trainer who wanted to host a workout class in the school weight room and charge money for patrons to attend. The trainer sought to take advantage

of the facility being open to community use and planned to use the district's equipment and facilities rent-free to host the class. As a result of requests like this, we have written the policy to prohibit commercial uses which result in personal financial gain. If your district has a practice of permitting commercial uses, such as fitness classes, for-profit craft fairs, and other such events, you should contact us directly to assist you in preparing a policy provision which best protects the district.

Redefined Groupings. The policy breaks out groups using facilities into four separate categories: curriculum-related student groups, extracurricular student groups, non-curriculum related student groups, and non-student groups. This grouping system closely tracks the Supreme Court cases and assists in drawing clearer lines for requirements of various groups depending upon their alignment with district curriculum and activity offerings. For example, the policy says that all student groups are given priority over other outside groups.

Charging Fees for Admission. The last section of the policy prohibits groups which use school facilities from charging admissions fees. This is a *major* question in many districts, and our provision may not be consistent with your district's practices and preferences for supporting your community groups. **Please read this section carefully and be sure to discuss it fully with your entire board.**

The Political Subdivision Tort Claims Act exempts schools from liability when their facilities are used for "recreational" purposes, but only if the group using facilities does not charge a fee to participate in or spectate the event. Likewise, if the district maintains control over the event/facilities, such as providing supervision or custodial services, the protection from liability may not apply.

These protections came about as a result of court cases where political subdivisions were sued because someone attending an event held in public facilities was injured. In one case, for example, a patron suffered an ankle injury stepping in an animal burrow on a courthouse lawn during a town celebration. The public policy behind these protections says that schools should be encouraged to permit others to use their facilities. As an incentive to permit the recreational use of district facilities, school districts should not be held liable for damages suffered when patrons are participating or spectating "recreational" activities on school grounds. The definitions in the statutes are quite broad, providing protection to schools in many cases.

However, in order to maintain the protections of this law, schools cannot permit outside groups to charge a fee to attend the facility and cannot

maintain control over the facility. If someone has to pay a fee to attend an activity, and if the district maintains control over the facility, then the patron(s) has a greater expectation of protection from possible dangers. But if the school does not maintain control and the entity using the facility does not charge an admission fee, the district is only liable for its "gross negligence" rather than standard negligence.

As you can see, this is one of the more complex policies in our service. Please feel free to call us and work through these issues one-by-one whenever it is convenient for you.

Policy 3015. Time Away From School Activities. This policy states that school activities will not be held on Wednesday nights or Sundays. This policy intentionally considers these days "time away from activities" and specifically and intentionally does not contemplate the types of activities in which students may be engaged on those days. **If you have other days designated for time away from school activities, modify the policy accordingly. Likewise, if you do not have days on which district refrains from scheduling school activities, you may elect not to adopt this policy.**

Policy 3016. Smoking and Related Products. Many districts are struggling with effective policy solutions to electronic cigarettes, vapor pens, and similar technology. It is a criminal violation for any minor under the age of 18 to use "vapor products or alternative nicotine products." Accordingly, we recommend that your general tobacco use policy include an option which prohibits the use of vape pens, electronic cigarettes, and the like. While this policy applies to all students and staff, it applies generally to all district patrons and visitors. **This policy has 3 options. You should select one or a combination of these policies.**

Policy 3017. Official Communication with the Public. This policy requires administrative approval of press releases and other official communications with the public. Over the years, staff members have occasionally taken it upon themselves to communicate with the public or media on behalf of the district during a crisis or other time when they should not have been the one communicating. This policy is very useful to clarify that only individuals with prior administrative approval have the authority to speak for the district to the media. By limiting it in that way, it also reduces the likelihood of a First Amendment challenge if one of the school's social media accounts, like "Greyhound Wrestling," blocks a negative comment or commenter.

Policy 3018. Denial of Access to School Premises. This policy provides a method for denying access to school activities or school premises. It permits

an administrator to limit or deny access to certain school activities or school premises for various reasons.

Policy 3019. Sale or Disposal of School Property. This policy states that the sale of school property must be made with the best interests of the school and taxpayers in mind. It sets forth the statutory requirement that the sale of school property be approved by a two-thirds vote of the board of education at a regular board meeting.

Policy 3020. Copyright Compliance. This policy addresses copyright compliance and discusses the steps district administrators must take or may take when an infringement occurs. It states that teachers and students may not use any media in a manner that is in violation of applicable copyright laws. If staff or students subject the district to payment for copyright violations, the district may require the offending student or staff member to make the district whole. **Please note: even if there is a technical infraction which occurs because of a staff member or student, one protection for educational institutions against copyright liability is to distribute materials and provide training to staff and students about the importance of copyright compliance. This policy requires you to distribute materials to students and staff for the purpose of preserving that defense.**

Policy 3021. Operation of School Business Office. This policy describes the days and hours that the business office will be open. Some boards prefer that the district's business office be open during regular business hours. **You should revise the policy to describe the district's practice.**

Policy 3022. Volunteers. This policy addresses the use of volunteers. We recommend having most volunteers sign a volunteer services agreement, though we recognize that in some instances the volunteer's involvement will be insubstantial. The policy also prohibits people from volunteering if they refuse to comply with a requested background check. If you need assistance in creating or updating your volunteer services agreement, we would be happy to help.

Policy 3023. Record Management and Retention. School districts must comply with two sets of laws governing the retention and deletion of records. The Federal Rules of Civil Procedure require government entities to retain some electronic records with metadata intact and to state with specificity when they will delete electronic records. Nebraska's Records Management Act and the record retention schedules adopted by the Nebraska Secretary of State's Record Management Division outline when schools may delete both physical and digital records. The schedules which apply to school districts are Schedule

10 and Schedule 24. This policy outlines how the school district will comply with all of these various laws and regulations.

This policy has several options for you to consider. You should select the option that describes your practice and delete the other options.

If you use a cloud-based service such as Google Apps for Education or Office 365, you will need to select the retention level you have selected from your service provider. If you still use internal servers to host your e-mail, you will need to consult with your technology coordinator to determine how long the district stores e-mail and other electronic data. There is no obligation to retain all of your e-mail in their original format, but you must identify your retention schedule for these records.

Under Schedule 24, "short term communications" must be maintained for at least 6 months, which is why we have included that retention period for school-affiliated social media posts. Please note that all this means is that staff using school-affiliated social media posts cannot delete their posts for at least 6 months. If you use Twitter, for example, to announce sports scores, you just cannot go back and delete old Tweets at the end of the school year. You do not have to print these posts -- leaving them on the social media application counts as "maintaining" under the schedules.

Your retention obligations for security video is covered by Schedule 24. After consulting with the Secretary of State's office, we have categorized security video as "working papers" which can be destroyed as soon as the school determined that there is no need to keep it. Schools will have to complete an annual disposition report regarding this footage. The Secretary of State's Office was gracious enough to provide us with a sample disposition report on security video footage, which we have included as an example with the forms for the 3000 series.

Policy 3024. Booster Clubs and Parent-Teacher Organizations. There are two completely separate policies offered for your consideration to govern your relationship with these groups. You should adopt only one of these policies. Regardless of the policy you select, we suggest that the district: (1) take complete control over the organization's finances or (2) keep the school's finances and the organization's finances completely separate. Regardless of which approach is used, the key is to make the relationship clear in the policy. We have attached policies which address both situations.

Policy 3025. Returned and Outstanding Checks. This policy deals with insufficient fund checks. It states that a person who wrote a bad check must pay the school the amount of the check in cash plus an additional \$30 (the

board should choose the amount; \$30 is standard in Nebraska) to cover costs to the district. It also gives the district the authority to refuse to accept checks from people whose checks are repeatedly returned for insufficient funds. The policy also addresses checks which are outstanding and authorizes the superintendent to review them and resolve any issues related to outstanding checks, including stopping payment and reissuing the checks. **These terms are not statutorily required and the board may set its own standards.**

Policy 3026. Handbooks. This policy covers handbooks. It states that handbooks are intended to convey information and explain school regulations and procedures. It points out that the handbooks are not contracts and that the administration has the authority to change handbook provisions during the year so long as the changes are consistent with board policy. It also makes clear that the handbooks are trumped, when inconsistent, by board policy and state law.

Policy 3027. Resolution of Conflicts Between Parents Over School Issues. This policy addresses the resolution of conflicts between parents over school issues. It explains that the school will not become involved in disputes between parents regarding such issues as court orders, student records, and picking up children at school.

Policy 3028. Sex Offenders. This policy deals with sex offenders and emphasizes the importance of students' safety at school. The second paragraph of this policy is not legally necessary but it is recommended. It states that the school will notify staff members, parents, and students (1) of any registered sex offenders residing in the school district and (2) of the availability of information about sex offenders on the State Patrol's web page. If your district does not distribute this list to staff, parents, and students, you should.

Policy 3029. Distribution of Flyers Advertising Non-School Issues. This policy addresses the distribution of flyers advertising activities of non-school organizations. The first numbered paragraph sets forth prohibitions against flyers with statements that are inappropriate for a school setting. The remaining paragraphs set forth procedures and requirements for flyers.

Policy 3030. Automatic External Defibrillator (AED) Program. Some organizations offer to donate both the AED and the cost of its upkeep. The attached policy is designed to limit the school district's potential liability while incorporating the policy elements recommended by the American Medical Association and the American Heart Association. You will have to identify a medical advisor and should be sure that the person designated as the AED Program Coordinator understands his/her obligations under the policy and is

willing to fulfill those responsibilities. **Note that you will have to identify a Program Coordinator and Medical Advisor.**

Policy 3031. Students Electing to Attend School in Adjoining State.

This policy addresses requests for students to attend schools in an adjoining state. It restricts approval of out-of-state enrollment except when (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

Policy 3032. Fees for School District Records. This policy addresses the fees for obtaining school district records should they be requested. It is important that you set these fees so that you can charge an appropriate amount for voluminous public records requests that more and more Nebraska school districts have faced recently. **You will have to identify what amount you will charge for each request, and it must be based on actual costs for things like computer run time, paper, toner, etc.**

Policy 3033. [Intentionally Left Blank]

Policy 3034. [Intentionally Left Blank]

Policy 3035. Chain of Command. This policy was created in response to requests from several of our school district clients to provide more effective and efficient assistance to patrons and employees with questions or concerns. You should review this carefully to be sure it accurately describes how your district's chain of command operates.

Policy 3036. Purchasing (Credit) Card Program. Many school districts in Nebraska use credit cards to purchase goods and services for school purposes. However, many schools are unaware that, though state law authorizes the use of such credit cards, it also imposes certain obligations upon the district. In addition, the Nebraska Auditor of Public Accounts has chastised some schools in their audits because school personnel failed to maintain adequate supporting documentation for credit card expenses in violation of state law and school district policy. This policy includes everything required by state law and incorporates recommendations made by the State Auditor in previous school district audits. It also tracks changes to federal purchasing and procurement and allows continuity of your purchasing system. **Please note that there are several blanks that your board must fill in on this policy.** After you adopt the policy, we strongly encourage you to provide a copy of it to all employees and require them to acknowledge that they have received and read it.

Policy 3037. Petty Cash. The Nebraska State Auditor has expressed concern during school audits that a school district maintained a petty cash fund without adopting any policy or procedures governing its use. The auditor was particularly concerned about the lack of monitoring and oversight of the fund. **If you do not use petty cash, you do not need this policy.** However, if you do utilize such a fund, we strongly encourage you to adopt a policy that spells out its amount, who controls it, when it may be used, monitoring procedures, etc. You should review this policy with the administration and the board to make sure that it conforms to your actual practice. **Please note that there are several blanks that your board must fill in on this policy.**

Policy 3038. [Intentionally Left Blank]

Policy 3039. Threat Assessment and Response. Schools are required to have a “threat assessment” procedure which they are supposed to use any time someone reports a threat made by a student, staff member, or patron. The idea is that the school can use a data-driven approach to determine what to do in response to such a threat rather than a knee-jerk reaction. **There are three options in this policy** - one in which a “threat assessment team” investigates and responds to threats; one in which the superintendent performs these tasks alone; and one in which a school district law enforcement unit conducts the investigation. **You should select the option that best reflects your district’s practices and delete the other options.** However, you cannot use the “law enforcement unit” option unless you have adopted Policy 5054, designating a “law enforcement unit” for your district.

Policy 3040. School Safety and Security. We have designed this policy so that it complies with the NDE Safety and Security Protocols. The first section states that the board wants to meet the minimum safety requirements. If your board wants to go beyond the minimum to meet the “exceeds” or “outstanding” level of the rubric, please let us know and we will revise these policies accordingly.

In the next two sections of this policy, we have tried to separate out the obligations for safety and security measures between the superintendent, principals, and the crisis team. You may revise **who** must perform each of the duties identified, but you may not **eliminate** any of these duties and still comply with the Safety and Security Protocols.

This policy also contains options for your board to consider in allowing memorials on school grounds or at school events. **Your board should carefully review the section of the policy dealing with memorials and select which option will best fit your district’s needs.**

When a school community experiences the death of a student or a similar tragedy, there is often the very human tendency to want to do something in memory of the deceased student. Pursuant to guidance from the School Safety and Security division of the Nebraska Department of Education, we have included a provision on school memorials in Policy 3040 School Safety and Security.

We have included two options for memorials in this policy. The first is to flatly prohibit them. The second option sets up a process whereby the school's crisis team can consider a request for a memorial and make a recommendation to the board. It is important that you discuss this issue as a board **now** before a crisis event has occurred.

While it may seem heartless, we prefer that your board prohibit memorials. There are a few main reasons why a public school district allowing memorials is troublesome. The most significant reason to disallow memorials is that multiple studies show that it is detrimental to students' wellbeing. Research shows that memorials can delay grieving and that things like memorials and media coverage of suicides can contribute to copy-cat deaths. For example, The Society for Prevention of Teen Suicide notes,

"[T]he logic of dying by suicide so that the school will put up a plaque or hold an assembly to acknowledge the death is almost impossible for most of us to comprehend, [but] it is the way suicidal students can think."

The school district does not want to foster an environment where suicide becomes a response to any of life's difficulties for school-aged students. However, it is impossible to disallow memorials for some deaths yet allow them for others. For example, a student death due to a car accident or terminal illness could receive an outpouring of support, while a student suicide generates a muted response due to the school's desire to minimize the impact of suicide among the student body. In our experience, many boards have come to the logical conclusion that if you do not want to allow memorials for all deaths given the psychological research, the only option is to prohibit all of them.

From the purely legal side, another difficult issue is the fact that memorials almost always create a "forum" where First Amendment issues and questions of "equal treatment" arise. For example, if a student memorial includes a Bible verse at the request of parents, another set of parents could ask for some type of quote, verse, or message which a majority of your community would disagree with. Prohibiting a memorial or even the proposed text on a

memorial based on the speaker's viewpoint or content of the message would directly violate the First Amendment. As with most questions of access and speech in public schools, if you allow one idea, you most likely have to allow them all.

Similarly, allowing memorials puts the school in the position of determining whether the scope of a memorial is appropriate or "fair." For example, requests for memorials have ranged from a moment of silence, to a small plaque on a bench, to a full statue. In some cases, the financial status of the family has impacted the request to the point where the school district has been asked to pay for it. Unless the school district is very specific about prohibitions or at least limitations on memorials, it will almost certainly invite requests which become more elaborate and unique with each family. Weighing these requests can be politically, legally, and practically difficult.

With an eye toward student mental health and avoiding other difficult issues, we encourage our clients not to allow student memorials.

If your board elects to allow them, we have provided a process in policy 3040 through which your crisis team reviews and analyzes requests for memorials.

The school district can and should support students who wish to attend student memorials by allowing any student to attend a memorial service and receive an excused absence. Grief counseling and other support should also be made available as appropriate. Before you commit other resources of the school district toward any response to a tragedy, such as sending flowers to a funeral, or toward a memorial; you should first be sure it is authorized by state law (...and in many cases, it's probably not).

We understand that circumstances in which requests for student memorials arise are incredibly difficult. That is exactly why we'd like to walk through these issues so your board and administration can discuss your current policy and feel prepared to handle questions from students, parents, patrons, and the media should tragedy strike in your school district.

Policy 3041. Crisis Team Duties. This policy places the majority of the responsibility for complying with the Safety and Security Protocols on the crisis team. Note that the superintendent names people to serve on the crisis team using the considerations set out in policy 3040 above. The way this is set up, it will be the crisis team that conducts the self-assessment required by NDE. All of you currently have an All-Hazard School Security Plan. It is likely that the Safety and Security Protocols will require substantial revisions to that plan, and this policy places the responsibility for those revisions on the crisis team.

Again, we have not included anything in this policy which is not required for minimum compliance with the Safety and Security Protocols.

Policy 3042. Construction Management at Risk Contracts and Policy 3043. Design-Build Contracts. The Political Subdivisions Construction Alternatives Act requires a school to have policies in place before it can use the construction management at risk and design-build methods of construction. These policies comply with the requirements of the Act.

Policy 3044. Incidental or De Minimis Use of Public Resources. The general rule is that personal uses of “public resources” are not permitted. However, the Nebraska Political Accountability and Disclosure Act allows boards or public entities, such as schools and ESUs, to pass a policy which authorizes board members and employees to use public resources for personal purposes when those uses are “incidental or de minimis.” As long as the personal use is accounted for on the board member’s or employee’s personal taxes, as required by law, the board can authorize these uses to avoid complaints and allegations of misuse. This policy is designed to account for the most common uses we come across, and your board is free to remove or add additional uses consistent with your practices.

Policy 3045. Use of Sniffer Dogs. Many schools have decided to use trained drug dogs to conduct “sniff searches” of vehicles on school grounds, school lockers used by students, and other items or areas at the school. Schools have the authority to use drug dogs to conduct “sniff searches” in many, if not most, circumstances. One exception is the use of a dog to sniff a student or staff member. **We strongly discourage school districts from allowing dogs to sniff people.** The tougher questions are whether the school *should* implement the use of drug sniffing dogs and, if so, how the program should be implemented. This policy includes our recommended procedures in the event that the school decides to use drug dogs.

Policy 3046. Animals at School. This policy addresses animals on school grounds from all relevant legal perspectives: class pets, therapy animals, and service dogs. The requirements for each are different, with the key being the disability-related considerations for therapy animals (which can include nearly any animal) to service dogs (which include only specially trained dogs and miniature horses). The policy also requires that requests for service animals and requests for therapy animals (where you allow them) that are made by or on behalf of a student with an IEP or a 504 plan be referred to the respective IEP or 504 Team for consideration. **There are two options for therapy animals, and you will need to pick one and delete the other.**

Policy 3047. Data Breach Response. School districts that are required to provide reasonable security to personal information handled by the district. This policy states the district will implement the appropriate security, and if the district experiences a data breach it will investigate the breach, provide notice to those affected, and notify the Attorney General. We have also included a section that provides for data governance protocols to be put in place to map the flow of data between software, hardware, and personnel in order to maintain good data hygiene and make sure data breach responses will run smoothly and efficiently.

Policy 3048. Communicable Disease. This policy sets forth steps to take if it is determined that a staff member or student has a high risk communicable disease. Because we get this question all the time, we did want to highlight that, yes, Hepatitis "E" is a real thing included in the DHHS regulations.

Policy 3049. Drones and Unmanned Aircraft. With the increasing use of drones and other unmanned aircraft by schools and by private individuals, this policy contemplates some general use restrictions while also factoring in differences for district uses versus personal or private use on school grounds. The policy generally defers to the superintendent or his or her designee to provide permission, designate authorized areas, and impose other restrictions on the use of drones on school property.

Policy 3050. Technology in the Classroom. This policy addresses the use of electronic devices and software applications in the classroom that are not selected or purchased by the district. If a teacher brings in a Google Home, Amazon Echo, or similar device; or wants to use a specific application; this policy requires that the teacher notify the administration of the device or application's use, and provides guidance on how the device should be setup. The policy also restricts the use of assistive technology to prohibit the recording and transmitting of the classroom activities of other students.

Policy 3051. Opioid Overdose Prevention and Response. Naloxone, also known by its brand name Narcan, has been used by emergency responders and health care professionals for many years as an opioid antagonist to reduce deaths and negative consequences of individuals experiencing opioid overdose. Although Nebraska has a naloxone statute allowing for dispensing naloxone without a prescription, the Department of Health and Human Services, Division of Public Health, has also issued a standing order to facilitate the availability of naloxone. This policy allows the district to take advantage of those laws and have naloxone available to administer by appropriately trained staff. Much like the policy on AED's, it is permissive and you should consult with your school nurse and local authorities if you want to have a naloxone program.

Policy 3052. Leasing Personal Property. This policy provides the authority for authorized personnel to lease personal property (e.g., equipment, goods, etc.) from vendors for school district use. **A decision will need to be made as to the total lease amount above which written quotes/estimates will be required to be obtained from multiple vendors.**

This policy also provides the authority for the Superintendent to lease out district-owned personal property that is not needed for school purposes. **The board will need to decide (1) the threshold (dollar amount) of the fair market value of the personal property in question under which the Superintendent may lease out such property without board authorization, and (2) the maximum number of days that the Superintendent can agree to lease out district-owned personal property.**

Policy 3053. Nondiscrimination. This policy satisfies the requirement that a school district have a policy which forbids discrimination for unlawful reasons.

School districts with 50 or more employees are required to appoint a responsible person to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public. In this policy, the 504 coordinator is the same person as the ADA coordinator. If you do not want your 504 coordinator to serve as your ADA coordinator let us know and we can work with you to customize this policy.

Policy 3054. Law Enforcement Unit. This policy allows the board to designate a law enforcement unit for the district. The district is permitted to designate any individual or group as it's law enforcement unit. The disclosure of records created and maintained by a law enforcement unit for a law enforcement purpose is not restricted by state and federal student record laws, so this policy further outlines how law enforcement unit records should be maintained and how they may be disclosed. **Designating a law enforcement unit implicates complex legal and privacy considerations, and we encourage you to reach out for advice on these issues before adopting this policy.**

Policy 3055. School Resource Officers. Nebraska state law requires schools have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address six specific issues. We have developed

this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

Policy 3056. Guest Speakers. Some schools have invited guest speakers into school with little to no knowledge of the guest speaker's message, experience, or intent. Not surprisingly, not all guest speaker appearances went as smoothly as one would hope when there is little research done about the guest speaker. This policy includes a process and procedure to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved.

Policy 3057. Title IX. This policy is required by federal regulations, including all of the components of the "grievance process" laid out in those regulations. The policy includes the applicable definitions, procedures, and obligations of the district under Title IX. This policy must be posted on your website in a prominent location, and a short notice of this policy must be in all handbooks, newsletters, and other communications of the district.

Policy 3058. Naming School Facilities and Property. This policy is optional, and you are not required to adopt the policy unless you believe you will undertake a project or receive a request for naming rights. If you have already sold or given naming rights away, you should ensure this policy does not impact any existing agreements or obligations. We have included this policy within our service at the request of several subscribing schools. There are multiple ways to create such a policy. Our model policy attempts to provide as much flexibility to boards as possible while also being mindful of legal complications that can arise when schools permit outside individuals or entities to have control over naming rights within schools, such as on building facades or within certain rooms or areas of school buildings.

Policy 3059. Audio and Video Recording. This policy clarifies when staff, for educational purposes, or students for any purpose may make audio or video recordings at school, in a school vehicle, or at school activities. It also clarifies that the district may make audio and video recordings for things like safety and security, but that those recordings will not be maintained unless specifically copied and saved. Finally, it places limits on when others, such as parents or patrons, may make recordings. It specifically limits the ability of a parent to record things like IEP meetings.

Policy 3060. Firearms and Weapons for Non-Students. This policy lays out the prohibitions and exceptions for non-students possessing firearms on school grounds. The general rule is that firearms are prohibited. There are

several exceptions, including for on- and off-duty or retired law enforcement. Those apply to all Class I, II, and III school districts. This policy is designed for that purpose.

For Class I and II school districts beginning January 1, 2025, boards may permit employees and other “security personnel” to possess a firearm on school grounds, in school vehicles or at school events. This policy is not what you will need to permit that. If your district wants to consider such a policy, we will help prepare it for you. That type of policy must include, at a minimum, requirements for personal qualifications, training, appropriate firearms and ammunition, and appropriate use of force. The State Board of Education and Nebraska State Patrol will develop a model policy for that purpose.

KSB’s advice is not to allow employees or others who are not trained law enforcement or former law enforcement to carry firearms on school grounds, for a number of reasons. It is unclear whether school insurance companies will or will not cover schools that allow it. We are also concerned about liability and safety issues. However, your school board and administration get to make the call. If you want to consider this as an option and are a Class I or II school district, please reach out to us.



MIDWEST FLOOR COVERING
 COMMERCIAL FLOORING CONTRACTORS
PROPOSAL

DATE	<u>February 13, 2025</u>	CUSTOMER	<u>Centennial Public School</u>
JOB NAME	<u>Classrooms</u>	CONTACT	<u>Dan Tesar</u>
LOCATION	<u>1301 Centennial Ave</u>	PHONE	<u>402-534-2321 Ext. 236</u>
	<u>Utica, NE 68456</u>	TAX INFO	<u>None Included</u>

We hereby submit our estimate for:

Carpet - Mohawk - Side Stripe GT419 - 24x24 - Color: 965 West Point

LVT - Owner Supplied

Resilient Base - Burke - 4" cove - Color: 217 Charcoal

See attached plans for areas of work included.

WE PROPOSE hereby to furnish material and labor -- complete in accordance with the plans, drawings and specifications for said building for the sum of:

\$26,778.00

Twenty Six Thousand Seven Hundred Seventy Eight Dollars

NOTE: This proposal may be withdrawn by us if not accepted within 10 days from letting date.

The following notes are part of this bid proposal & will be incorporated into the contract documents:

All material as specified or per our notes and all work is guaranteed to be completed in a workmanlike manner according to industry standards for a period of one year from date of installation. Any alteration or deviation from specifications involving extra cost will be executed only upon written orders and will become extra charges beyond this estimate. All agreements contingent upon strikes, accidents, or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. All installation to be by non-union, independent contract labor. Lights, HVAC, dumpsters, power and dust control by others.

OTHER SPECIAL NOTATIONS:

One layer of carpet demo only to owners dumpster included.

No cutback (black) adhesive testing, sealing or removal included.

Includes minor floor prep only. Any floor corrections or leveling by time and material.

Work to be completed in one phase during normal working hours.

All furniture and equipment moving, vacuuming, caulking, protection and final clean up by others.

Adhesive warranties are void if failure occurs due to chemical asbestos abatement process.

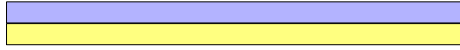
Material payment required prior to ordering materials.

THANK YOU Steve McGinnis

3725 Touzalin Avenue
Lincoln, NE 68507
402/466-5626

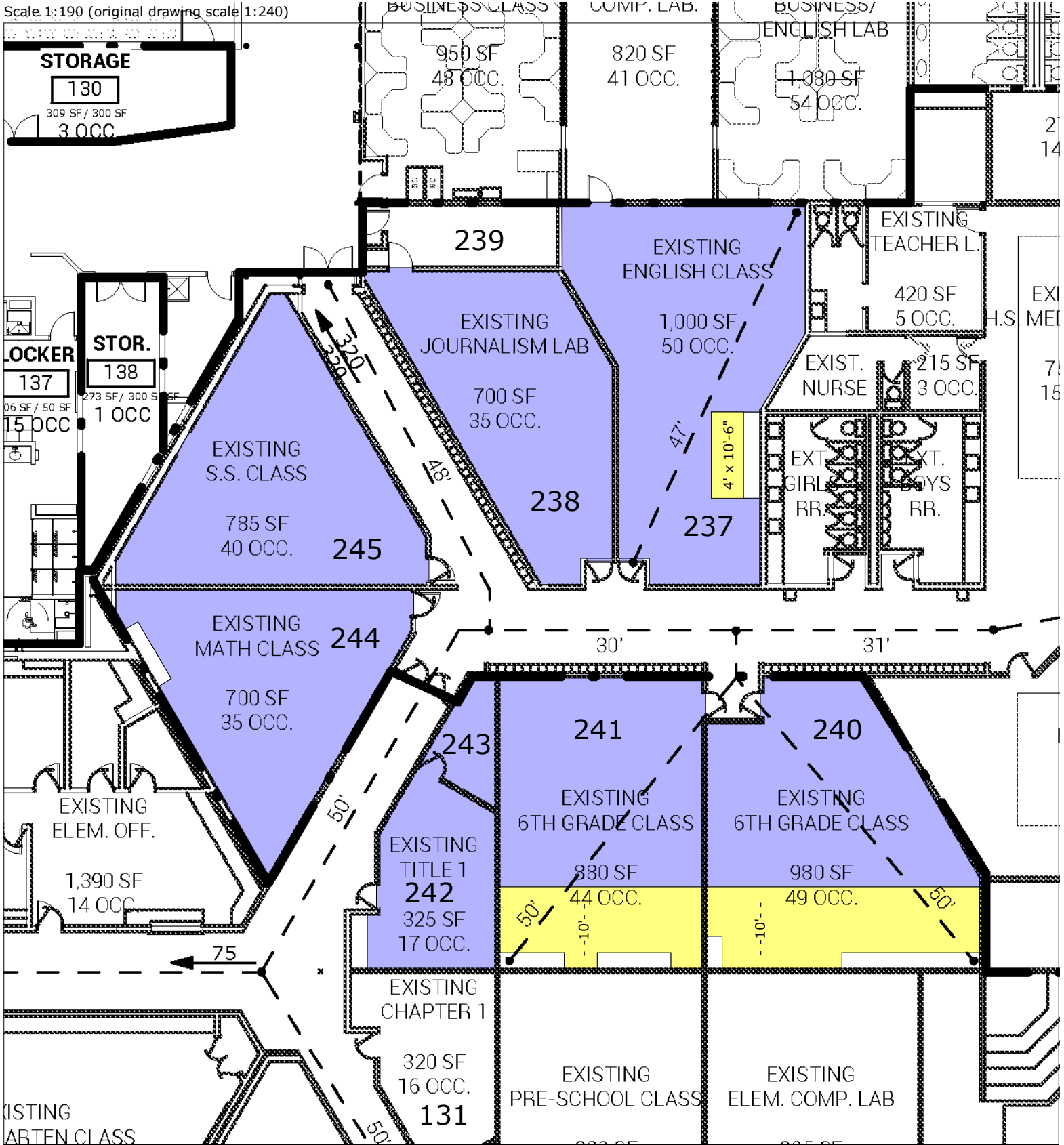
Accepted by: _____
 Print Name: _____
 Date: _____

Summary Report



Carpet - Mohawk - GT419 Side Stripe - 24x24 - Color: 965 West Point
LVT - Owner Supplied

Scale 1:190 (original drawing scale 1:240)



Formal Evaluation Instrument

Name: Seth Ford
Job Title: Superintendent

Author: Self-Evaluation
Date: Mar 7, 2025 11:38 AM CST
School: Central Office
Share: Off

Centennial Public School Teacher Evaluation Instrument

Observation Script

No records found.

1. Foundational Knowledge:

The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

M42-49. Planning and Preparation:

42: Effective Scaffolding of Information within Lessons; 43: Lessons within Units; 44: Attention to Established Content Standards; 45: Use of Available Traditional Resources; 46: Use of Available Technology; 47: Needs of English Language Learners; 48: Needs of Students Receiving Special Education; 49: Needs of Students Who Lack Support for School

M55-60. Collegiality and Professionalism:

55: Promoting Positive Interactions with Colleagues; 56: Promoting Positive Interactions about Students and Parents; 57: Seeking Mentorship for Areas of Need or Interest; 58: Mentoring Other Teachers and Sharing Ideas and Strategies; 59: Adhering to District and School Rules and Procedures; 60: Participating in District and School Initiatives

Comments:

Strengths:

Needs Improvement:

Suggestions/Recommendations - Timeline:

Does Not Meet District Standards	Meets District Standards
----------------------------------	--------------------------

2. Planning and Preparation

The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

M1. Provide clear learning goals and scales

M42-49. Planning and Preparation:

42. Effective Scaffolding of Information within Lessons; 43: Lessons within Units; 44: Attention to Established Content Standards; 45: Use of Available Traditional Resources; 46: Use of Available Technology; 47: Needs of English Language Learners; 48: Needs of Students Receiving Special Education; 49: Needs of Students Who Lack Support for School

M2. Track student progress

Comments:

Strengths:

Needs Improvement:

Suggestions/Recommendations - Timeline:

Does Not Meet District Standards

Meets District Standards

3. The Learning Environment

The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

M42-49. Planning and Preparation:

42. Effective Scaffolding of Information within Lessons; 43: Lessons within Units; 44: Attention to Established Content Standards; 45: Use of Available Traditional Resources; 46: Use of Available Technology; 47: Needs of English Language Learners; 48: Needs of Students Receiving Special Education; 49: Needs of Students Who Lack Support for School

M4. Establish and maintain classroom rules and procedures

M26. Manage response rates

M6. Identify critical information

M8. Preview new content

M9. Chunk content into digestible bites

M11. Students elaborate on new information

M12. Students record and represent knowledge

Comments:

Strengths:

Needs Improvement:

Suggestions/Recommendations - Timeline:

Does Not Meet District Standards

Meets District Standards

4. Instructional Strategies

The teacher uses effective instructional strategies to ensure growth in student achievement.

M24. Notice when students are not engaged

M36. Understand student interests and backgrounds (Building Relationships)

M6. Identify critical information

M8. Preview new content

M14. Review content

M19. Students practice skills, strategies and processes

M9. Chunk content into digestible bites

M11. Students elaborate on new information

M12. Students record and represent knowledge

M17. Students examine similarities and differences

M18. Students examine errors in reasoning

Comments:

Strengths:

Needs Improvement:

Suggestions/Recommendations - Timeline:

Does Not Meet District Standards	Meets District Standards
----------------------------------	--------------------------

5. Assessment

The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

M3. Celebrate success

M2. Track student progress

Comments:

Strengths:

Needs Improvement:

Suggestions/Recommendations - Timeline:

Does Not Meet District Standards	Meets District Standards
----------------------------------	--------------------------

6. Professionalism, Vision, and Collaboration

The teacher acts as an ethical and responsible member of the professional community. The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development and achievement.

M55-60. Collegiality and Professionalism:

55: Promoting Positive Interactions with Colleagues; 56: Promoting Positive Interactions about Students and Parents; 57: Seeking Mentorship for Areas of Need or Interest; 58: Mentoring Other Teachers and Sharing Ideas and Strategies; 59: Adhering to District and School Rules and Procedures; 60: Participating in District and School Initiatives

Comments:

Strengths:

Needs Improvement:

Suggestions/Recommendations - Timeline:

Does Not Meet District Standards	Meets District Standards
----------------------------------	--------------------------

Evaluator's Signature

- no signature -

Teacher's Comments/Reactions:

Teacher's Signature

Teacher's signature does not mean the teacher agrees or disagrees with the evaluation; only that the contents of the evaluation have been shared with him/her.

- no signature -

Reviewed by Superintendent

- no signature -

	Revenue	Payroll Totals	Bill Totals	Expense Totals	Revenue/Expense Differential
September					
22-23	\$1,563,086	\$638,324	\$225,472	\$863,796	\$699,290
23-24	\$1,697,991	\$660,804	\$195,350	\$856,154	\$841,837
24-25	\$1,199,622	\$700,275	\$263,631	\$963,906	\$235,716
Average	\$1,486,900	\$666,468	\$228,151	\$894,619	\$696,694
October					
22-23	\$515,470	\$641,805	\$102,588	\$744,392	-\$228,922
23-24	\$506,570	\$673,151	\$110,037	\$783,188	-\$276,618
24-25	\$580,601	\$658,229	\$123,335	\$781,564	-\$200,963
Average	\$534,214	\$657,728	\$111,987	\$769,715	-\$246,482
November					
22-23	\$122,074	\$635,248	\$114,671	\$749,918	-\$627,844
23-24	\$227,218	\$679,291	\$130,518	\$809,809	-\$582,591
24-25	\$120,735	\$758,390	\$85,814	\$844,204	-\$723,469
Average	\$156,676	\$690,976	\$110,334	\$801,310	-\$612,983
December					
22-23	\$185,764	\$621,091	\$95,341	\$716,432	-\$530,668
23-24	\$257,104	\$661,685	\$224,987	\$886,672	-\$629,568
24-25	\$506,257	\$701,707	\$117,147	\$818,854	-\$312,597
Average	\$316,375	\$310,716	\$145,825	\$807,319	-\$490,944
January					
22-23	\$1,724,396	\$585,495	\$120,330	\$705,825	\$1,018,571
23-24	\$1,997,702	\$641,898	\$172,062	\$813,960	\$1,183,742
24-25	\$1,331,733	\$675,746	\$109,912	\$785,658	\$546,074
Average	\$1,861,049	\$634,380	\$146,196	\$759,893	\$895,783
February					
22-23	\$1,209,231	\$607,215	\$157,257	\$764,472	\$444,759
23-24	\$1,242,662	\$629,631	\$78,824	\$708,455	\$534,207
24-25	\$1,502,556	\$710,061	\$79,907	\$789,967	
Average	\$1,225,946	\$618,423	\$118,040	\$736,464	\$358,507
March					
22-23	\$392,202	\$605,397	\$135,111	\$741,726	-\$349,524
23-24	\$464,150	\$655,712	\$170,809	\$826,521	-\$362,371
24-25		\$695,464	\$134,142	\$829,606	
Average	\$428,176	\$630,555	\$152,960	\$784,124	-\$289,135
April					
22-23	\$938,788	\$611,829	\$191,483	\$803,312	\$135,476
23-24	\$518,048	\$619,944	\$220,399	\$840,343	-\$143,212
24-25					
Average	\$728,418	\$615,887	\$205,941	\$821,828	\$47,896
May					
22-23	\$1,946,599	\$614,708	\$106,911	\$721,619	\$1,224,979
23-24	\$2,646,217	\$691,606	\$142,307	\$833,913	\$1,812,304
24-25					
Average	\$2,296,408	\$653,157	\$124,609	\$777,766	\$1,334,149
June					
22-23	\$835,327	\$595,109	\$215,470	\$810,580	\$24,748
23-24	\$772,068	\$621,572	\$126,636	\$748,208	\$204,752
24-25					
Average	\$803,698	\$608,341	\$171,053	\$779,394	\$104,650
July					
22-23	\$127,337	\$525,701	\$155,067	\$680,768	
23-24	\$280,620	\$546,113	\$142,646	\$688,759	
24-25					
Average	\$203,978	\$535,907	\$148,857	\$684,763	-\$638,906
August					
22-23	\$89,966	\$532,878	\$488,582	\$1,021,460	
23-24	\$221,095	\$575,304	\$589,868	\$1,165,172	
24-25					
Average	\$155,530	\$554,091	\$539,225	\$1,093,316	-\$532,645

	2024-2025 Disbursements					
Month	Total Expenditures	Cumulative Spent	% of Budget	Average % of Budget	Cum. % of Budget Spent	Average % Spent
September	\$963,906	\$963,906	9.51%	8.93%	9.51%	8.93%
October	\$781,564	\$1,745,470	7.71%	7.91%	17.22%	16.84%
November	\$844,204	\$2,589,674	8.33%	8.10%	25.55%	24.94%
December	\$818,854	\$3,408,528	8.08%	8.28%	33.62%	33.22%
January	\$785,658	\$4,194,186	7.75%	7.88%	41.37%	41.10%
February	\$789,967	\$4,984,153	7.79%	7.66%	49.17%	48.76%
March	\$829,606	\$5,813,759	8.18%	8.13%	57.35%	56.89%
April		\$5,813,759	0.00%	8.53%	57.35%	65.42%
May		\$5,813,759	0.00%	8.05%	57.35%	73.47%
June		\$5,813,759	0.00%	8.10%	57.35%	81.57%
July		\$5,813,759	0.00%	7.11%	57.35%	88.68%
August		\$5,813,759	0.00%	11.32%	57.35%	100.00%
2024-25 Budgeted Disbursements	\$10,137,326					
	Cumulative:					
	September	October	November	December	January	February
Projected Expenses	\$905,263	\$1,707,126	\$2,528,249	\$3,367,620	\$4,166,441	\$4,942,960
Actual Expenses	\$963,906	\$1,745,470	\$2,589,674	\$3,408,528	\$4,194,186	\$4,984,153
Difference	-\$58,643	-\$38,344	-\$61,424	-\$40,908	-\$27,745	-\$41,193
	March	April	May	June	July	August
Projected Expenses	\$5,767,125	\$6,631,839	\$7,447,893	\$8,269,017	\$8,989,781	\$10,137,326
Actual Expenses	\$5,813,759	\$5,813,759	\$5,813,759	\$5,813,759	\$5,813,759	\$5,813,759
Difference	-\$46,635	\$818,079	\$1,634,134	\$2,455,258	\$3,176,021	\$4,323,567

COMMUNITIES UNITED FOR A BRIGHTER TOMORROW
EMPOWER, CHALLENGE, AND SUPPORT EVERY STUDENT, EVERY DAY.

2024 - 2025



**CENTENNIAL
PUBLIC SCHOOL**

Elementary Student/Parent Handbook

Centennial Public School
Elementary Student/Parent Handbook
2024-25 School Year

"Click" a section in the Table of Contents then "click" Bookmark to move to that section of the Handbook.

TABLE OF CONTENTS

<u>Section 1</u>	<u>Intent of Handbook</u>
<u>Section 2</u>	<u>Members of the Board of Education</u>
<u>Section 3</u>	<u>Administrative Staff</u>
<u>Section 4</u>	<u>Teaching Staff</u>
<u>Section 5</u>	<u>Support Staff</u>
<u>Section 6</u>	<u>School Calendar</u>

ARTICLE 1 – MISSION & GOALS

<u>Section 1</u>	<u>School Identity/Mission/Vision Statements</u>
<u>Section 2</u>	<u>Mutual Respect</u>
<u>Section 3</u>	<u>Right of Custodial and Non-Custodial Parents</u>
<u>Section 4</u>	<u>Complaint Procedures</u>
<u>Section 5</u>	<u>Child Abuse and Neglect</u>

ARTICLE 2 – SCHOOL DAY

<u>Section 1</u>	<u>Daily Schedule</u>
<u>Section 2</u>	<u>Severe Weather and School Cancellations</u>
<u>Section 3</u>	<u>Closed Campus</u>

ARTICLE 3 – USE OF BUILDING & GROUNDS

<u>Section 1</u>	<u>Arrival at School</u>
<u>Section 2</u>	<u>Dismissal from School</u>
<u>Section 3</u>	<u>Late Starts and Early Dismissals</u>
<u>Section 4</u>	<u>Signing a Child In and Out of School</u>
<u>Section 5</u>	<u>Supervision at Dismissal</u>
<u>Section 6</u>	<u>Emergency Closing Procedures</u>
<u>Section 7</u>	<u>Visitors</u>
<u>Section 8</u>	<u>Smoke-Free Building</u>
<u>Section 9</u>	<u>Care of School Property</u>
<u>Section 10</u>	<u>Lockers</u>
<u>Section 11</u>	<u>Search of Lockers and Other Types of Searches</u>
<u>Section 12</u>	<u>Video Surveillance</u>
<u>Section 13</u>	<u>Recordings Made by Parents/Guardians and Patrons....</u>
<u>Section 14</u>	<u>Recordings Made by Students</u>
<u>Section 15</u>	<u>Use of Phone</u>
<u>Section 16</u>	<u>Bicycles</u>
<u>Section 17</u>	<u>Personal Items</u>
<u>Section 18</u>	<u>Exercise and Fresh Air</u>
<u>Section 19</u>	<u>Personal Party Invitations</u>
<u>Section 20</u>	<u>Lost and Found</u>

- Section 21 Accidents
- Section 22 Insurance
- Section 23 Bulletins and Announcements
- Section 24 Copyright and Fair Use Policy

ARTICLE 4 – ATTENDANCE

- Section 1 Attendance Policy
- Section 2 Attendances and Absences
- Section 3 Absence Procedures
- Section 4 Make-Up Work
- Section 5 Attendance is Required to Participate in or Attend Activities
- Section 6 Truancy
- Section 7 Tardiness
- Section 8 Leaving School

ARTICLE 5 – SCHOLASTIC ACHIEVEMENT

- Section 1 Grading System
- Section 2 Promotion and Retention
- Section 3 Interim Reports
- Section 4 Report Cards
- Section 5 Parent-Teacher Conferences
- Section 6 Academic Integrity

ARTICLE 6 – SUPPORT SERVICES

- Section 1 Special Education Identification and Placement Procedures
- Section 2 Guidance Services
- Section 3 Health Services
- Section 4 Transportation Services
- Section 5 Seward County Wellness For All Services

ARTICLE 7 – DRUGS, ALCOHOL, & TOBACCO

- Section 1 Drug-Free Schools
- Section 2 Education and Prevention
- Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol...

ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS

- Section 1 Student Conduct and Discipline Policies
- Section 2 Forms of School Discipline
 - Short-Term Suspension
 - Long-Term Suspension
 - Pre-Kindergarten through Second Grade Students
 - Expulsion
- Section 3 Student Conduct Expectations
 - Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment...
 - Due Process Afforded to Students Facing Long-Term Suspension or Expulsion
- Section 4 Additional Student Conduct Rules

[Student Appearance Policy](#)
[Electronic Device Policy](#)
[Artificial Intelligence](#)
[Transportation](#)
[Library Books](#)
[Internet Safety and Acceptable Use Policy](#)
[HARASSMENT AND BULLYING POLICY](#)
[INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION \(PDA or IPDA\)](#)
[SPECIFIC RULE ITEMS](#)

[Section 5 Reporting Student Law Violations](#)

[ARTICLE 9 – EXTRA-CURRICULAR ACTIVITIES](#)

[Section 1 Student Conduct at Activities](#)

[Section 2 Student Fee Policy](#)

[Section 3 Physical Condition and Injuries](#)

[ARTICLE 10 – STATE and FEDERAL PROGRAMS](#)

[Section 1 Notice of Discrimination](#)

[Section 2 Designation of Coordinator\(s\)](#)

[Section 3 Anti-Discrimination and Harrasment](#)

[Section 4 Title IX Policy](#)

[Section 5 Right of Custodial and Non-Custodial Parents](#)

[Section 6 Complaint Procedures](#)

[Section 7 Opting Out of Assessments](#)

[Section 8 Multi-Cultural Education Policy](#)

[Section 9 Notice to Parents of Rights Afforded by Section 504...](#)

[Section 10 Notice Concerning Student Records](#)

[Section 11 Routine Directory Information](#)

[Section 12 Notice Concerning Staff Qualifications](#)

[Section 13 Protection of Pupil Rights](#)

[Section 14 Parent & Guardian Involvement in Education Practices](#)

[Section 15 Title I Parental Involvement Policy](#)

[Section 16 Homeless Students Policy](#)

[Section 17 School Wellness Policy](#)

[Section 18 Breakfast and Lunch Programs](#)

[RECEIPT OF THE 2024-25 STUDENT-PARENT HANDBOOK](#)

[PARENT/STUDENT AGREEMENT](#)

[RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS](#)

[STUDENT'S INTERNET ACCEPTABLE USE AGREEMENT](#)

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Centennial Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in the handbook is detailed and specific on many topics, this handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise

during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the wellbeing of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Dear Centennial Elementary Parents/Guardians and Students,

We welcome all of you to the start of the 2024-25 school year at Centennial Elementary School. We want you to enjoy the school experience, to profit from the time spent, and to take advantage of the many opportunities offered at Centennial.

The educational experience is a joint effort between student, parent, and school. We at Centennial encourage the students to “put their best foot forward”, and the parents to become actively involved with your child’s education and the school. Cooperation and communication between all parties involved will create the best possible circumstances necessary to meet your child’s educational needs.

The elementary staff and administration look forward to the opportunity to work with parents and students. We wish you a very satisfying, challenging and successful school year.

Sincerely,

Brad Luce, Elementary Principal
and the Centennial Elementary Staff

Section 2 Member of the Board of Education

Name	Position
Jason Richters	President
Mark Avery	Vice-President
Bryce Borchers	Secretary
Doug Cast	Treasurer
Lana Hoffschneider	Member
Derek Tomes	Member

Section 3 Administrative Staff

Name	Position
Ford, Seth	Superintendent

Bargen, Colin	Secondary Principal
Luce, Brad	Elementary Principal
Stoll, Cara	Special Education Director
Wagner, Jenny	Assistant Principal/Activities Director
Klanecky, Evan	Dean of Students
Tesar, Dan	Operations Director/Technology Coordinator

Section 4 Teachers and Counselors

Name	Department	Grades
Anstine, Alex	Special Education	K-9
Bargen, Jennifer	Mathematics	10-12
Barjenbruch, Craig	Business	7-12
Barjenbruch, Jordan	5th Grade	5
Breitkreutz, Jessica	Technology Integrationist/Library Media Specialist	PK-12
Chrisman, Dana	Preschool	PK
Dannehl, Emma	Art	K-12
Dey, Julie	6th Grade	6
Eitzmann, Barry	Mathematics	8-12
Everson, Kelly Jo	Instrumental Music	K-12
Fehlhafer, Kelly	Speech-Language Pathologist	PK-12
Fowler, Jarrett	2nd Grade	2
Geiger, Rochelle	Elementary Counselor	PK-6
Heine, Bridget	Kindergarten	K
Hirschfeld, Tricia	Interventionist	4-8
Homolka, Tori	Preschool	PK
Johansen, Rob	Industrial Tech	7-12
Jorgensen, Crystal	3rd Grade	3
Klanecky, Evan	PE	7-12

Klanecky, Nikki	Special Education	7-12
Kloke, Eric	PE	K-6
Kucera, McKenna	4th Grade	4
Luebbe, Jessica	Vocal Music	K-12
Luettel, Holly	Agriculture	8-12
McFadden, Kandi	Science	10-12
Morenzoni, Liz	5th Grade	5
Ortmeier, Jordan	Social Studies/Criminal Justice	10-12
Ortmeier, Mark	Science/PE	K-8
Ostendorf, Riley	JAG	9-12
Pankoke, Leah	Business/Technology	7-12
Payne, Phil	Social Studies	7-9
Petersen, Emily	Spanish	8-12
Pracheil, Molly	3rd Grade	3
Pulliam, Laura	Language Arts	6-8
Rafert, Linda	Title I	K-6
Reimers, Mark	Science	9-12
Robinson, Chelsea	Special Education	K-6
Rodine, Drew	Math/Coding and Robotics	6-8
Rodine, Shauna	1st Grade	1
Saunders, Rachel	Language Arts	9-12
Scholl, Cam	Special Education/PE	7-12
Schutt, Kaylee	4th Grade	4
Sloup, Natalie	Preschool	PK
Soliz, Danae	1st Grade	1
Struckman, Amanda	Language Arts	10-12
Stutzman, Edith	2nd Grade	2
Waller, Zachary	Guidance Counselor	7-12

Warm, Molly	Kindergarten	K
Zegers, Tonya	Family Consumer Science	7-12

Section 5 Support Staff

Name	Position
Pedersen, Melanie	Nurse
Richters, Nancy	Business Manager
Fickel, Teri	Special Education Secretary
Dickey, Susan	Superintendent Secretary
Jackson, PJ	Secondary Secretary
Fehlhafer, Kara	Secondary Secretary
Crawford, Megan	Elementary Secretary
Fortner, Si	Maintenance Technician
Borncamp, Socorro	Custodian
Kirkpatrick, Diana	Custodian
Mogee, Nancy	Custodian
Vance, Janine	Custodian
TBA	Custodian
Adrienne Heater	Head Custodian/Transportation
Brueggemann, Jayson	Athletic Trainer
Walgren, Donna	Food Service
Allen, Dani	Food Service
Hays, Jenn	Food Service
Kiley Heidtbrink	Food Service
TBA	Food Service
Dumpert, Nicole	Transportation
Erks, Barb	Transportation
Erks, Ron	Transportation

Gierhan, Brenda	Transportation
Gierhan, Bryant	Transportation
Gumaer, Carrie	Transportation/Paraprofessional
Heine, Kathy	Transportation
Nisly, Mitch	Transportation
Steve Fehlhafer	Transportation Supervisor
Ahrens, Julie	Paraprofessional
Yamber, Dana	Media/Paraprofessional
Black, Heather	Transportation/Paraprofessional
Baumann, Emily	Paraprofessional
Butzke, Angela	Paraprofessional
Ford, Keshia	Paraprofessional
Harroun, Holly	Paraprofessional
LeDoux, Sarah	Paraprofessional
Prochaska, Vicki	Paraprofessional
Rathjen, Teresa	Paraprofessional
Scholl, Amber	Paraprofessional
Sheehan, Kim	Paraprofessional
Stephens, Kim	Paraprofessional
Stuhr, Wendy	Paraprofessional

Section 6 School Calendar

Centennial Public School						
2024-2025 School Calendar						
August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FD-11 EO-1 SD - 15						
September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
FD-17 EO-1 SD-20*						
October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
FD-22 SD-22						
November '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
FD-17 SD-18						
December '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
FD-14 EO-1 SD-15						
January '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
FD-19 SD-20						
February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
FD-17 EO-1 SD-20*						
March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
FD-18 SD-18						
April '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
FD-20 SD-20						
May '25						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FD-15 EO-1 SD-17						
June '25						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Q1-43; Q2-41; Q3-45; Q4-46 Totals: FD-170 EO-5; SD - 185 FD-6.83, 410 FR-5.83, 350 EO-4.83, 290 1161.1+19.32+3.83=1184.25						
July '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- | | |
|---|--|
| <ul style="list-style-type: none"> School Closed/ Holidays 1:30pm Dismissal Start/End of Quarter Noon Dismissal | <ul style="list-style-type: none"> Teacher in-Service Day (no school for students) PT Conferences - (1:30pm Dismissal) Graduation Inservice (No School)& Evening PT Conference |
|---|--|

REVISED: 6/18/2024 - Updated 3rd Quarter Color, and P/T Conference dismissal clarification

ARTICLE 1 – MISSION & GOALS

Section 1 School Identity/Mission/Vision Statements

WHO WE ARE...

Communities United for a Brighter Tomorrow

WHAT WE ARE ALL ABOUT...

Empower, Challenge, and Support Every Student, Every Day

WHERE WE ARE HEADED...

We will:

- Engage students in rigorous, relevant and fun learning opportunities that promote academic, physical, social and emotional growth.
- Implement student-centered educational programs that challenge all students to perform at their highest potential.
- Inspire students to be critical thinkers and problem solvers through a variety of methods.
- Support our students when they face challenges and conflicts.
- Build leaders at all grade levels.
- Instill a deep sense of pride in school, community, state and country.
- Build confidence, leadership skills, and workforce skills for all students.
- Provide service opportunities for all students.
- Partner with local businesses and community members to set up real world education, connections and opportunities for all students at all ages.
- Create a positive Culture amongst all employees, families and students.
- Help our students build relationships that last a lifetime.

Section 2 Mutual Respect

The Centennial Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 3 Right of Custodial and Non-Custodial Parents

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

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

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

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

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

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

Section 4 Complaint Procedures

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

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

Section 5 Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

ARTICLE 2 – SCHOOL DAY

Section 1 Daily Schedule

The Centennial Elementary School attendance day begins at 8:10 a.m. and ends at 3:26 p.m. unless otherwise noted. Students are allowed to go to their classrooms beginning at 8:05 a.m.

Section 2 Severe Weather and School Cancellations

SCHOOL CLOSINGS

Advance notice of school closings will be announced by the following radio and TV stations:

KZKX in Lincoln – 96.9 FM

KLKN TV in Lincoln

KAWL in York – 104.9 FM, 1370 AM

KFAB in Omaha – 1110 AM

KOLN TV in Lincoln

KZEN in Central City – 100.3

In addition, the school alert system will be activated.

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and the school alert system will be activated. **Parents should have a plan in place to accommodate these circumstances.**

What Not To Do: Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado**

warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions: Centennial Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Tornado Drills: Students are to move quietly and promptly to the location noted by the teacher. Follow all directions that are given.

Fire Drills: Sec. 81-52 of Nebraska School Law requires fire drills to be held once a month. When the alarm sounds, all people (employees included) will file out in a quiet and orderly fashion through the prescribed exit to a predetermined location.

ABSOLUTELY NO RUNNING. The proper exit location from all rooms will be shared by each teacher. When the "return to building" announcement is given, students are requested to return quietly to their respective rooms.

Section 3 Closed Campus

All students are required to remain on campus during the school day.

ARTICLE 3 – USE OF BUILDING & GROUNDS

Section 1 Arrival at School

Students are expected to arrive at school **NO MORE THAN 20 MINUTES PRIOR** to the first class or school program which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students are to enter through their assigned entrance and proceed to designated areas.

Section 2 Dismissal from School

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Section 3 Late Starts and Early Dismissals

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Section 4 Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The schools will only release children to adults designated by the parent.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Section 5 Supervision at Dismissal

Parents or guardians of children in grades K to 5, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to 2 escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Section 6 Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Section 7 Visitors

Upon entering the main entrance, all visitors must report to the superintendent's office to sign-in and receive a visitor's pass. For the safety of our students and staff, visitors who check into our building will need to have a staff member escort them throughout the building to their destination. If dropping off supplies for your child, you will be asked to leave these supplies in the Superintendent's Office, and the supplies will be delivered to your child by a staff member. When exiting the building, you will also need to be escorted by a staff member.

Parents are welcome at all times, as long as your visit is not disruptive to the learning environment. Please sign-in/out at the superintendent's office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administration. Please notify the child's teacher IN ADVANCE OF YOUR VISIT to avoid scheduling conflicts. Visits of two hours or less in duration are allowable.

Section 8 Smoke-Free Building

Centennial Public School declares our entire school building to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free, and abide by our District's policy.

Section 9 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

1. **Broken covers** – replacement cost of the textbook
2. **Obscenities (words or pictures) written** – replacement cost of the textbook
3. **Torn pages** – tape if possible; if not possible, \$2.00 per page to cost of the textbook

4. **Torn or damaged cover** - \$5.00
5. **Ink marks (if not erasable)** - \$2.00 per page to cost of the textbook
6. **Water damage** - \$5.00 for minor damage; replacement cost of the textbook for major damage
7. **Defacing cover, edges, etc.** - \$10.00
8. **Lost** – replacement cost of the textbook
9. **Broken binding** - \$10.00
10. **Missing pages** – replacement cost of the textbook

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 10 Lockers

Each student in grades 3-5 will be assigned a locker. Each locker will be provided with a built-in lock for security. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker remain locked at all times when not open for use by the student to whom it is assigned. Students are responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 11 Search of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 12 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 13 Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Section 14 Recordings Made by Students

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

Section 15 Use of Phone

Incoming Calls: The office will attempt to cooperate with parents or guardians in order to deliver messages to students during school hours. Messages will be written and delivered to students. Only in cases of extreme urgency will students be called out of class. Calls for students during school hours are disturbing to normal school routine and should be held to a minimum and for emergency purposes only.

Out-Going Calls: The school telephone is primarily for school business and shall not be used for personal calls. Students finding it necessary to make calls are to come to the office to gain permission to use the school's phone. In an emergency, an office phone may be used with permission from office personnel.

Section 16 Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 17 Personal Items

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

Section 18 Exercise and Fresh Air

The school believes in exercise and fresh air for active, healthy children. Because of that, all children will be expected to go outside except under extreme circumstances. Parents/Guardians should see that children are provided with appropriate dress and protective footwear. We realize that circumstances arise which make it necessary for the students to remain inside. Parents/Guardians are asked to send a

written request when they do not want their child to go outside because of some short term cold or illness.

Section 19 Personal Party Invitations

Birthday and other party invitations may be distributed, so long as all students in the grade or homeroom are invited and no student is excluded. All private party arrangements must be made outside of school -- this includes bringing overnight bags, sleeping bags and presents to school. **The school will not release directory type information about our students, including addresses or phone numbers, to be used for invitations.**

Section 20 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. **It is recommended to put your students name on all items that may be removed while at school, to assist in getting lost items back to the rightful owner.**

Section 21 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal or another district administrator.

Section 22 Insurance

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 23 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within a week after the event.

Section 24 Copyright and Fair Use Policy

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

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

ARTICLE 4 – ATTENDANCE

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendances and Absences

Absences From School - Definitions

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences

Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Physical or mental illness which causes a student to be absent from school (A doctor's note will be required after four consecutive days absent for illness OR if the school nurse sent the student home), NOTE: Just because a student visited the school nurse does not mean that going home will be excused.
- (C) Medical appointments which require student to be absent from school, (**with note from doctor or dentist to verify excuse**)
- (D) Court appearances that are required by a court order and the **student is not responsible for needing to be in court**,
- (E) School sponsored activities which require students to be absent from school,
- (F) Family trips in which student accompanies parent(s)/legal guardian(s) **IF AND ONLY IF** the following conditions are met: 1) approval by the principal in advance; 2) the student communicates with all of his/her teachers prior to the trip and makes mutually agreed upon plan with each teacher for completing work prior to the trip and/or setting due dates for work that can be completed upon the student's return to school; 3) successfully meeting all deadlines for schoolwork set forth in condition #2.
- (G) Severe Weather
- (H) Suspensions and Expulsions
- (I) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

1. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused, the student will be required to make-up work and may be required to make up the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes, and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Mandatory Ages of Attendance

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

Exceptions for Younger Students

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

Exceptions for Older Students

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

Early Withdrawal for Students Enrolled in Accredited or Approved Schools

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

Exit Interview

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

The exit interview shall be personally attended by:

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

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

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

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

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

Withdrawal Form

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

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

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools)

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

Section 3 Absence Procedures

Attendance is taken in each homeroom starting at 8:10 AM. By 9:00 AM, if your student is absent and there is no communication regarding your child's whereabouts, follow-up calls/texts will be made by the Elementary Office. By 10:00 AM, if multiple attempts to reach a parent/guardian are unsuccessful, a call for a well child check from the local sheriff's department you reside in may be made.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written parental excuse, is issued by the Principal's office. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 9:30 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Section 4 Make-Up Work

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 5 Attendance is Required to Participate in or Attend Activities

Students must attend school all day the day of any scheduled school activity in order to participate in or attend the activity. This includes sports contests, practices, and music programs. Failure to attend on that day will result in a student being withheld from participation in or attendance at the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 Truancy

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" policy.

Excessive Absenteeism

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

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

Excessive Absenteeism - Procedure

Students who accumulate five (5) absences in a quarter and/or twenty (20) absences in a school year shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis or a per class basis for secondary students. When a student has excessive absences, the following procedures may be implemented:

1. Referral to the Seward County Truancy Prevention Office.
2. One or more meetings may be held between a school attendance officer, school social worker, the school principal or a member of the school administrative staff as designated by the school administration, the parent/guardian, and the student to develop a collaborative plan to improve regular attendance. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
3. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
4. Referral to Student Assistance Team and/or an educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
5. Investigation of the excessive absenteeism problem by the Seward County Truancy Prevention Office to identify conditions which may be contributing to the excessive absenteeism problem. If services for the child and his or her family are determined to be needed, the person performing

the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the excessive absenteeism problem.

Reporting Excessive Absenteeism to the County Attorney

- A. Twenty Excused Absences: If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- B. Twenty Unexcused Absences: If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- C. Other: A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reporting Excessive Absenteeism to the Commissioner

The Superintendent or designee shall report on a quarterly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Advisory Procedures

- A. Advisory letters will be sent to parents or guardians when their child has accrued four (4) and seven (7) absences per class during the semester.
- B. After seven (7) absences, the parent/guardian/student will be notified of potential retention by the principal.

Student's Rights to Due Process

The following procedure will be followed to ensure due process.

- A. THE FACULTY COMMITTEE ON ABSENTEEISM
 1. Parents/Guardians/Students who wish to appeal the potential retention must make this request within seven (7) days of notification. Requests for appeal must be made in writing on forms supplied by the principal.
 2. The Faculty Committee on Absenteeism shall review all absences/tardies and exceptions to the limitation on absences. Chronic and/or extended illness and/or other unusual circumstances will be considered.
 3. A determination will be made individually on each case.

4. The Faculty Committee on Absenteeism shall not exercise the right to take credits from a student.
5. The Faculty Committee on Absenteeism shall make its recommendation in writing to the principal.

B. THE PRINCIPAL, PARENT/GUARDIAN, AND STUDENT

1. The principal will render a decision within three (3) days after receiving the committee's recommendation and notify the student/parent/guardian.
2. The request for a hearing may be filed by the student or the student's parents/guardians and presented within seven (7) days following the notification of pending loss of credit.

C. THE SUPERINTENDENT

Upon rendering a decision, the principal will forward the decision to the superintendent. If the student is to be denied credit, the superintendent will either support the denial or grant an extension of absences. If the superintendent supports the principal's decision, he/she will notify the student/parent/guardian. The affected party may then request a hearing before the Board of Education. This request must be made within seven (7) days after receiving notification.

D. THE BOARD OF EDUCATION

1. The Board of Education shall serve as the appeal body and may grant or deny an extension of absences after hearing the case.
2. The administration and Board of Education reserve the right to ask for a medical opinion in cases of prolonged or chronic illness.

Attendance Hearings

All attendance hearings will be scheduled for the last week of the semester.

Section 7 Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Section 8 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission and/or without signing out in the proper manner will be considered truant.

ARTICLE 5 – SCHOLASTIC ACHIEVEMENT

Section 1 Grading System

Standards-Based Grading Policy

Beginning in the 2025-2026 school year, Centennial Elementary will implement a **standards-based grading** (SBG) system for English Language Arts (ELA), Physical Education (PE), Music, Art, and Library for all grades K-5. Kindergarten has traditionally graded students in this manner and will continue to do so in all areas. In future years, this system will expand to include Math, Science, and Social Studies in grades 1-5. Standards-based grading is designed to provide more accurate and meaningful feedback on student learning and progress.

Grading Scale

Student performance will be assessed using the following proficiency levels:

- **Exceeds (E)** – The student demonstrates an advanced understanding of the standard and applies knowledge independently and consistently. The student is performing above grade level expectations.
- **Meets (M)** – The student demonstrates proficiency in the standard and applies knowledge with minimal support. The student is performing at grade level expectations.
- **Progressing (P)** – The student is developing understanding but requires additional support to meet the standard.
- **Beginning (B)** – The student is beginning to develop an understanding but needs significant support to meet the standard.

Assessment and Reporting

- Teachers will assess students through observations, classwork, projects, and other forms of assessment aligned with state and district standards.
- Report cards will reflect a student's progress in each standard rather than a traditional letter grade.
- Teachers will communicate with families regularly about student progress, including conferences and progress reports.
- Each grade level/area will define for students how learning is demonstrated.

1st-5th Grade Math, Science, and Social Studies

- Progress in these areas will follow the grading practices from previous years. They are listed below:
 - Grades 1 and 2
 - Grading Symbol and Effort Code
 - O = 95 – 100 Outstanding
 - S+= 90- 94 Very good
 - S = 80 – 89 Satisfactory
 - N = 70 – 79 Needs Improvement
 - U = 0 – 69 Unsatisfactory
 - Grade 3-5
 - Grading System Achievement
 - A+ = 99-100 A = 95-98 A- = 93-94
 - B+ = 91-92 B = 88-90 B- = 86-87
 - C+ = 84-85 C = 80-83 C- = 78-79
 - D+ = 76-77 D = 72-75 D- = 70-71
 - F = 0-69

Centennial Elementary School will use the following grading system:

~~Kindergarten students are graded on progress toward grade-level state/national standards. The grade symbols are:~~

- ~~E = Exceeds the Standard~~
- ~~M = Meets the Standard Consistently~~
- ~~P = Progressing Toward the Standard~~
- ~~B = Beginning Level of the Standard~~

~~Grade 1 and 2 students receive report card grades: The following letter grades/symbols are used:~~

- ~~Grading Symbol and Effort Code~~
- ~~○ = 95 – 100 Outstanding~~

S+ = 90-94	Very good
S = 80-89	Satisfactory
N = 70-79	Needs Improvement
U = 0-69	Unsatisfactory

~~Grade 3-5 students receive report card grades. The following symbols are used:~~

~~Grading System Achievement~~

A+ = 99-100	A = 95-98	A- = 93-94
B+ = 91-92	B = 88-90	B- = 86-87
C+ = 84-85	C = 80-83	C- = 78-79
D+ = 76-77	D = 72-75	D- = 70-71
F = 0-69		

~~Elementary physical education, instrumental music, vocal music and library skills are graded as follows:
Very Good (S+), Satisfactory (S), Progressing (S-), Needs Improvement (N).~~

~~Each teacher should define for students the grading procedures to be used in their classes.~~

Section 2 Promotion and Retention

Any elementary teacher considering the retention of a student must submit a report of the reasons to the elementary principal. The report shall include a summary of conferences held with the parents/guardians.

The teacher, parents and elementary principal will attempt to reach a unanimous decision on whether or not a student will be retained. If agreement cannot be reached the final decision will be made by the elementary principal.

Section 3 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Section 4 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Grades are used to designate a student's progress.

Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held during the 1st quarter and 3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 6 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 to intentionally misrepresent 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 material a 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:

- i. 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.
 - ii. 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 or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at test answers, to copy 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 for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism 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. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a 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.

ARTICLE 6 – SUPPORT SERVICES

Section 1 Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement, and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Re-evaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;

8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated to the maximum extent possible with students who do not have disabilities. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools, or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether they approve of the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents in a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained, or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Centennial Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the superintendent at the Centennial Public School Superintendent's Office.

Section 2 Guidance Services

The Centennial Public School employs a guidance counselor for the purpose of assisting with the District's testing program, to assist with scheduling. If students wish to see a counselor, they are encouraged to stop by the counselor's office and make arrangements for an appointment.

Section 3 Health Services

School Nurse

Centennial Public School employs a full-time school nurse. All students who become ill during the school day must visit the nurse's office. If she determines the illness warrants going home, she will initiate such proceedings.

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students with a fever of 100°F or greater need to have a temperature of less than 100°F for at least 24 hours without the aid of fever reducing medication prior to returning to school.

Parents are encouraged to include emergency daytime phone numbers on each child's enrollment card so parents can be reached if their child becomes ill or injured while at school. Parents should also inform the school health office staff of health related information they feel is important for their student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible, children should be provided medications by parents outside of school hours. In the event it is necessary that a child takes or has medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If a child has asthma or diabetes and is capable of self-managing his or her health condition, parents should contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Parents should limit the amount of medication provided to the school to a two-week supply.

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Essential Oils

Use/Application in school: No staff member, including the school nurse, will be allowed to administer or diffuse homeopathic remedies such as essential oils, creams, or lotions containing essential oils.

Parents may administer these remedies to their own children, unless the scent from these remedies triggers an adverse reaction to other students or staff in school.

Reasons for the decision:

1. Not FDA regulated;
2. Known to trigger asthma attacks in asthmatics;
3. Known to trigger allergic reactions in some;
4. Chemical sensitivities - headaches, nausea, dizziness, rashes, respiratory difficulty (including asthmatic episodes), and cognitive dysfunction. The more immune-compromised a person is, the more likely they are to have these sensitivities;
5. Seizures - those who are prone to seizures may be adversely affected.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades, are screened for vision, hearing, dental defects, height, and weight. Scoliosis screening is not required by the state and will not be done unless a request is made by the parent/guardian. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations for the 2024-2025 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	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 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.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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/Immunization/School-Summary-RR-English.pdf> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 01/26/201**

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. A certified copy may be obtained from the Bureau of Vital Statistics in the state in which the child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the school nurse’s office.

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school’s control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
 2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
 3. A child who is sent home from school for head lice should miss no more than two school days.
 4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
 5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
 6. Families are encouraged to report head lice to the school health office.
 7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.
- *Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses which are listed in

Section 5 Seward County Wellness for All Services

Centennial Public School, in cooperation with Milford Public Schools, Seward Public Schools, Memorial Health, ESU 6, and ESU 5, participates in the Seward County Wellness for All program. Through this program, a Licensed Mental Health Professional will provide support to all students and staff members through tier one interventions and programming. Individual counseling will also be available to students with parent/guardian permission.

ARTICLE 7 – DRUGS, ALCOHOL, & TOBACCO

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District’s safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Section 2 Education and Prevention

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, as well as its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol & Tobacco

(In addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, and at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

9. The use or possession of any tobacco product, including the use of vapor products, or any other such look-alike product.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Centennial Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate

or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists, to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools -- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS

Section 1 Student Conduct and Discipline Policies

The common goal of students, parents, faculty, and administration of Centennial Public School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Centennial Public School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE CENTENNIAL PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

Section 2 Forms of School Discipline

Short-Term Suspension:

Students may be excluded by the principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Centennial Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or the principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, (not to exceed an additional 48 hours) 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. 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.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the conditions outlined by the principal at the time of the suspension.
5. A student on short-term suspension shall not be permitted to be on school grounds or at any school activity without the express permission of the principal.

Emergency Exclusion

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

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension:

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

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned,

leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion:

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

Section 3 Student Conduct Expectations

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Centennial Public School, all students are expected to refrain from the following conduct.

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

The following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
- A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
- A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
- A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with

consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Section 4 Additional Student Conduct Rules

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

Student Appearance Policy

Students at Centennial Public School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes 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 or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants); no holes in pants above the knee. Shorts, skirts, and skorts should be mid-thigh in length at the minimum.
- c. 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.
- d. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- f. Head wear including hats, caps, bandannas, and scarves;
- g. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the principal or superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel, change it, turn it inside out, cover it, or spend the remainder of the day assigned to in-school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct previously mentioned. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

Electronic Device Policy

A. PURPOSE AND PHILOSOPHY

Centennial Public School District encourages the appropriate use of electronic devices at school. Although the inappropriate use of electronic devices can be disruptive to the educational process and electronic devices are frequently lost or stolen, Centennial Public School District recognizes the benefits that the incorporation of technology can bring to the curriculum. The District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. **NOTE: By bringing an electronic device to school, students and parents/guardians consent to a search of the device if approved by the administration.**

B. DEFINITIONS

"Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, e-readers, tablets, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

C. ELECTRONIC DEVICE USE

1. Students are not permitted to possess and use electronic devices during the school day (8:16 a.m.-3:26 p.m.) except as otherwise provided by this policy. Cell phone and text transmitting device (ex: iPod touch) usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
2. Students are permitted to possess and use electronic devices before school hours, provided that the student does not commit any abusive use of the device (see paragraph [D][1]). Administrators have the discretion to prohibit student possession and use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use. **CELL PHONES ARE TO BE TURNED OFF AND STORED IN STUDENT LOCKERS DURING THE SCHOOL DAY.**

3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of an e-reader during independent reading time; student use of a lap top computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

D. VIOLATIONS

1. Students shall not possess or use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
2. The use of electronic devices in locker rooms and restrooms is strictly prohibited.
3. Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a detention, and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student serves their detention and personally comes to the school's main office and retrieves the electronic device.

Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a double detention, and a conference between the student and his/her parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration until such time as the student serves their double detention and the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student has served their suspension and the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.

Search: Electronic devices confiscated under this policy shall be subject to reasonable searches, including search of phone number directory, voice mail, and text messages, upon determination by school officials that the facts and circumstances establish reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Artificial Intelligence

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

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

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - c. In no instance may the output from one or more AI Tools be copied and placed within a student’s work as if the student wrote such a section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

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

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

Policy 6038

Adopted on: 7/10/2023_____

Revised on: _____

Reviewed on: _____

Transportation

Students are expected to abide by the rules and regulations as set forth in the Centennial Public School Bus Information Pamphlet. Please read and review these rules with your children. Safety is our first consideration, when transporting children to school. If the bus driver is distracted, danger exists. This is why rigid standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to the discipline and rules. If for some reason you have not received a School Bus Information pamphlet, notify the Elementary Principal's office.

Parents are asked to call the bus barn (402-534-4711) if their child or children will not be riding the bus on a given morning.

A note or phone call from a parent/guardian will be required before a driver will allow a student to get off the bus at a location other than his/her regular unloading area.

Altering Bus Routes

If some students are not riding the bus on certain days, drivers may vary their routes. Bad road conditions may also cause a bus driver to alter the route.

Library Books

Students are allowed to check-out two books from the school library at any given time. Students will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. At the end of the school year, report cards will be held until restitution is made.

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Centennial Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d)

prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
4. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
5. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and

shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

- i. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - ii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - iii. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - iv. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - v. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - vi. Users shall not engage in any form of vandalism of the technology resources.
 - vii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
 - e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - i. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - ii. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - iii. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - iv. to engage in or promote violations of student conduct rules.
 - v. to engage in illegal activity, such as gambling.
 - vi. in a manner contrary to copyright laws.
 - vii. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 11, 2012

HARASSMENT AND BULLYING POLICY

One of the missions of Centennial Public School is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a

very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher, counselor, or principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. If students are not comfortable reporting the situation to a teacher or administrator, they are encouraged to use the district's anonymous platform, [Vector Alert Tipline](#), to make this report.

It is the policy of Centennial Public School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

Step I: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step II: The second time school personnel become aware of a harassment incident, the accused student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step III: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

Step IV: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Centennial Public School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

- a) The length of the assignment will be for a minimum of two weeks.
- b) The student will report to the office no later than 8:10 a.m. each morning.
- c) The student will eat on campus at an assigned table.

- d) The student will report to an assigned room at the end of the day and will remain until 3:55 p.m. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for a Level II placement are listed below.

- a) The length of the assignment will be for a minimum of two weeks.
- b) The student will report to the office no later than 8:10 a.m. in the morning.
- c) The student will eat on campus at an assigned table.
- d) The student will report to an assigned room at the end of the day and remain until 3:55 p.m.
- e) The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long-term assignment. The guidelines are listed below.

All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (PDA or IPDA)

Inappropriate Public Displays of Affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3rd Offense: Students will be suspended from school for a minimum of 1 day, and the parents and student will need to meet with administrator(s) and counselor.

*If this type of behavior continues, the student could face long-term suspension or expulsion.

SPECIFIC RULE ITEMS

The following conduct may result in disciplinary action which, in the event of repeated violations, may result in discipline up to expulsion.

- a. Gum, candy, seeds, etc. are not allowed in the school building or classrooms, without prior approval.
- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.
- d. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- e. Students are to be in their classroom and ready for class on the tardy bell.
- f. Students are not to bring items to school that are not required for educational purposes as they may be taken from lockers and will not be allowed in the classroom. These items are classified as "nuisance items" and include but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- g. Snow and water balloon handling is prohibited.

Section 5 Reporting Student Law Violations

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the

victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Student behavior is always subject to possible legal sanctions, regardless of where the behavior occurs, it shall be the policy of the Centennial Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- a. Knowingly possessing illegal drugs or alcohol.
- b. Assault.
- c. Vandalism resulting in significant property damage.
- d. Theft of school or personal property of a significant nature.
- e. Automobile accident.
- f. Any other behavior which significantly threatens the health or safety of students, staff, or other persons or which is required by law to be reported.

ARTICLE 9 – EXTRA-CURRICULAR ACTIVITIES STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS

Section 1 Student Conduct at Activities

Elementary students are required to be escorted by a parent/guardian to all school activities, programs or performances. We encourage your support in the fostering of proper conduct of students at programs and activities. Any conduct that interferes with others in attendance, such as running around, being loud, destructive, distracting, etc., could constitute a need for correction.

Section 2 Student Fee Policy

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

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

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

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

1. Participation in extracurricular activities, including extracurricular music courses;
3. Admission fees and transportation charges for spectators attending extracurricular activities;
4. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
5. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
6. Copies of student files or records as allowed by state statute;
7. Reimbursement to the district for property lost or damaged by the student;
8. Before-and-after-school or prekindergarten services in accordance with state statute;
9. Summer school or night school; and
10. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall

be provided with a musical instrument of the school's choice.

Waiver for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- Section 1 Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- Section 2 Admission fees for onsite district-sponsored extra-curricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
- Section 3 Materials required for course projects where the project becomes the property of the student upon completion.

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

- Section 4 Participation in extracurricular activities;
- Section 5 Postsecondary education costs; and
- Section 6 Summer school or night school.

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

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

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.
5. The superintendent shall also promulgate regulations authorizing and governing the following areas:
6. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
7. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
8. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
9. Deadlines for waivers for all types of fees;
10. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
11. Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
12. Procedures for handling of fees related to summer school or night school;
13. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
14. Procedures for admitting students on waiver to extracurricular activities; and
15. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1003.3 Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the Board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

Legal Reference: Neb. Constitution, Art VII, Sect. 1
Neb. Statute 79-215 (tuition)
79-241 (option student busing)
79-605 (nonresident busing)
79-611 (transportation fee)
79-734 (books, equipment and supplies)
79-2,104 (student files)
79-2,125 to 2,134 (student fees law)
79-1104 (before-and-after-school services)
79-1106 to 1108 (learners with high ability)

Section 3 Physical Condition and Injuries

A student will not be permitted to participate in physical education or recess if the student, his/her parents or teacher feel that the student is not in sufficiently good physical condition. The school principal and/or athletic director will be notified of the student's physical condition if there is a question regarding participation.

If a student sustains a serious physical injury, other than a concussion, that requires a physician's attention, and the student's parents do not want him/her to participate in physical education or recess, the student must submit his/her physician's written permission before he/she will be permitted to return to physical education or recess.

Concussions

Any student who has suffered a confirmed concussion will be removed from physical education and recess. The student will not be permitted to return to participation until evaluated by an appropriate licensed health care professional and a written and signed clearance form (RTP-Return to Play) is provided by the health care provider and parent. The school will provide concussion educational training to all coaches and staff. Concussion information can be obtained from numerous internet sites or contact an administrator. It is very important that communication between the school, student and parents be held to provide a safe environment for our students.

The Centennial Concussion Management Team (CMT) consists of administration, the school nurse, and the athletic trainer. Return to Learn Protocol will be as follows:

1. Concussion occurs; family is notified of possible concussion.
2. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.
3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.
4. CMT Contact person notified of concussion by parent, teacher or health care provider.
5. CMT Contact person informs appropriate school personnel of concussed student and specifies general accommodations from health care provider, if available.
6. CMT implements a gradual Return to Learn Protocol based on the individual needs of the student.
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms.
8. CMT designs individual academic adjustments/accommodation plan with school staff and reviews with student and family.
9. CMT-Teachers monitor the effectiveness of adjustments, accommodations, and symptoms of concussion and report progress/recovery data results to CMT contact person.
10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.
11. CMT and family agree the student is symptom free and function is "back to baseline" in

- classroom.
12. Student returns to the classroom full-time with no adjustments or accommodations.
 13. Parent/guardians deliver medical clearance from healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.
 14. Student begins Return to Play Progression after a successful Return to Learn.
 15. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student's file.
 16. Once the Return to Play Progression has been successfully completed, the student is cleared for participation without restriction.

ARTICLE 10 – STATE and FEDERAL PROGRAMS

Section 1 Notice of Discrimination

Centennial Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Colin Bargaen
 Title: Secondary Principal
 Address: PO Box 187, 1301 Centennial Ave, Utica, NE 68456
 Telephone: (402) 534-2321
 E-mail: colin.bargaen@centennialbroncos.org

For further information on notice of nondiscrimination call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Board Policy 3053 – Nondiscrimination.

Section 2 Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin;	Brad Luce
Title IX	Discrimination or harassment based on sex; gender equity	Colin Bargaen
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Cara Stoll
Homeless student laws	Children who are homeless	Seth Ford
Safe and Drug Free Schools and Communities	Safe and drug free schools	Colin Bargaen

Section 3 Anti-Discrimination and Harrasment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following

Section 504 Coordinator: Cara Stoll at (402) 534-2321, cara.stoll@centennialbroncos.org, or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Colin Bargaen at (402) 534-2321, colin.bargaen@centennialbroncos.org, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Brad Luce at (402) 534-2321, brad.luce@centennialbroncos.org, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Section 4 Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions - As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the

Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means 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. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will 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. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, [Board Policy 2006](#).

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. All District Employees and Board Members. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. Title IX Coordinators, Investigators, Decision Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6; 5.1.4.2.2.

The scope of the district's education program or activity; 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. Range of Possible Sanctions and Remedies. Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where

the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness,

provide each party with the answers, and allow for additional, limited follow-up question from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3 Written Determination. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each

instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. Superintendent Authorized to Contract - The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. Access to Classes and Schools

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics - It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted - Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited - Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint,

testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy - The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. Publication of Policy - The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. Application Outside the United States - The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. Scope of Policy - Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Section 5 Right of Custodial and Non-Custodial Parents

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

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

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

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

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

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

Section 6 Complaint Procedures

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

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

Bad Faith or Serial Filings

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

Section 7 Opting Out of Assessments

The Board of Education has adopted a policy on approval or denial of state and federal assessments opt-out requests, which is based on requirements in law. The policy can be viewed online by visiting: [5018 Parent and Guardian Involvement In Education Practices](#) or can be obtained by submitting a written request to the superintendent.

Section 8 Multi-Cultural Education Policy

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.

Section 9 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 10 Notice Concerning Student Records

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

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

Section 11 Routine Directory Information

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

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

more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user).
Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 2, 2024.

Non-Directory Information

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

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

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any re-disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Section 12 Notice Concerning Staff Qualifications

The Every Student Succeeds Act of 2015 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Centennial Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Centennial Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 13 Protection of Pupil Rights

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

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 1. that is created by a person or entity other than a district staff member or student;
 2. regardless of whether the student answering the questions can be identified; and
 3. regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 1. Political affiliations or beliefs of the student or the student's parent(s);
 2. Mental or psychological problems of the student or the student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 8. Income (other than that required by law to determine eligibility for

following:

- i. post-secondary education recruitment;
- ii. military recruitment;
- iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- iv. student recognition programs.

4. Inspection of Instructional Material

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

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Section 14 Parent & Guardian Involvement in Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

- a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments - The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
 - c. National Assessment of Educational Progress - As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.
The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three school days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Section 15 Title I Parental Involvement Policy

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

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

The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Section 16 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students:

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator:

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless

Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children:

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Centennial Public School, and the homeless child continues to live in the Centennial Public School district, transportation to and from the school or origin shall be provided by the Centennial Public School; and (2) if the homeless child lives in a school district other than the Centennial Public School, but continues to attend the Centennial Public School based on it being the school of origin, the new school and the Centennial Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 17 School Wellness Policy

The Centennial Public School (CPS) District is committed to providing school environments that promote and protect children's health well-being, and ability to learn by supporting healthy eating and physical activity. [Policy 5052- School Wellness](#).

Section 18 Breakfast and Lunch Programs

The Centennial Public School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and

reduced-price meals in all National School Lunch Programs. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

In fulfilling its responsibilities, the school food authority, Centennial Public School:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced-price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced-price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced-price meals. During the appeal and hearing the child will continue to receive

free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- i. A publicly-announced, simple method for making an oral or written request for a hearing.
 - ii. An opportunity to be assisted or represented by an attorney or other person.
 - iii. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - iv. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - v. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - vi. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - vii. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - viii. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals.
 9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced-price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Breakfast and Lunch Prices for 2024-25

Group	Breakfast	Lunch	Milk
PreK - 5th Grade Students	\$2.15	\$3.05	\$0.50
Adults	\$2.50	\$4.00	\$0.50
Students' lunch money will be credited to a "family account" versus an "individual account."			

**RECEIPT OF THE 2024-2025 STUDENT-PARENT HANDBOOK
OF CENTENNIAL PUBLIC SCHOOL**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Centennial School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in Centennial Public School, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

**Parent (or guardian) and students are required to sign & return
the receipt form below by August 25, 2023.**

Student #1 Signature: _____ Date: _____

Student #2 Signature: _____ Date: _____

Student #3 Signature: _____ Date: _____

Student #4 Signature: _____ Date: _____

Student #5 Signature: _____ Date: _____

Parent or Legal Guardian's Signature: _____

Date: _____

STUDENT'S INTERNET ACCEPTABLE USE AGREEMENT

In order to make sure that all members of Centennial Public School community understand and agree to these rules of conduct, Centennial Public School asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Centennial Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Centennial Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Centennial Public School, any of its employees, or any institution providing network access to Centennial Public School responsible for the performance of the system or the content of any material accessed through it.

Student #1 Name (Printed): _____

Student #1 Signature: _____ Date: _____

Student #2 Name (Printed): _____

Student #2 Signature: _____ Date: _____

Student #3 Name (Printed): _____

Student #3 Signature: _____ Date: _____

Student #4 Name (Printed): _____

Student #4 Signature: _____ Date: _____

Student #5 Name (Printed): _____

Student #5 Signature: _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Please return this page, signed, to the Centennial Secondary Office no later than Friday, August 23, 2024.

Sincerely,

Brad Luce
Elementary Principal

RESOLUTION

A RESOLUTION CALLING A SPECIAL ELECTION IN SEWARD COUNTY SCHOOL DISTRICT 0567 (CENTENNIAL PUBLIC SCHOOLS) IN THE STATE OF NEBRASKA; AND RELATED MATTERS

BE IT RESOLVED BY THE BOARD OF EDUCATION OF SEWARD COUNTY SCHOOL DISTRICT 0567 (CENTENNIAL PUBLIC SCHOOLS) IN THE STATE OF NEBRASKA:

Section 1. The Board of Education (the “**Board**”) of Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska (the “**District**”) hereby finds and determines as follows:

(a) The District is duly organized as a Class III school district under Sections 79-102 and 79-407, Reissue Revised Statutes of Nebraska, as amended, embracing territory having a population of more than 1,000 and less than 150,000 inhabitants that maintains both elementary and high school grades under the direction of a single board of education.

(b) It is necessary that funds be provided to pay the costs of constructing additions, renovations and improvements to the District’s existing school buildings and facilities, including renovations related to kitchen and classroom spaces, construction of a new bus barn, and an auxiliary gym addition, and providing necessary equipment and apparatus for such buildings and facilities (collectively, the “**Project**”).

(c) To pay the costs of the Project, it will be necessary for the District to issue general obligation bonds of the District in an aggregate stated principal amount not to exceed Seven Million Nine Hundred Thousand Dollars (\$7,900,000).

(d) No proposition for the issuance of bonds for any such purposes has been submitted to the electors of the District within six months preceding the date of the special election called by this Resolution.

Section 2. A special election (the “**Election**”) is hereby called and shall be held in the District on June 10, 2025, (the “**Election Date**”) at which election there shall be submitted to the qualified electors of the District the following proposition:

“Shall Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska issue its general obligation bonds in an aggregate stated principal amount not to exceed Seven Million Nine Hundred Thousand Dollars (\$7,900,000), to pay the costs of constructing additions, renovations and improvements to the District’s existing school buildings and facilities, including renovations related to kitchen and classroom spaces, construction of a new bus barn, and an auxiliary gym addition, and providing necessary equipment and apparatus for such buildings and facilities; with such bonds to be issued in one or more series, at such time or times, to bear interest at such rate or rates, to be sold at such prices and to become due at such time or times as may be fixed by, or determined at the direction of, the Board of Education; and

“Shall the School District cause to be levied and collected annually a special levy of taxes against all the taxable property in the School District sufficient in rate and amount to pay the principal of and interest on such bonds as the same become due?”

The ballots to be voted on and cast at such election shall have printed thereon the foregoing proposition with the words “FOR such Bonds and tax” and “AGAINST such Bonds and tax” following the proposition.

Qualified electors voting in favor of the proposition shall blacken the oval opposite the words “FOR such Bonds and tax” following such proposition, and qualified electors voting against such proposition shall blacken the oval opposite the words “AGAINST such Bonds and tax” following such proposition.

Section 3. The Secretary is hereby authorized and directed to certify a copy of this Resolution to the Election Commissioner of Seward County, Nebraska (the “**Election Commissioner**”) on or before April 18, 2025, which is the eighth Friday prior to the Election Date, who shall designate the polling places (if the Election Commissioner determines to hold an election at polling places), appoint the election officials and otherwise conduct the Election as provided by law. The District hereby agrees to reimburse the Election Commissioner for the expenses of conducting the Election.

Section 4. Notice of the Election shall be published prior to the Election Date by the Election Commissioner to the extent required by law. Notice of the Election shall be given to the qualified electors of the District at least 20 days prior to the Election and a copy of the sample ballot shall be published one time not more than ten days nor less than three days prior to the Election, or as otherwise provided by law, such notice and sample ballot to be published in a newspaper of general circulation in the District, and the Secretary be and hereby is directed to cause such notice and sample ballot to be published.

Section 5. The form of ballot and form of notice for such bond election shall be in substantially the form attached to this Resolution as **Attachment I**, utilizing the appropriate provisions for an election held by mail or at polling places, as applicable, and with such other additions and changes determined appropriate by the Election Commissioner. The Secretary of the Board is hereby authorized and directed in conjunction with the Election Commissioner conducting the Election, to arrange for the printing of the necessary ballots for the Election and to do all other things and to take all other appropriate or necessary action in order to cause the Proposition to be submitted to the qualified electors of the District as above provided.

Section 6. Anything to the contrary herein notwithstanding, the President and Secretary of the Board and the Superintendent of the District are each hereby authorized and directed to (a) cause the form of ballot and form of notice approved herein and attached hereto as **Attachment II** to be published in accordance with such laws, with such changes therein as such officials, in consultation with counsel to the District and bond counsel, deem necessary or appropriate to conform to such laws, and (b) take all further actions necessary to comply with all publication and filing deadlines and other election procedures and requirements as may be necessary or proper to submit the proposition described in **Section 2** hereof to the qualified electors of the District on the Election Date.

[The remainder of this page intentionally left blank.]

Section 7. This Resolution shall take effect and be in force from and after its passage as provided by law.

PASSED: _____, 2025.

**SEWARD COUNTY SCHOOL DISTRICT 0567
(CENTENNIAL PUBLIC SCHOOLS) IN THE
STATE OF NEBRASKA**

ATTEST:

By: _____
President

By: _____
Secretary

**OFFICIAL BALLOT
SCHOOL BOND ELECTION
SEWARD COUNTY SCHOOL DISTRICT 0567
(CENTENNIAL PUBLIC SCHOOLS)
IN THE STATE OF NEBRASKA**

Tuesday, June 10, 2025

“Shall Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska issue its general obligation bonds in an aggregate stated principal amount not to exceed Seven Million Nine Hundred Thousand Dollars (\$7,900,000), to pay the costs of constructing additions, renovations and improvements to the District’s existing school buildings and facilities, including renovations related to kitchen and classroom spaces, construction of a new bus barn, and an auxiliary gym addition, and providing necessary equipment and apparatus for such buildings and facilities; with such bonds to be issued in one or more series, at such time or times, to bear interest at such rate or rates, to be sold at such prices and to become due at such time or times as may be fixed by, or determined at the direction of, the Board of Education; and

“Shall the School District cause to be levied and collected annually a special levy of taxes against all the taxable property in the School District sufficient in rate and amount to pay the principal of and interest on such bonds as the same become due?”



FOR such Bonds and tax



AGAINST such Bonds and tax

Electors voting in favor of the proposition shall blacken the oval opposite the words “FOR such Bonds and tax” following such proposition, and electors voting against such proposition shall blacken the oval opposite the words “AGAINST such Bonds and tax” following the proposition.

NOTE: PUBLISH 1 TIME before election on or after May 31, 2025, but before June 7, 2025

**NOTICE OF SCHOOL BOND ELECTION
SEWARD COUNTY SCHOOL DISTRICT 0567
(CENTENNIAL PUBLIC SCHOOLS)
IN THE STATE OF NEBRASKA**

Tuesday, June 10, 2025

PUBLIC NOTICE is hereby given to the qualified electors of Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska (the “**District**”) that a special election has been called and will be held in the District on Tuesday, June 10, 2025, at which time there shall be submitted to the qualified electors of the District the following proposition:

“Shall Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska issue its general obligation bonds in an aggregate stated principal amount not to exceed Seven Million Nine Hundred Thousand Dollars (\$7,900,000), to pay the costs of constructing additions, renovations and improvements to the District’s existing school buildings and facilities, including renovations related to kitchen and classroom spaces, construction of a new bus barn, and an auxiliary gym addition, and providing necessary equipment and apparatus for such buildings and facilities; with such bonds to be issued in one or more series, at such time or times, to bear interest at such rate or rates, to be sold at such prices and to become due at such time or times as may be fixed by, or determined at the direction of, the Board of Education; and

“Shall the School District cause to be levied and collected annually a special levy of taxes against all the taxable property in the School District sufficient in rate and amount to pay the principal of and interest on such bonds as the same become due?”



FOR such Bonds and tax



AGAINST such Bonds and tax

Electors voting in favor of the proposition shall blacken the oval opposite the words “FOR such Bonds and tax” following such proposition, and electors voting against such proposition shall blacken the oval opposite the words “AGAINST such Bonds and tax” following the proposition.

Ballots for early voting may be obtained from the Election Commissioner of Seward County, Nebraska in Seward, Nebraska.

By Mail Election

This election will be an election by mail. All registered voters residing within Seward County School District 0567 (Centennial Public Schools) will receive their ballot by mail and therefore no polling places will be open for voting. Ballots will be mailed by the Election Commissioner of Seward County between May 19, 2025, and May 31, 2025. Upon receipt of the official ballot, the registered voter shall mark it, seal the ballot in the identification envelope supplied with the ballot, sign the identification envelope, and comply with the instructions provided with the ballot.

Voter Registration Deadlines

The deadline to register to vote at an agency, online, with a deputy registrar, by mail or delivered by an agent is May 27, 2025. The deadline for in-person registration is May 30, 2025, by 6:00 p.m. at the Seward County Election Commissioner's Office located at 529 Seward Street, Room 205, Seward Nebraska. Any voter who changes information on a current registration or registers to vote after the ballots have been mailed but before the in-person registration deadline of May 30, 2025, by 6:00 p.m., will be given a ballot at the time of registration or change. Ballots for early voting may be obtained at the Seward County Election Commissioner's office.

Ballot Return Deadline

Voted ballots, sealed in the completed identification envelope and completed in accordance with the instructions provided with the ballot, must be delivered by mail, in person, or by an agent to the Seward County Election Commissioner's Office located at 529 Seward Street, Room 205, Seward, Nebraska, 68434, or as otherwise instructed by the Election Commissioner. Ballots must be received no later than 5:00 p.m. on Tuesday, June 10, 2025.

BY ORDER OF THE BOARD OF EDUCATION
OF SEWARD COUNTY SCHOOL DISTRICT
0567 (CENTENNIAL PUBLIC SCHOOLS) IN
THE STATE OF NEBRASKA

NOTE TO SCHOOL DISTRICT: PUBLISH weekly for 4 consecutive weeks immediately preceding the election, with final publication within 7 days of June 10, 2025.