

Board of Education Regular Meeting
Monday, July 8, 2019 5:30 PM
McKinley Education Center
301 West F Street
North Platte, NE 69103-1557

1. Roll Call
2. Posting of the Open Meetings Act
3. Pledge of Allegiance and Announcements
4. Communications
 1. Special Presentation
 2. Student Advisory Report
 3. Foundation Report
 4. Superintendent's Report
 5. Board Comments
 6. Committee Reports
 1. July 2, 2019 meeting of the Finance, Facilities, Operations and Legislation subcommittee
 2. June 27, 2019 meeting of the Personnel, Americanism, Curriculum, Student Services and Communication subcommittee
5. Consent Agenda
 1. Approve the agenda for the July 8, 2019 regular meeting of the Board of Education
 2. Approve the publication of the July 8, 2019 regular meeting of the Board of Education
 3. Approve the minutes of the June 10, 2019 regular meeting of the Board of Education

4. Approve the minutes of the July 2, 2019 meeting of the Finance, Facilities, Operations and Legislation subcommittee of the Board of Education
5. Approve the minutes of the June 27, 2019 meeting of the Personnel, Americanism, Curriculum Student Services and Communication subcommittee of the Board of Education
6. Approval of Financial Claims and Reports
6. Reports and Discussion Items
 1. Review Policy #5421 Preventing Dating Violence
 2. Review Policy #5306 Student Drug Testing
 3. Monthly Financial & Budget Report
 4. School Safety Update
 5. Legislative Update
7. Public Comment
8. Action Items
 1. Request approval of updated Student Handbook
 2. Request approval of updated Employee Handbook
 3. Request approval of two payments to Board President Mike Morrell
 4. Review and request approval for updates to Policy #2006 Complaint Procedure
 5. Review and Request approval for updates to Policy #6800 Internet Safety and Acceptable Use Policy.
 6. Review and request approval of changes to the 2019-2020 and 2020-2021 school calendars
9. Future Board Calendar
10. Executive Session
11. Adjournment

Finance/Communication Subcommittee Meeting

7-2-19 Summary

Topic	Summary/Discussion
Present	Mike Morrell, JoAnn Lundgreen, Kevin Mills, Stuart Simpson
Facilities Study & Tax Override Proposal	Reviewed the long range facility plan so that we are current with our facilities
2019-20 Budget	Stuart showed what the numbers are looking like for the 2019-20 Budget
County Treasurer Update	Stuart updated the happenings with the County Treasurer
Transfer of Land	Reviewed a request from a patron to transfer their land to the Hershey School District
Adjourn	Meeting was adjourned at 8:45 a.m.

**Personnel, Student Services, Communication and Instructional Technology
Meeting – 6 27 2019 – 8:00 a.m. - Summary**

Topic	Summary/Discussion
Present	Mark Nicholson, Matt Pederson, Skip Altig, Stuart Simpson, Brandy Buscher and Ron Hanson
Student Handbook	Student Services Coordinator, Brandy Buscher, outlined updates to the student 2019-2020 Student handbook. This handbook will move forward for Board approval at the July 8, 2019 regular meeting.
Employee Handbook	Superintendent Hanson reviewed changes and updates that have been made to the 2019-2020 Employee Handbook. This handbook will also move forward for Board approval at the July 8, 2019 regular meeting.
Policy#2006 Complaint Procedure	Dr. Hanson presented this new policy that outlines complaint procedures for patrons and District personnel.
Policy#5421 Preventing Dating Violence	This policy was discussed as part of an annual review.
July Hearings	The following hearings will take place prior to the regular Board of Education meeting on July 8, 2019: Parent Involvement, Wellness, Student Fees and Bullying.
Policy #6800 Internet Safety	This policy was discussed. Recommended updates will be forwarded to the next regular meeting of the Board of Education for full Board review.
2019-2020 & 2020-2021 School Calendars	Due to District participation in the National Federation of Urban and Suburban Schools conference some changes to the calendars of the 2019-2020 and 2020-2021 school years are needed.
Adjourned	Adjourned at 8:51.p.m.

Board of Education Regular Meeting

McKinley Education Center
Monday, June 10, 2019 5:30 PM

1. Roll Call

All Present

2. Posting of the Open Meetings Act

3. Pledge of Allegiance and Announcements

4. Communications

4.1. Special Presentation

The 2018-2019 Boys Golf Team were recognized for winning the State Championship competition. The team members and coaches spoke on their experience and highlights of the season.

4.2. Student Advisory Report

None

4.3. Foundation Report

Foundation Director, Jodi Howard reported that through a significant donation they will be able to continue and expand the mentoring program they have in collaboration with KIDS Klub at the Title Schools. The foundation awarded \$28,000 in NPHS scholarships to the graduating class of 2019. They are working on securing business sponsorships for the Staff of the Month awards for 2019-2020 school year. Modern Tire Pros will be sponsoring an Oil Change Fundraiser on August 9th (or August 16th as an alternate date) with NPPSD Foundation and St. Pat's Endowment Foundation.

4.4. Superintendent's Report

None

4.5. Board Comments

None

4.6. Committee Reports

Secretary Altig reported that there were no committee meetings in June due to the Board of Education work session on June 5th. All board members were present along with Dr. Hanson and Mr. Simpson. Marcia Herring, Director of the Nebraska Association of School Boards, reviewed the results of independent surveys that Board members completed a couple weeks prior to the work session. She noted the results showed that the board members are supportive and in agreement of the district's purpose and direction. Strategic planning, budget and 2019-2020 forecast were discussed along with review of Board Members duties, roles and understanding of what they can and cannot do. Facilities and Operations discussion included buildings. Cody is the oldest being built in 1929 and the High School is the newest being built in 2003. There was discussion on areas of need including HVAC and roofs. The other major discussion involved safety. Raptor Visitor management systems have been implemented in all

the district student attendance buildings which has improved safety measures for students and staff. Safety will continue to be a district priority. The meeting adjourned at 1:30 pm.

5. Consent Agenda

- 5.1. Approve the agenda for the June 10, 2019 regular meeting of the Board of Education
- 5.2. Approve the publication of the June 10, 2019 regular meeting of the Board of Education
- 5.3. Approve the minutes of the May 13, 2019 regular meeting of the Board of Education
- 5.4. Approve the minutes of the June 5, 2019 Board of Education Work Session
- 5.5. Approve Updated Board 8000 Policies
- 5.6. Approve the teaching contract of Renea Porter effective for the 2019-2020 school year
- 5.7. Approve the administrative contract for Kevin Mills effective July 1, 2019
- 5.8. Approve the teaching contract of Briana Hawks effective for the 2019-2020 school year
- 5.9. Approve the resignation of Laura Brown effective on or about May 17, 2019

5.10. Approval of Financial Claims and Reports

Motion by Skip Altig to approve the consent agenda seconded by Matthew Pederson.

Yeas: Matthew Pederson, Skip Altig, Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell and Mark Nicholson.

6. Reports and Discussion Items

6.1. Dare to Go 5 or Below Update

Student Services Coordinator, Brandy Buscher, reviewed a PowerPoint of attendance data showing the overall downward trend of absences in the four years since implementing Dare to Go 5 or Below. The district principals have been instrumental in holding students and parents accountable for student attendance. The county attorney has also been very supportive in holding accountability for student attendance. Overall there was an increase in students with perfect attendance and the average number for those in the 5 and below category are holding steady. Board members asked what could be done to help support attendance and Brandy responded that Mental Health has nationally been a factor in attendance and supports could assist student attendance.

6.2. Staff Handbook Review - Certified/Classified & Substitute

HR Director, Dr. Tami Eshleman reported on updates to the 2019-2020 staff handbook. Information on the Raptor Visitor Management system has been added and clarification on half day compensation for substitutes and duties required.

6.3. Monthly Financial & Budget Report

Executive Director of Finance, Stuart Simpson, presented the regular monthly report.

6.4. School Safety Update

School Resource Officer, Jeremiah Johnson, reported on the RAVE Mobile App. This is an alerting system using the PANIC Button App. Teachers and Administrators are being trained to use these app services on their personal phones. Officer Johnson also reported on the new

anonymous texting system that will be in place when school starts in the Fall. This system is used with Crime Stoppers for an additional way to report incidences to the police department anonymously and in a discrete manner.

6.5. Legislative Update

None

6.6. Americanism/Multicultural Education Statement of Assurance

Mrs. Vikki Carlson, Director of Secondary Teaching and Learning, reported that in accordance to State Statue 79-724 on Americanism and State Statue 79-719 on Multicultural Education the district annually monitors assurances with building administrators then the board of education validates those and signs a statement of assurance. State legislature just passed American Civics Education LB399 that adds required Holidays to be recognized by schools beginning in the 2019-2020 school year. The contents of LB399 has been added to the district's Administrative Assurance Document and will be implemented for 2019-2020 school year.

7. Public Comment

Bernice Ziegler – 7881 N Hwy 83 - Mrs. Ziegler expressed concerns that the actions of the Lincoln County Treasurer's office caused the District added expenses and how it may impact the future of the district's budget. She also commented that she felt the Board of Education members should be present for the County Commissioner meeting on July 15, 2019 at the Lincoln County Court House in regards to this matter.

8. Action Items

None

9. Future Board Calendar

Upcoming board professional development opportunities were available for review.

10. Executive Session

None

11. Adjournment

Motion by Matthew Pederson second by Skip Altig to adjourn the meeting at 6:43 p.m.

Yeas: Skip Altig, Mike Morrell, Jo Ann Lundgreen, Ivan Mitchell, Mark Nicholson, and Matthew Pederson

President, Mike Morrell

Secretary, Skip Altig

Finance/Communication Subcommittee Meeting

7-2-19 Summary

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Present	Mike Morrell, JoAnn Lundgreen, Kevin Mills, Stuart Simpson
Facilities Study & Tax Override Proposal	Reviewed the long range facility plan so that we are current with our facilities
2019-20 Budget	Stuart showed what the numbers are looking like for the 2019-20 Budget
County Treasurer Update	Stuart updated the happenings with the County Treasurer
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Adjourn	Meeting was adjourned at 8:45 a.m.

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NORTH PLATTE PUBLIC SCHOOLS

MONTHLY FINANCIAL REPORT

For the Ten Month Period Ending June 30, 2019

www.nppsd.org

Current Budget Usage should be 83.3%

Manage finances in order to sustain educational programs while maintaining and improving safety, accessibility, usability and value of our school facilities within budget limitations.



DISTRICT STRATEGIC PLAN

Goal 1: The North Platte School District maintains and communicates at all levels of the organization **a purpose and direction** for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning.

Goal 2: The North Platte School District provides the governance and leadership that promotes and supports its purpose and direction; **student performance, and system effectiveness.**

Goal 3: The North Platte School District provides a **rigorous, relevant, and coherent curriculum**; delivered by high quality educators who use innovative, researched-based strategies; supported by school leaders to ensure success **for all students.**

Goal 4: The North Platte School District will utilize best practices to recruit, hire, mentor, retain, and develop qualified certified and noncertified staff in all schools that support its purpose and direction to **ensure success for all students.**

Goal 5: The district demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate **levels of funding** and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

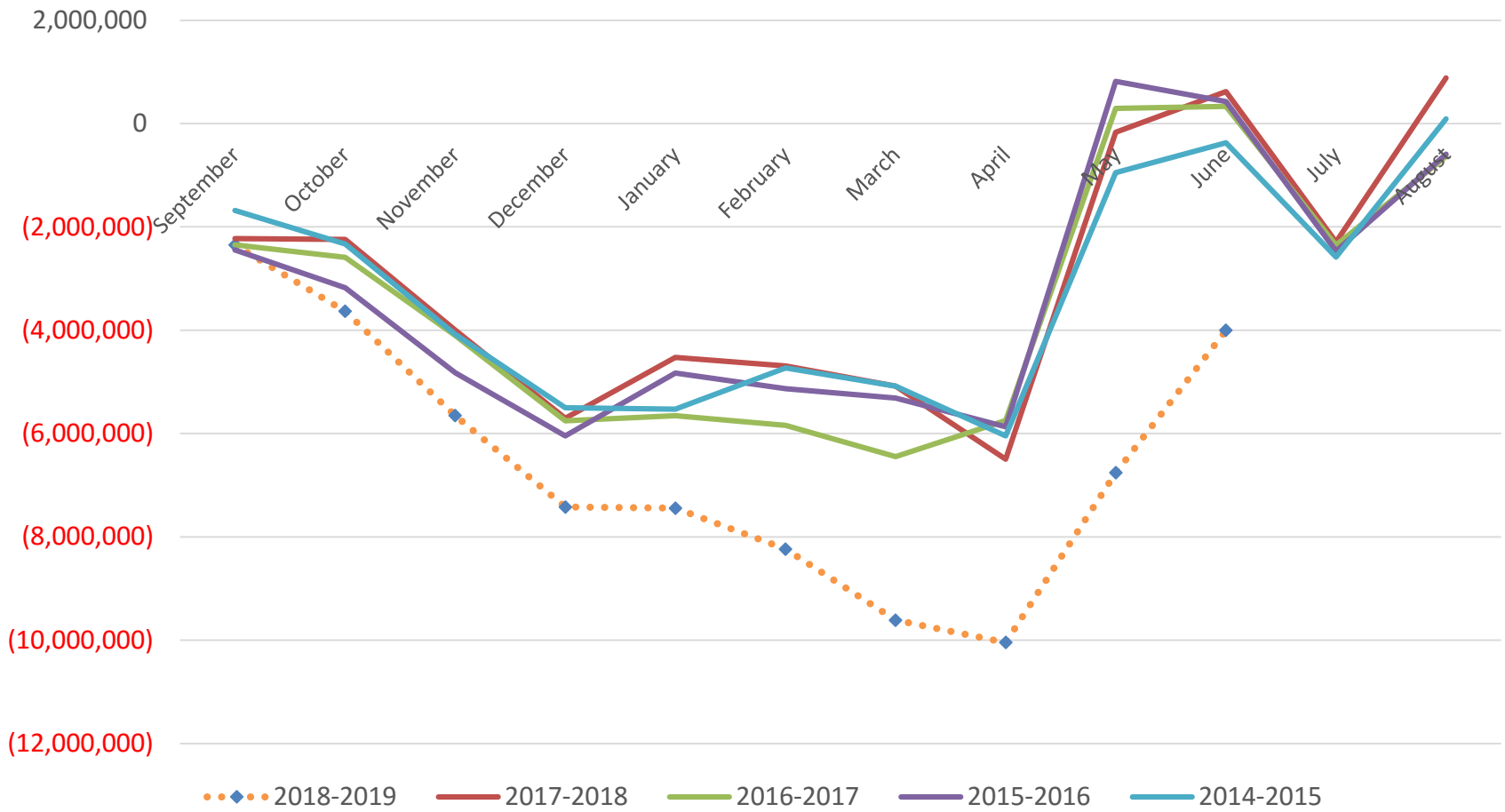
Goal 6: The North Platte School District provides safe, healthy, and efficiently operated facilities; and manages resources in all schools that support its purpose and direction to **ensure success for all students.**

Goal 7: The North Platte School District provides an effective communication process at all levels of the organization and to the community that promotes and reflects its purpose, values and beliefs about teaching and learning and the systems effectiveness **to ensure success for all students.**

Goal 8: The North Platte School District plans, develops, and creates classroom environments where students engage in collaborative, inquiry-based learning, facilitated by educators who are able to use **technology** to transform knowledge and skills into solutions, new information, and products.

North Platte Public Schools

Monthly Cash Flow



North Platte Public Schools

STATEMENT OF OF CHANGES IN DISBURSEMENTS-BUDGET AND ACTUAL

For the Ten Month Period Ending June 30, 2019

	Budget <u>(Original and Final)</u>	<u>Actual</u>	% of Budget <u>Spent</u>
General-Regular	36,350,487	29,906,340	82.27%
General-Grants	4,007,420	2,379,625	59.38%
Total Disbursements less Special Education	40,357,907	32,285,965	80.00%
General-Special Education	4,666,599	3,569,743	76.50%
General Fund	\$ 45,024,506	\$ 35,855,708	
Depreciation	4,069,437	845,633	20.78%
Employee Benefit	300,000	123,306	41.10%
Cooperative Fund	100,000	18,943	18.94%
Bond-North Platte	2,288,558	2,361,853	103.20%
Bond-Lake Maloney	110,422	-	0.00%
Building	745,570	282,224	37.85%
QCPUF	973,220	855,131	87.87%
Lunch	3,030,000	2,103,642	69.43%
Student Fee Fund	-	-	
Activities	1,380,595	1,049,987	76.05%
Total	\$ 58,022,308	\$ 43,496,427	74.97%

North Platte Public Schools
Treasurers Report
6/30/2019



General Fund

Reserves -May 31, 2019	3,339,062
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Deposits

Property Taxes	5,278,359	
State Aid	920,019	
Special Education	424,016	
Interest Income	431	
IDEA	-	
Other Income (Tuition, HHS Payments)	71,646	
Federal Grants	18,162	
Transfers/Liabilities	(48,892)	
Total Deposits		6,663,741

Disbursements

Payroll	1,677,134	
Federal Taxes	569,672	
Nebraska Retirement	435,821	
Nebraska Taxes	81,555	
Payroll Deductions	289,160	
	3,053,342	

Bills	853,617	
Total Disbursement		3,906,959

Net Change	2,756,782
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Reserves June 30, 2019	6,095,844
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Depreciation

Reserves -May 31, 2019	2,816,462
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Deposits	3,056	1,589,887
Disbursements	38,458	
Net Change		(35,402)

Reserves -June 30, 2019	2,781,060
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Employee Benefit

Reserves -April 30, 2019	(81,084)
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Deposits		
Disbursements	761	
Net Change		(761)

Reserves -May 31, 2019	(81,845)
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North Platte Public Schools
Treasurers Report
6/30/2019



Activity Fund

Reserves -May 31, 2019		1,513,290
Deposits	128,428	
Disbursements	149,555	
Net Change		(21,127)

Reserves -June 30, 2019	1,492,163
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Cafeteria Fund

Reserves -April 30, 2019	50,406
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Deposits			
Federal Funds	100,866		
Student Lunches	721		
Vending	-		
State Reimbursements			
Other Income (Catering)	25,334		
Transfers	413,593		
Total Deposits		540,514	
Disbursements			
Bills			
SODEXO	257,973		
Payroll	6,114		
Other Bills	417		
Total Disbursement		264,504	
Net Change			276,010

Reserves -May 31, 2019	326,416
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Building Fund

Reserves -May 31, 2019	376,492
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Deposits			
Property Taxes	126,906		
Disbursements	32,576		
Net Change			94,330

Reserves -June 30, 2019	470,822
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North Platte Public Schools
Treasurers Report
6/30/2019



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QCPUF

Reserves -May 31, 2019	91,029
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Deposits		
Property Taxes	202,291	
Other Revenue	-	
Disbursements	59,691	
Net Change		142,600

Reserves June 30, 2019	233,629
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Cooperative Fund

Reserves -May 31, 2019	11,656
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Deposits	-	
Disbursements	1,648	
Net Change		(1,648)

Reserves -June 30, 2019	10,008
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NORTH PLATTE PUBLIC SCHOOLS

STATEMENT OF NET ASSETS-CASH BASIS
ARISING FROM CASH TRANSACTIONS-GOVERNMENTAL FUNDS

BALANCE SHEET

June 30, 2019

	<u>General</u>	<u>Depreciation</u>	<u>Employee Benefit</u>	<u>Coopertive</u>	<u>Nutrition</u>	<u>Bond</u>	<u>Building</u>	<u>QCPUF</u>
ASSETS								
Cash	\$ 11,021,460	\$ 2,257,155	\$ 35,865	\$ 11,655	\$ 300,035	\$ -	\$ 470,822	\$ 233,629
Investments								
Cash with Fiscal Agent						1,567,651		
Accounts Receivables	528	-			57,471			
Due From	(728,429)							
Prepaid Insurance								
Amount Provided for Bonds								
Total Assets	\$ 10,293,559	\$ 2,257,155	\$ 35,865	\$ 11,655	\$ 357,506	\$ 1,567,651	\$ 470,822	\$ 233,629
LIABILITIES								
Bank Overdraft	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	552,715							
Due To	-	(523,905)	117,710	1,647	31,090	-	-	-
Bonds Payable	3,645,000	-	-				-	-
Total Liabilities	\$ 4,197,715	\$ (523,905)	\$ 117,710	\$ 1,647	\$ 31,090	\$ -	\$ -	\$ -
Total Assets less Liabilities	\$ 6,095,844	\$ 2,781,060	\$ (81,845)	\$ 10,008	\$ 326,416	\$ 1,567,651	\$ 470,822	\$ 233,629
NET ASSETS (RESERVES)								
Reserved for:								
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,567,651	\$ -	\$ -
Unreserved for:								
General	6,095,844	-	-	10,008			-	-
Special Revenue Funds	-	2,781,060	(81,845)		326,416		-	233,629
Capital Projects Fund	-	-	-				470,822	
Total Net Assets (Reserves)	\$ 6,095,844	\$ 2,781,060	\$ (81,845)	\$ 10,008	\$ 326,416	\$ 1,567,651	\$ 470,822	\$ 233,629

NORTH PLATTE PUBLIC SCHOOLS

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES

For the Ten Month Period Ending June 30, 2019

FUNDS	Fund Balances (deficits) at Beginning of Year	Receipts	2018-2019	Disbursements	Excess (deficiency) of receipts over (under) Disbursements	Fund Balances (deficits) at End of Year	Fund Balance Composite		
							School District Treasurer's Cash/Investments (overdrawn)	Due to/ Due From	Receivables and Liabilities
GENERAL									
Education	\$ 10,097,229	\$ 29,851,977	\$ 36,350,487	\$ 29,906,340			\$ 11,021,460	\$ (728,429)	\$ (4,197,187)
Special Education			\$ 4,666,599	3,569,743					
Grants		2,002,346	\$ 4,007,420	2,379,625					
Total	\$ 10,097,229	\$ 31,854,323	\$ 45,024,506	\$ 35,855,708	(4,001,385)	\$ 6,095,844	\$ 11,021,460	\$ (728,429)	\$ (4,197,187)
DEPRECIATION	\$ 2,780,738	\$ 845,955	\$ 4,069,437	\$ 845,633	322	\$ 2,781,060	\$ 2,257,155	\$ 523,905	\$ -
EMPLOYEE BENEFIT	\$ 41,461	\$ -	\$ 300,000	\$ 123,306	(123,306)	\$ (81,845)	\$ 35,865	\$ (117,710)	\$ -
Combined Total	\$ 12,919,428	\$ 32,700,278	\$ 49,393,943	\$ 36,824,647	(4,124,369)	\$ 8,795,059	\$ 13,314,480	\$ (322,234)	\$ (4,197,187)
FIDUCIARY									
Student Activity	\$ 1,487,787	\$ 1,054,363	\$ 1,380,595	\$ 1,049,987	4,376	\$ 1,492,163	\$ 1,137,191	\$ 354,972	\$ -
SCHOOL NUTRITION									
School Year	\$ 138,591	\$ 2,254,210	\$ 3,030,000	\$ 2,086,149	168,061	\$ 306,652	\$ 300,035	\$ (31,090)	\$ 57,471
Vending Machine	11,322	25,935		17,493	8,442	19,764			
Total	\$ 149,913	\$ 2,280,145	\$ 3,030,000	\$ 2,103,642	176,503	\$ 326,416	\$ 300,035	\$ (31,090)	\$ 57,471
BOND INTEREST AND RETIREMENT	\$ 2,307,736	\$ 1,621,768	\$ 2,398,980	\$ 2,361,853	(740,085)	\$ 1,567,651	\$ 1,567,651	\$ -	\$ -
SPECIAL BUILDING	\$ 156,108	\$ 596,938	\$ 745,570	\$ 282,224	314,714	\$ 470,822	\$ 470,822	\$ -	\$ -
QUALIFIED CAPITAL PURPOSE UNDERTAKING	\$ 439,997	\$ 648,763	\$ 973,220	\$ 855,131	(206,368)	\$ 233,629	\$ 233,629	\$ -	\$ -
COOPERATIVE	\$ 12,743	\$ 16,208	\$ 100,000	\$ 18,943	(2,735)	\$ 10,008	\$ 11,655	\$ (1,647)	\$ -
GRAND TOTAL-ALL FUNDS	\$ 17,473,712	\$ 38,918,463	\$ 58,022,308	\$ 43,496,427	\$ (4,577,964)	\$ 12,895,748	\$ 17,035,463	\$ 1	\$ (4,139,716)

For 06/01/19 - 06/30/19

Income Statement

FPROF01A

Periods 10 - 10

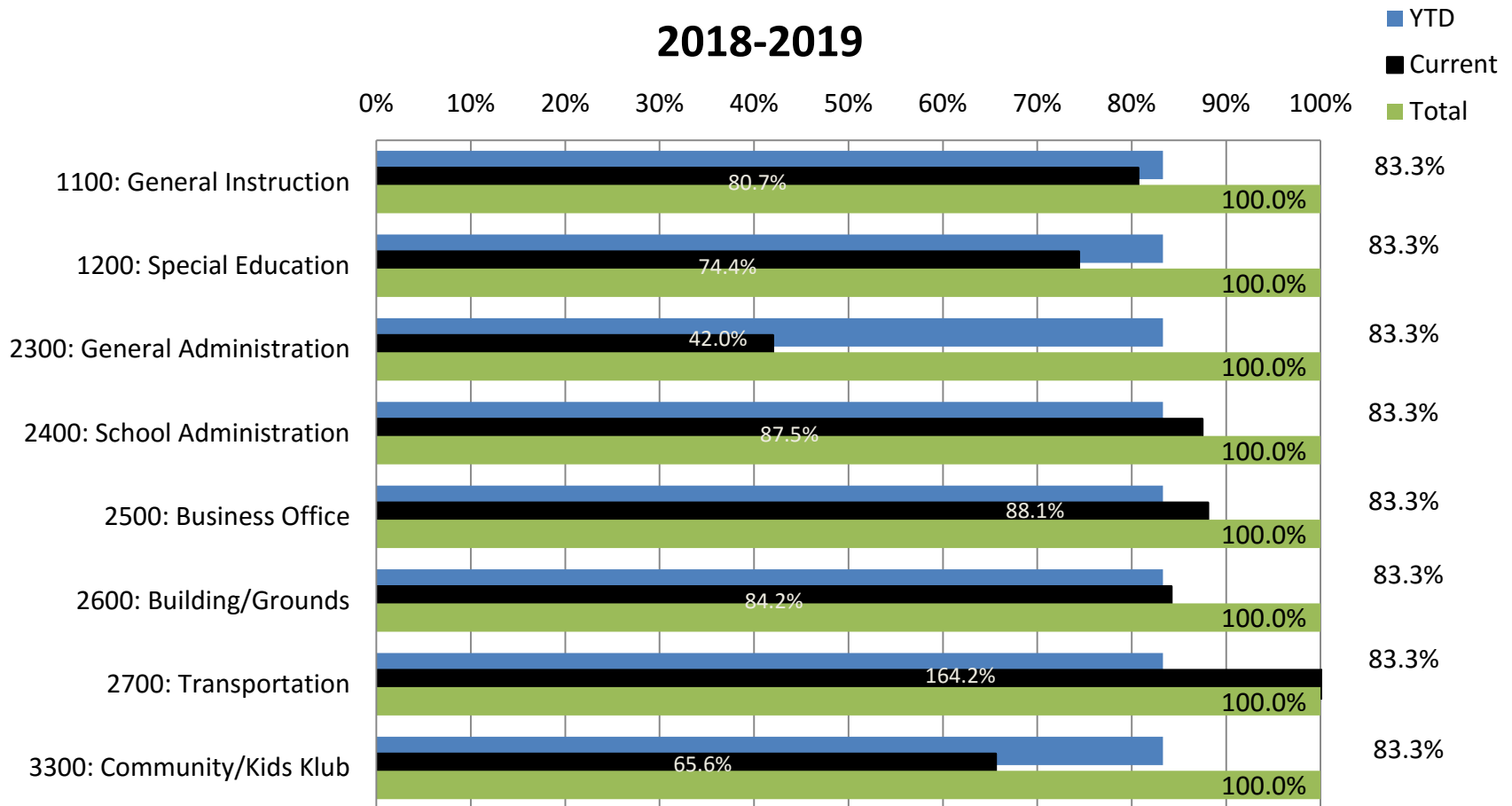
Income Statement

INCOME STATEMENT

Account No/ Description				Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
01	GENERAL FUND								
81	REVENUES								
	11	00	TAXES	25,654,501.00	.00	5,114,877.98	16,575,003.42	9,079,497.58	64.61
	15	00	INVESTMENT INCOME	10,000.00	.00	430.79	18,798.84	-8,798.84	187.99
	18	00	TUITION-AFTER SCHOOL PROG	.00	.00	6,187.82	95,329.00	-95,329.00	.00
	19	00	PRIVATE GRANTS	245,080.00	.00	8,270.89	67,749.56	177,330.44	27.64
	21	00	COUNTY FINES/LICENSES	410,000.00	.00	1,386.00	181,717.50	228,282.50	44.32
	31	00	STATE RECEIPTS	11,288,491.00	.00	1,506,130.97	12,893,461.47	-1,604,970.47	114.22
	34	00	CATEGORICAL/PRIVATE GRANTS	650,000.00	.00	.00	517,109.18	132,890.82	79.56
	35	00	STATE CATEGORICAL PROGRAMS	61,138.00	.00	.00	32,472.00	28,666.00	53.11
	40	00	UNOBLIGATED GRANT FUNDS	1,408,539.00	.00	.00	.00	1,408,539.00	.00
	45	00	FEDERAL PROGRAMS	2,481,961.00	.00	50,556.48	1,401,713.18	1,080,247.82	56.48
	47	00	CARL PERKINS	60,000.00	.00	16,415.94	51,051.93	8,948.07	85.09
	90	00	NON PROGRAM RECEIPTS	5,000.00	.00	55.51	19,917.50	-14,917.50	398.35
	81	REVENUES		42,274,710.00	.00	6,704,312.38	31,854,323.58	10,420,386.42	75.35
91	EXPENDITURES								
	11	00	REGULAR INSTRUCTION	21,000,213.88	67,899.73	1,645,386.84	16,657,049.51	4,275,264.64	79.64
	12	00	SPECIAL EDUCATION	4,180,710.00	13,517.66	334,510.00	3,398,009.28	769,183.06	81.60
	13	00	SUMMER SCHOOL	96,516.00	.00	34,626.93	43,476.86	53,039.14	45.05
	21	00	PUPIL SUPPORT	1,920,210.00	322.29	169,715.76	1,719,779.54	200,108.17	89.58
	22	00	STAFF SUPPORT	1,782,047.00	58,195.51	103,931.82	1,271,728.76	452,122.73	74.63
	23	00	GENERAL ADMINISTRATION	1,143,833.00	.00	44,105.44	480,956.15	662,876.85	42.05
	24	00	SCHOOL ADMINISTRATION	2,583,418.96	146.09	238,937.45	2,260,791.83	322,481.04	87.52
	25	00	BUSINESS SUPPORT	2,480,496.00	585,423.54	391,595.50	2,186,058.16	-290,985.70	111.73
	26	00	OPERATIONS/MAINTENANCE	5,318,620.54	66,744.01	458,036.36	4,477,393.18	774,483.35	85.44
	27	00	TRANSPORTATION	426,021.00	.00	153,365.70	699,500.13	-273,479.13	164.19
	33	00	COMMUNITY SERVICE	309,400.00	.00	33,004.85	196,339.14	113,060.86	63.46
	34	00	CATEGORICAL/PRIVATE GRANTS	.00	2,094.86	-658.79	12,499.30	-14,594.16	.00
	35	00	STATE CATEGORICAL PROGRAMS	88,585.00	.00	12,875.13	73,107.24	15,477.76	82.53
	40	00	UNOBLIGATED GRANT FUNDS	830,509.00	.00	.00	.00	830,509.00	.00
	62	00	ESSA-TITLE	940,780.50	.00	72,402.79	753,020.89	187,759.61	80.04
	63	00	ESSA-TITLE II	142,325.00	.00	11,563.62	118,520.64	23,804.36	83.27
	64	00	IDEA	1,113,176.00	5,000.00	109,930.19	964,437.99	143,738.01	87.09
	66	00	OTHER FEDERAL SERV-NON CATEGORICAL	22,770.00	.00	1,585.70	26,432.25	-3,662.25	116.08
	67	00	CARL PERKINS FUNDS	91,894.00	14,795.70	31.10	58,891.68	18,206.62	80.19
	69	00	FEDERAL SERV-CATEGORICAL	467,981.00	3,125.00	47,856.38	372,715.83	92,140.17	80.31
	80	00	TRANSFERS	85,000.00	.00	85,000.00	85,000.00	.00	100.00
	91	EXPENDITURES		45,024,506.88	817,264.39	3,947,802.77	35,855,708.36	8,351,534.13	81.45
01	GENERAL FUND			-2,749,796.88	-817,264.39	2,756,509.61	-4,001,384.78	2,068,852.29	175.24

North Platte Public Schools

2018-2019



1100: **Regular Instruction:** Those programs that are directed to students in the classroom

1200: **Special Education Program**

2100: **Support Services-Pupil:** Attendance, guidance, health services

2200: **Support Services-Staff:** Curriculum, libraries, technology, activities

2300: **General Administration:** Board of Education, Superintendent, Human Relations

2400: **School Administration:** Building Principals office and Support

NORTH PLATTE PUBLIC SCHOOLS
CASH AND INVESTMENTS
June 30, 2019

	<u>First</u>				
Total Cash	<u>National</u>	<u>Nebraskaland</u>	<u>Wells Fargo</u>	<u>Other</u>	
GENERAL FUND					
Checking	9,870,674				9,870,674
NLAF				1,050,305	1,050,305
DEPRECIATION					
Checking		2,137,928			2,137,928
NLAF				119,227	119,227
EMPLOYEE BENEFIT					
Checking		22,439			22,439
Section 125 Funds		13,426			13,426
FIDUCIARY FUNDS					
Checking		1,133,041			1,133,041
NUTRITION					
Checking	299,370				299,370
BOND FUND					
Checking					-
BUILDING FUND					
Checking	470,822				470,822
QCPUF					
Checking	233,629				233,629
COOPERATING					
Checking	11,655				11,655
TOTAL CASH IN BANKS	<u>10,886,150</u>	<u>3,306,834</u>	<u>-</u>	<u>1,169,532</u>	<u>15,362,516</u>
	70.9%	21.5%		7.6%	
Cash On Hand					
General Fund					
Schools					\$ 50
McKinley					231
McKinley-Checking					100,000
Maintenance					200
Kids Klub					-
Total General Fund					<u>\$ 100,481</u>
Activity-Athletics					4,150
Cafeteria					665
Total Cash on Hand					<u>105,296</u>
Total Cash					<u><u>\$ 15,467,812</u></u>

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
02	DEPRECIATION FUND				
8001	HIGH SCHOOL	103,160.37	.00	23,571.56	79,588.81
8002	ADAMS MIDDLE SCHOOL	122,891.66	.00	52,217.64	70,674.02
8003	BUFFALO ELEMENTARY	55,494.76	.00	23,219.62	32,275.14
8004	MADISON SCHOOL	108,905.40	.00	24,012.53	84,892.87
8005	CODY ELEMENTARY	61,449.31	.00	16,307.78	45,141.53
8006	JEFFERSON ELEMENTARY	67,105.66	.00	39,325.64	27,780.02
8007	LINCOLN ELEMENTARY	79,119.67	.00	13,419.61	65,700.06
8009	WASHINGTON ELEMENTARY	73,118.00	.00	26,399.63	46,718.37
8010	MCDONALD ELEMENTARY	39,330.97	.00	17,772.59	21,558.38
8011	EISENHOWER ELEMENTARY	12,772.06	.00	1,967.02	10,805.04
8012	OSGOOD/LAKE ELEMENTARY	26,974.57	.00	22,951.00	4,023.57
8013	SPED	-19,570.49	.00	1,606.65	-21,177.14
8015	DISTRICT TECHNOLOGY	103,132.97	.00	.00	103,132.97
8026	NURSING SERVICES	4,217.77	.00	.00	4,217.77
8028	ELEMENTARY LIBRARIES	22,863.51	.00	.00	22,863.51
8040	ELEMENTARY MUSIC	7,896.00	.00	3,314.85	4,581.15
8041	ELEMENTARY PE	13,074.20	.00	.00	13,074.20
8051	NEW SERIES TEXTBOOKS	915,303.29	250,000.00	52,760.61	1,112,542.68
8052	TECHNOLOGY INITIATIVES	277,900.07	217,152.00	299,482.29	195,569.78
8055	REPLACEMENT TEXTBOOKS	33,219.57	10,000.00	.00	43,219.57
8110	NPHS LIBRARY	3,470.58	.00	.00	3,470.58
8111	NPHS BAND	57,905.50	5,000.00	.00	62,905.50
8230	MS BAND	7,500.00	.00	.00	7,500.00
8232	CENTRAL OFFICE	194,702.34	.00	154,639.62	40,062.72
8233	CUSTODIAL/MAINTENANCE	151,775.04	5,799.49	64,643.62	92,930.91
8234	TEACHER COMPUTERS	-1,635.19	52,000.00	.00	50,364.81
8235	VEHICLE ACQUISITION	79,063.86	170,970.00	.00	250,033.86
8240	TRACK	103,506.63	50,000.00	.00	153,506.63
8241	TENNIS COURTS	97,532.00	25,000.00	.00	122,532.00
8245	FOOTBALL FIELD	-44,547.00	50,000.00	.00	5,453.00
8250	ADAMS HVAC	-4,517.31	.00	5,569.85	-10,087.16
8290	INTEREST	27,621.78	10,033.41	2,450.54	35,204.65
	Fund Totals	2,780,737.55	845,954.90	845,632.65	2,781,059.80
	Total For All Funds	2,780,737.55	845,954.90	845,632.65	2,781,059.80

North Platte Public School District
Activity and Depreciation Report

EMBJSM4D

		Begin Balance	Revenue	Expenditures	End Balance
03	EMPLOYEE BENEFIT FUND				
8600	NPPS BENEFITS	35,006.74	.00	117,709.56	-82,702.82
8610	EMPLOYEE BENEFITS-UNEMP COMP	-6,971.73	.00	5,595.94	-12,567.67
8620	SECTION 125	13,426.00	.00	.00	13,426.00
	Fund Totals	41,461.01	.00	123,305.50	-81,844.49
	Total For All Funds	41,461.01	.00	123,305.50	-81,844.49

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
05	ACTIVITY FUND				
7001	FOOTBALL	.00	17,926.26	14,039.41	3,886.85
7002	VOLLEYBALL	.00	7,687.05	9,604.86	-1,917.81
7003	SOFTBALL	.00	4,134.00	7,831.67	-3,697.67
7004	UNIFIED BOWLING	.00	506.00	1,589.42	-1,083.42
7005	CROSS COUNTRY	.00	100.00	2,263.12	-2,163.12
7006	TENNIS	.00	1,240.00	5,305.72	-4,065.72
7007	GOLF	.00	2,335.00	7,038.38	-4,703.38
7008	BASKETBALL	.00	27,274.33	25,312.14	1,962.19
7009	SOCCER	.00	9,901.00	22,572.41	-12,671.41
7010	WRESTLING	.00	4,419.66	9,530.02	-5,110.36
7011	SWIMMING	.00	36.40	4,895.98	-4,859.58
7012	TRACK	.00	6,838.00	18,549.02	-11,711.02
7013	UNIFIED TRACK	.00	500.00	683.34	-183.34
7019	ACTIVITY TICKETS	52,241.07	84,328.07	31,937.78	104,631.36
7020	ACTIVITY OFFICE	115.03	3,000.00	2,606.82	508.21
7022	HIGH SCHOOL CONCESSIONS	36,087.99	60,898.94	56,750.61	40,236.32
7023	GNAC	15,124.21	1,924.50	16,957.29	91.42
7024	SUMMER WEIGHT PROGRAM	326.77	.00	2,106.84	-1,780.07
7025	ATHLETIC VAN DEPRECIATION	885.09	.00	.00	885.09
7026	SUPERVISION MILEAGE	1,567.20	.00	.00	1,567.20
7030	ACTIVITY OFFICE FUNDRAISER	13,292.59	4,333.53	7,535.62	10,090.50
7031	FOOTBALL FUND RAISER	26,797.93	6,087.27	33,527.07	-641.87
7032	VOLLEYBALL FUND RAISER	12,243.41	17,656.01	18,063.11	11,836.31
7033	WRESTLING FUND RAISER	9,287.50	3,685.00	7,261.71	5,710.79
7034	SOFTBALL FUND RAISER	3,519.67	6,778.06	4,532.77	5,764.96
7035	BOYS BBALL FUND RAISER	3,748.32	22,202.32	20,359.51	5,591.13
7036	GIRLS BBALL FUND RAISER	3,440.07	23,033.29	18,916.22	7,557.14
7037	SWIMMING FUND RAISER	375.06	3,533.01	3,409.91	498.16
7038	BOYS SOCCER FUND RAISER	4,897.50	6,735.11	5,325.01	6,307.60
7039	GIRLS SOCCER FUND RAISER	3,455.54	7,652.45	7,430.95	3,677.04
7040	BOYS TRACK FUND RAISER	3,351.16	768.65	1,756.89	2,362.92
7041	GIRLS TRACK FUND RAISER	1,276.29	3,545.38	1,536.41	3,285.26
7042	BOYS TENNIS FUND RAISER	947.58	141.90	131.22	958.26
7043	GIRLS TENNIS FUND RAISER	496.39	276.45	2,135.32	-1,362.48
7044	BOYS GOLF FUND RAISER	-93.55	1,691.13	1,376.25	221.33
7045	GIRLS GOLF FUND RAISER	143.58	42.94	143.55	42.97
7046	BIOLOGY FUND RAISER	1,474.19	.00	.00	1,474.19
7047	CREW FUND RAISER	194.38	.00	.00	194.38
7048	PROJECT SEARCH FUND RAISER	1,747.11	927.50	2,639.01	35.60
7049	TEAMMATES FUND RAISER	586.56	1,612.45	725.07	1,473.94
7050	UNIFIED BOWLING FUND RAISER	1,088.80	1,860.52	1,622.94	1,326.38
7051	POWER LIFTING FUND RAISER	.00	2,190.00	1,868.23	321.77
7052	UNIFIED TRACK	.00	350.00	.00	350.00
7055	CC FUND RAISER	5,045.77	4,222.64	2,891.82	6,376.59
7090	BOOSTER CLUB	22,059.86	39,923.64	30,503.69	31,479.81
7100	MIDDLE SCHOOL CONCESSIONS	2,925.83	5,661.47	5,888.48	2,698.82
7101	MIDDLE SCHOOL TICKET OFFICE	8,426.13	.00	.00	8,426.13
7102	MIDDLE SCHOOL ATHLETICS ADMINISTRATION	50,929.50	7,225.00	14,882.75	43,271.75
7120	MIDDLE SCHOOL FOOTBALL	-225.00	2,978.06	5,122.43	-2,369.37
7121	MIDDLE SCHOOL WRESTLING	.00	552.00	851.16	-299.16
7122	MIDDLE SCHOOL VOLLEYBALL	3,083.04	2,534.00	2,358.84	3,258.20
7123	MIDDLE SCHOOL BOYS BB	5,887.78	1,716.00	1,313.50	6,290.28
7124	MIDDLE SCHOOL GIRLS BB	3,338.40	1,927.90	2,134.92	3,131.38
7125	MIDDLE SCHOOL TRACK	.00	413.50	2,637.53	-2,224.03
7126	MIDDLE SCHOOL CROSS COUNTRY	-75.00	.00	759.11	-834.11
7150	MIDDLE SCHOOL-FOOTBALL FUND RAISER	3,845.45	3,127.25	1,770.25	5,202.45
7151	MIDDLE SCHOOL WRESTLING FUND RAISE	1,455.54	413.07	306.50	1,562.11
7152	MIDDLE SCHOOL-VOLLEYBALL FUND RAISE	3,458.10	2,122.90	1,118.73	4,462.27
7153	MIDDLE SCHOOL-BOYS BB FUND RAISER	1,389.55	1,002.88	991.65	1,400.78
7154	MIDDLE SCHOOL-GIRLS BB FUND RAISER	4,756.24	2,254.09	1,016.00	5,994.33
7155	MIDDLE SCHOOL-TRACK FUND RAISER	4,243.09	3,162.00	3,695.61	3,709.48

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
05	ACTIVITY FUND				
7156	MIDDLE SCHOOL-CC FUNDRAISER	46.13	658.00	585.75	118.38
7157	MIDDLE SCHOOL-ROBOTIC	.00	428.65	548.97	-120.32
7200	VARSITY CHEERLEADERS	4,919.21	52,715.05	50,336.17	7,298.09
7201	HOMECOMING	6,982.79	4,019.98	10,002.77	1,000.00
7202	PACERS	3,449.41	22,870.29	24,836.05	1,483.65
7203	FLAG CORP	471.75	687.18	73.78	1,085.15
7204	NPHS MUSICAL	67,623.41	24,750.20	17,252.48	75,121.13
7209	CLASS - FRESHMAN	.00	.00	.00	.00
7210	CLASS - SOPHMORE	1,955.00	.00	1,955.00	.00
7211	CLASS - JUNIOR	5,177.45	11,343.00	17,107.72	-587.27
7212	CLASS - SENIOR	6,269.43	9,256.94	11,462.88	4,063.49
7226	ENVIRONMENTAL CLUB	184.76	556.51	273.87	467.40
7230	ART CLUB	1,215.73	776.90	490.04	1,502.59
7231	CRIME STOPPERS	2.55	.00	.00	2.55
7232	CLOSE UP	2,144.13	8,217.50	4,102.50	6,259.13
7233	DRAMA	303.04	829.90	607.07	525.87
7234	FBLA	168.53	1,494.70	821.53	841.70
7235	FCCLA	1,461.96	.00	.00	1,461.96
7236	JOURNALISM	11,393.07	14,359.24	10,098.27	15,654.04
7237	KEY CLUB	1,868.84	3,830.97	4,078.29	1,621.52
7238	LETTER CLUB	1,957.95	.00	375.00	1,582.95
7239	MOCK TRIAL	222.38	.00	.00	222.38
7240	NATL HONOR SOCIETY	462.49	2,057.50	2,040.68	479.31
7241	SPEECH/DEBATE/NFL	2,473.41	30,548.47	35,089.81	-2,067.93
7242	SKILLS USA	9,776.98	22,659.14	18,582.88	13,853.24
7243	STUDENT COUNCIL	16,961.53	19,220.94	21,226.38	14,956.09
7244	WORLD LANGUAGE CLUB	86.66	1,810.00	1,638.00	258.66
7245	FFA	950.00	35,214.66	24,465.93	11,698.73
7290	FEE SUPPORT	.00	10,000.00	12,528.00	-2,528.00
7300	COUNSELORS	2,406.39	.00	122.95	2,283.44
7301	AP TESTING	1,507.75	377.00	276.00	1,608.75
7302	SCHOLARSHIP	6,024.31	12,762.88	6,000.00	12,787.19
7303	DUAL CREDIT - HIGH SCHOOL	158,273.80	104,280.00	38,174.21	224,379.59
7304	PRINCIPAL CONTINGENCY	1,185.70	2,769.51	1,553.51	2,401.70
7305	FACULTY	.00	.00	.00	.00
7306	RESTITUTION	914.86	122.00	.00	1,036.86
7307	NPHS SCHOOL STORE (SPED)	3,623.20	610.66	1,531.41	2,702.45
7310	BAND UNIFORM FUND	3,233.99	.00	.00	3,233.99
7311	CHOIR ROBE FUND	4,838.40	.00	.00	4,838.40
7315	HIGH SCHOOL BOOK FINES	22,550.98	650.62	96.97	23,104.63
7316	LIBRARY FINES	1,500.99	447.47	115.49	1,832.97
7317	P.E. FINES	485.00	35.00	.00	520.00
7320	ART SUPPLIES	11,471.33	6,845.00	1,763.75	16,552.58
7321	AUTO SHOP	10,271.72	1,460.00	28.57	11,703.15
7322	BAND	22,345.01	3,085.95	2,977.78	22,453.18
7323	BULLDOGGER	8,467.58	8,073.50	6,776.68	9,764.40
7324	DRAFTING	1,613.82	210.00	.00	1,823.82
7325	ELECTRONICS	3,611.01	848.08	202.59	4,256.50
7326	FOODS	3,271.27	6,128.63	4,916.53	4,483.37
7327	ORCHESTRA	2,615.29	1,315.00	410.00	3,520.29
7328	VOCAL	7,481.79	2,235.00	2,585.02	7,131.77
7329	WELDING	10,994.11	2,955.34	2,178.98	11,770.47
7330	WOODS	14,441.75	3,137.65	4,103.73	13,475.67
7400	ELEMENTARY BOOK FINES	9,530.16	802.34	88.67	10,243.83
7403	ELEMENTARY - BUFFALO	22,578.96	3,188.79	4,204.28	21,563.47
7405	ELEMENTARY - CODY	14,789.48	948.15	6,443.07	9,294.56
7406	ELEMENTARY - JEFFERSON	11,082.45	4,160.26	3,055.41	12,187.30
7407	ELEMENTARY - LINCOLN	7,832.24	2,784.97	1,424.82	9,192.39
7409	ELEMENTARY - WASHINGTON	21,222.00	9,905.67	10,335.80	20,791.87
7410	ELEMENTARY - MCDONALD	6,272.37	1,615.59	132.00	7,755.96
7411	ELEMENTARY - EISNEHOWER	13,472.77	5,882.53	8,095.25	11,260.05

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
05	ACTIVITY FUND				
7420	ADAMS MIDDLE SCHOOL	9,730.88	1,870.17	402.79	11,198.26
7421	ADAMS - STUDENT COUNCIL	8,808.91	8,186.24	9,992.06	7,003.09
7422	ADAMS - JOURNALISM	.00	3,050.00	3,515.55	-465.55
7423	ADAMS - MUSIC/SWING CHOIR	11,322.56	17,436.28	20,765.69	7,993.15
7424	ADAMS-LIBRARY FINES	397.34	14.83	.00	412.17
7425	MS SPEECH CLUB	31.82	131.00	113.93	48.89
7426	MS ENVIRONMENTAL CLUB	.00	.00	.00	.00
7427	MS STORE (SPED)	21.31	.00	.00	21.31
7428	ADAMS - BAND	2,946.93	2,576.02	1,537.09	3,985.86
7429	ADAMS-FACULTY COURTESY COMM	.00	.00	.00	.00
7430	MADISON MIDDLE SCHOOL	30,056.81	10,060.42	6,071.13	34,046.10
7431	MADISON - BAND/CHORUS	3,531.83	1,400.00	.00	4,931.83
7432	MADISON - TENNIS COURTS	8.25	.00	.00	8.25
7433	MADISON - STUDENT COUNCIL	4,907.23	3,678.60	1,833.76	6,752.07
7442	ELEMENTARY ORCHESTRA	.00	592.00	1,066.00	-474.00
7445	ELEMENTARY - HALL	9,044.20	.00	.00	9,044.20
7454	ELEMENTARY - LAKE/OSGOOD	20,025.95	10,506.99	11,180.50	19,352.44
7460	ADAMS ART CLUB	38.41	1,358.45	300.00	1,096.86
7461	ADAMS CHESS CLUB	154.01	153.20	121.93	185.28
7480	TLC	3,540.18	.00	.00	3,540.18
7481	KIDS KLUB	6,943.59	6,281.38	13,047.19	177.78
7490	DISTRICT	4,091.97	.00	30,826.03	-26,734.06
7491	MENTAL HEALTH	4,000.00	.00	.00	4,000.00
7802	MCKINLEY RENTALS	9,290.42	50.00	.00	9,340.42
7803	RENTALS - ALL BUILDINGS	29,540.41	8,680.00	17,183.40	21,037.01
7852	CAMPS	1,345.15	.00	.00	1,345.15
7900	REVOLVING FUND	7,568.25	9,029.15	.00	16,597.40
7910	INTEREST	6,630.48	6,128.28	11,226.55	1,532.21
7911	BUS/VAN DEPRECIATION	21,626.22	.00	.00	21,626.22
7914	VERIZON TOWER RENTAL	206,603.59	56,790.37	59,710.16	203,683.80
7915	TECHNOLOGY	123,647.17	127.00	4,820.60	118,953.57
7916	TUITION WAIVERS	1,796.92	.00	10,660.00	-8,863.08
7917	MAINTENANCE	32,470.51	10,553.50	.00	43,024.01
7918	SPECIAL OLYMPICS	4,000.00	877.10	4,324.97	552.13
7920	CENTRAL OFFICE	27,831.00	.00	402.25	27,428.75
7928	BAUER FIELD SIGNS	7,001.41	1,000.00	2,585.99	5,415.42
7929	SCHOOL/COMMUNITY PARTNERSHIP	9,148.93	500.00	2,190.00	7,458.93
7930	BELOW 5	2,084.01	.00	-177.98	2,261.99
	Fund Totals	1,487,787.44	1,054,362.87	1,049,987.45	1,492,162.86
	Total For All Funds	1,487,787.44	1,054,362.87	1,049,987.45	1,492,162.86

For 06/01/19 - 06/30/19

Income Statement

FPROF01A

Periods 10 - 10

Month End Report CNP-Income Statement

CNP-INCOME STATEMENT

Account No/ Description		Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
81	REVENUES						
	090 GENERAL FUND REVENUE	1,605,000.00	.00	651.35	757,800.40	847,199.60	47.21
	092 (1510) INVESTMENT INCOME (OF)	1,000.00	.00	11.85	180.10	819.90	18.01
	093 (3150) STATE REVENUE-FOOD SERVICE	10,000.00	.00	.00	19,623.67	-9,623.67	196.24
	094 (4210) FEDERAL REVENUE-FOOD SERVICE	1,399,000.00	.00	.00	1,376,318.85	22,681.15	98.38
	099 (9000) NON-PROGRAM (OF)	15,000.00	.00	686.15	126,222.51	-111,222.51	841.48
	81 REVENUES	3,030,000.00	.00	1,349.35	2,280,145.53	749,854.47	75.25
91	EXPENDITURES						
	112 PARAPROFESSIONALS	96,900.00	.00	4,620.03	55,692.31	41,207.69	57.47
	212 HEALTH CARE PARAPROFESSIONALS	.00	.00	764.38	9,036.27	-9,036.27	.00
	220 FICA NON INSTRUCTIONAL	7,500.00	.00	.00	.00	7,500.00	.00
	222 FICA PARAPROFESSIONAL	.00	.00	330.89	3,937.90	-3,937.90	.00
	230 RETIREMENT NON INSTRUCTIONAL	5,600.00	.00	.00	.00	5,600.00	.00
	232 RETIREMENT PARAPROFESSIONALS	.00	.00	399.50	4,731.04	-4,731.04	.00
	260 LIFE INSURANCE	.00	.00	.00	.00	.00	.00
	290 LONG TERM DISABILITY	.00	.00	.00	.00	.00	.00
	330 TRAINING AND DEVELOPMENT	.00	.00	.00	.00	.00	.00
	570 FOOD SERVICE MANAGEMENT	2,715,000.00	.00	.00	1,966,765.32	748,234.68	72.44
	610 GENERAL SUPPLIES	200,000.00	.00	.00	5,505.46	194,494.54	2.75
	733 FURNITURE AND FIXTURES	.00	.00	.00	9,073.69	-9,073.69	.00
	890 MISCELLANEOUS EXPENDITURES	5,000.00	.00	.00	48,900.30	-43,900.30	978.01
	91 EXPENDITURES	3,030,000.00	.00	6,114.80	2,103,642.29	926,357.71	69.43
	06 NUTRITION FUND	.00	.00	-4,765.45	176,503.24	-176,503.24	.00

For 06/01/19 - 06/30/19

Variable Column Report

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Bond Fund Report

Month End Report 10

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
000 DISTRICT						
19-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS	1,566,729.64	.00	.00	1,567,652.08	1,567,652.08	
19-07-0001-031-000-000 DUE FROM/TO GENERAL FUND	-20,093.02	.00	.00	.00	.00	
01 ASSETS	1,546,636.62	.00	.00	1,567,652.08	1,567,652.08	
19-07-0001-900-000-000 BUDGETED FUND BALANCE	.00	.00	.00	10,405.00	10,405.00	
03 EQUITY	.00	.00	.00	10,405.00	10,405.00	
000 DISTRICT	1,546,636.62	.00	.00	1,578,057.08	1,578,057.08	
001 NPHS						
19-07-1100-091-001-000 (1110) PROPERTY TAXES-NPHS E	-1,749,322.21	2,278,153.00	.00	-1,373,326.75	904,826.25	-.60
19-07-1115-091-001-000 CARLINE TAXES	.00	.00	.00	-9,576.39	-9,576.39	
19-07-3130-091-001-000 HOMESTEAD EXEMPTION	.00	.00	.00	-48,762.01	-48,762.01	
19-07-3131-091-001-000 PROPERTY TAX CREDIT	.00	.00	.00	-97,506.34	-97,506.34	
19-07-3132-091-001-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-8,243.87	-8,243.87	
19-07-3180-091-001-000 PRO-RATA MOTOR VEHICLE	.00	.00	.00	-2,195.89	-2,195.89	
19-07-3300-091-001-000 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	-2,528.82	-2,528.82	
81 REVENUES	-1,749,322.21	2,278,153.00	.00	-1,542,140.07	736,012.93	-.68
19-07-5000-340-001-000 PROFESSIONAL SERVICES-NPHS	800.00	-3,000.00	.00	400.00	-2,600.00	-.13
19-07-5000-831-001-000 REDEMPTION OF PRINCIPAL	2,135,000.00	-2,210,000.00	.00	2,210,000.00	.00	-1.00
19-07-5000-832-001-000 DEBT SERVICES INTEREST	108,888.75	-75,558.00	.00	46,503.75	-29,054.25	-.62
91 EXPENDITURES	2,244,688.75	-2,288,558.00	.00	2,256,903.75	-31,654.25	-.99
19-07-0006-080-001-000 FUND BALANCE-NPHS BONDS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
001 NPHS	-1,482,752.44	-10,405.00	.00	-1,480,372.55	-1,490,777.55	142.28
016 LAKE MALONEY						
19-07-1100-091-016-000 (1110) PROPERTY TAXES-LAKE M	-86,303.92	114,086.00	.00	-71,966.42	42,119.58	-.63
19-07-3130-091-016-000 HOMESTEAD EXEMPTION	.00	.00	.00	-777.31	-777.31	
19-07-3131-091-016-000 PROPERTY TAX CREDIT	.00	.00	.00	-6,601.28	-6,601.28	
19-07-3132-091-016-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-179.09	-179.09	
19-07-3180-091-016-000 PRO RATA MOTOR VEHICLE	.00	.00	.00	-104.16	-104.16	
81 REVENUES	-86,303.92	114,086.00	.00	-79,628.26	34,457.74	-.70
19-07-5000-340-016-000 PROFESSIONAL SERVICES-LAKE MALONEY	400.00	-1,500.00	.00	200.00	-1,300.00	-.13
19-07-5000-831-016-000 REDEMPTION OF PRINCIPAL-LAKE	100,000.00	-105,000.00	.00	100,000.00	-5,000.00	-.95
19-07-5000-832-016-000 DEBT SERVICES INTEREST-LAKE	9,947.50	-7,586.00	.00	4,748.75	-2,837.25	-.63
91 EXPENDITURES	110,347.50	-114,086.00	.00	104,948.75	-9,137.25	-.92
19-07-0008-080-016-000 FUND BALANCE-LAKE MALONEY BC	-108,020.78	.00	.00	-112,600.02	-112,600.02	

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Bond Fund Report

Month End Report 10

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
016 LAKE MALONEY	-108,020.78	.00	.00	-112,600.02	-112,600.02	
016 LAKE MALONEY	-83,977.20	.00	.00	-87,279.53	-87,279.53	
07 BOND FUND	-20,093.02	-10,405.00	.00	10,405.00	.00	-1.00

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Periods 10 - 10

SPECIAL BUILDING FUND REPORT

Month End Report 11

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
19-08-0001-010-000-000 CASH-OPERATING	231,294.50	.00	94,329.32	470,821.59	470,821.59	
19-08-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREASURER	.00	.00	.00	.00	.00	
19-08-0001-020-000-000 ACCOUNTS RECEIVABLE	.00	.00	.00	.00	.00	
19-08-0001-031-000-000 DUE TO/FROM	.00	.00	.00	.00	.00	
01 ASSETS	231,294.50	.00	94,329.32	470,821.59	470,821.59	
19-08-0001-040-000-000 ACCOUNTS PAYABLE BUILDING FUND	.00	.00	.00	.00	.00	
02 LIABILITY	.00	.00	.00	.00	.00	
19-08-0001-900-000-000 RESERVED FUND BALANCE	-99,046.57	.00	.00	105,047.00	105,047.00	
19-08-0001-000-000-000 UNRESERVED FUND BALANCE	.00	.00	.00	.00	.00	
19-08-0001-905-000-000 UNRESERVED FUND BALANCE	.00	.00	.00	-156,108.24	-156,108.24	
03 EQUITY	-99,046.57	.00	.00	-51,061.24	-51,061.24	
19-08-1100-091-000-000 (1110) PROPERTY TAXES-BUILDING	-481,025.17	610,523.00	-126,906.32	-379,065.07	231,457.93	-.62
19-08-1115-091-000-000 CARLINE TAXES	.00	.00	.00	.00	.00	
19-08-1510-092-000-000 INVESTMENT INCOME-BUILDING FUND	.00	.00	.00	.00	.00	
19-08-3130-091-000-000 HOMESTEAD EXEMPTION	.00	.00	.00	-9,864.95	-9,864.95	
19-08-3131-091-000-000 PROPERTY TAX CREDIT	.00	.00	.00	-26,130.54	-26,130.54	
19-08-3132-091-000-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-1,423.90	-1,423.90	
19-08-3180-091-000-000 PRO-RATA MOTOR VEHICLE	.00	.00	.00	-611.02	-611.02	
19-08-3300-091-000-000 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	.00	.00	
19-08-9000-099-000-000 (9000) NON-PROGRAM INCOME-BU	-48,072.54	30,000.00	.00	-179,842.95	-149,842.95	-5.99
81 REVENUES	-529,097.71	640,523.00	-126,906.32	-596,938.43	43,584.57	-.93
19-08-2515-340-000-000 CONTRACTED SERVICES - ARCHIT	24,597.00	-745,570.00	.00	80,967.99	-664,602.01	-.11
19-08-2515-720-000-032 BUILDING IMPROVEMENTS-DISTRI	6,060.00	.00	32,577.00	38,231.00	38,231.00	
19-08-2515-720-001-001 BUILDING IMPROVEMENT-NPHS	263,967.94	.00	.00	23,234.00	23,234.00	
19-08-2515-720-002-002 BUILDING IMPROVEMENTS-ADAMS	22,147.32	.00	.00	24,857.37	24,857.37	
19-08-2515-720-003-003 BUILDING IMPROVEMENTS-BUFFALO	.00	.00	.00	31,910.00	31,910.00	
19-08-2515-720-004-004 BUILDING IMPROVEMENTS-MADISON	.00	.00	.00	48,884.00	48,884.00	
19-08-2515-720-005-005 BUILDING IMPROVEMENTS-CODY	.00	.00	.00	21,721.32	21,721.32	
19-08-2515-720-006-006 BUILDING IMPROVEMENTS-JEFFERSON	.00	.00	.00	.00	.00	
19-08-2515-720-007-007 BUILDING IMPROVEMENTS-LINCOLN	4,000.00	.00	.00	.00	.00	
19-08-2515-720-009-009 BUILDING IMPROVEMENTS-WASHINGTON	7,275.00	.00	.00	.00	.00	
19-08-2515-720-010-010 BUILDING IMPROVEMENTS-MCDONALD	.00	.00	.00	.00	.00	
19-08-2515-720-011-011 BUILDING IMPROVEMENTS-EISENHOWER	.00	.00	.00	.00	.00	
19-08-2515-720-012-012 BUILDING IMPROVEMENTS-OSGOOD	74,306.91	.00	.00	12,419.40	12,419.40	
19-08-2515-720-016-016 BUILDING IMPROVEMENTS-LAKE MEAD	14,588.63	.00	.00	.00	.00	
91 EXPENDITURES	416,942.80	-745,570.00	32,577.00	282,225.08	-463,344.92	-.38

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SPECIAL BUILDING FUND REPORT

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PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
08 SPECIAL BUILDING FUND	20,093.02	-105,047.00	.00	105,047.00	.00	-1.00

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Variable Column Report

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QCPUF FUND Statement

QCPUF FUND Statement

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
19-09-0001-010-000-000 OPERATING FNB CASH-QCPUF	172,120.42	.00	142,600.54	233,629.51	233,629.51	
01 ASSETS	172,120.42	.00	142,600.54	233,629.51	233,629.51	
19-09-0001-900-000-000 RESERVED FUND BALANCE	-6,649.00	.00	.00	.00	.00	
19-09-0001-905-000-000 UNRESERVED FUND BALANCE	-1,113,847.82	.00	.00	-439,996.51	-439,996.51	
03 EQUITY	-1,120,496.82	.00	.00	-439,996.51	-439,996.51	
19-09-1100-091-000-000 PROPERTY TAXES-QCPUF	-537,529.61	973,220.00	-202,291.79	-588,313.33	384,906.67	-.60
19-09-1510-092-000-000 INVESTMENT INCOME-QCPUF	-70,209.07	.00	.00	.00	.00	
19-09-3130-091-000-000 HOMESTEAD EXEMPTION	.00	.00	.00	-15,725.68	-15,725.68	
19-09-3131-091-000-000 PRPERTY TAX CREDIT	.00	.00	.00	-41,654.40	-41,654.40	
19-09-3132-091-000-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-2,269.82	-2,269.82	
19-09-3180-091-000-000 PRO-RATA MOTOR VEHICLE	.00	.00	.00	-799.77	-799.77	
81 REVENUES	-607,738.68	973,220.00	-202,291.79	-648,763.00	324,457.00	-.67
19-09-2515-340-000-000 CONTRACTED SERVICES	658,306.77	.00	200.00	200.00	200.00	
19-09-2515-340-000-001 CONTRACT SERVICES	.00	-10,000.00	.00	.00	-10,000.00	.00
19-09-2515-720-000-000 BUILDING REPAIR AND MAINTENANCE	35,403.06	.00	.00	.00	.00	
19-09-2515-810-000-000 DUES AND FEES-PAYING AGENT	400.00	.00	.00	200.00	200.00	
19-09-2515-831-000-000 PRINCIPAL COSTS	720,000.00	-838,490.00	.00	730,000.00	-108,490.00	-.87
19-09-2515-832-000-000 DEBT SERVICE INTEREST	135,356.25	-124,730.00	59,491.25	124,730.00	.00	-1.00
91 EXPENDITURES	1,549,466.08	-973,220.00	59,691.25	855,130.00	-118,090.00	-.88
09 QCPUF	-6,649.00	.00	.00	.00	.00	

For 06/01/19 - 06/30/19

Variable Column Report

FJEXS01S

Periods 10 - 10

REPORT BY PROGRAM

Report by Program

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
10 COOPERATING FUND						
19-10-0001-010-000-000 CASH-COOPERATIVE FUND (FNB)	62,015.79	.00	.00	11,655.38	11,655.38	
19-10-0001-031-000-000 DUE FROM/TO	-30,437.06	.00	-1,647.33	-1,647.33	-1,647.33	
19-10-0001-905-000-000 FUND BALANCE-UNRESERVED	-13,559.89	.00	.00	-12,743.31	-12,743.31	
0001 BALANCE SHEET	18,018.84	.00	-1,647.33	-2,735.26	-2,735.26	
19-10-1100-111-000-045 SALARY-ELEMENTARY ART	12,716.30	.00	.00	.00	.00	
19-10-1100-210-000-045 HEALTH CARE-ELEMENTARY ART	2,150.59	.00	.00	.00	.00	
19-10-1100-220-000-045 FICA - ELEMENTARY ART	972.84	.00	.00	.00	.00	
19-10-1100-230-000-045 RETIREMENT-ELEMENTARY ART	1,256.08	.00	.00	.00	.00	
1100 REGULAR INSTRUCTION	17,095.81	.00	.00	.00	.00	
19-10-2210-090-000-000 ESU RECEIPTS	-21,604.00	.00	.00	-10,545.50	-10,545.50	
2210	-21,604.00	.00	.00	-10,545.50	-10,545.50	
19-10-2213-111-000-037 SALARY-CURRICULUM DIRECTOR	12,515.40	.00	1,276.58	12,765.80	12,765.80	
19-10-2213-221-000-037 FICA-TEACHING AND LEARNING	810.68	.00	97.59	813.72	813.72	
19-10-2213-231-000-037 RETIREMENT-CURRICULUM DIRECT	1,236.30	.00	126.10	1,261.00	1,261.00	
2213	14,562.38	.00	1,500.27	14,840.52	14,840.52	
19-10-3000-110-000-032 SALARY-CLERICAL COUNTY ADMIN	1,250.00	.00	125.00	1,250.00	1,250.00	
19-10-3000-210-000-032 HEALTH CARE-COUNTY SUPER	147.51	.00	12.71	142.43	142.43	
19-10-3000-220-000-032 FICA-COUNTY ADMIN	93.20	.00	9.35	93.28	93.28	
3000	1,490.71	.00	147.06	1,485.71	1,485.71	
19-10-6200-111-000-045 SALARY-ELEMENTARY ART	6,158.32	.00	.00	.00	.00	
19-10-6200-123-000-038 SALARY-SUBSTITUTE ESU SERVICE CREDIT	240.00	.00	.00	.00	.00	
19-10-6200-159-000-038 STIPEND-ESU SERVICE CREDIT	.00	-100,000.00	.00	.00	-100,000.00	.00
19-10-6200-210-000-045 HEALTH CARE-ELEMENTARY ART	1,046.00	.00	.00	.00	.00	
19-10-6200-220-000-038 FICA-ESU SERVICE CREDIT	18.36	.00	.00	.00	.00	
19-10-6200-220-000-045 FICA-ELEMENTARY ART	471.11	.00	.00	.00	.00	
19-10-6200-230-000-045 FICA-ELEMENTARY ART	608.30	.00	.00	.00	.00	
19-10-6200-580-000-038 PROF DEV-ESU SERVICE CREDIT	7,639.06	.00	.00	.00	.00	
6200 ESSA GRANT	16,181.15	-100,000.00	.00	.00	-100,000.00	.00
19-10-6210-151-000-000 STIPEND - ESU FUNDS	956.72	.00	.00	2,167.76	2,167.76	
19-10-6210-211-000-000 HEALTH CARE-ESU FUNDS	31.13	.00	.00	74.51	74.51	
19-10-6210-221-000-000 FICA-ESU FUNDS	72.75	.00	.00	161.14	161.14	
19-10-6210-231-000-000 RETIREMENT-ESU FUNDS	94.51	.00	.00	214.12	214.12	
6210 ESSA ACCOUNTABILITY	1,155.11	.00	.00	2,617.53	2,617.53	

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REPORT BY PROGRAM

Report by Program

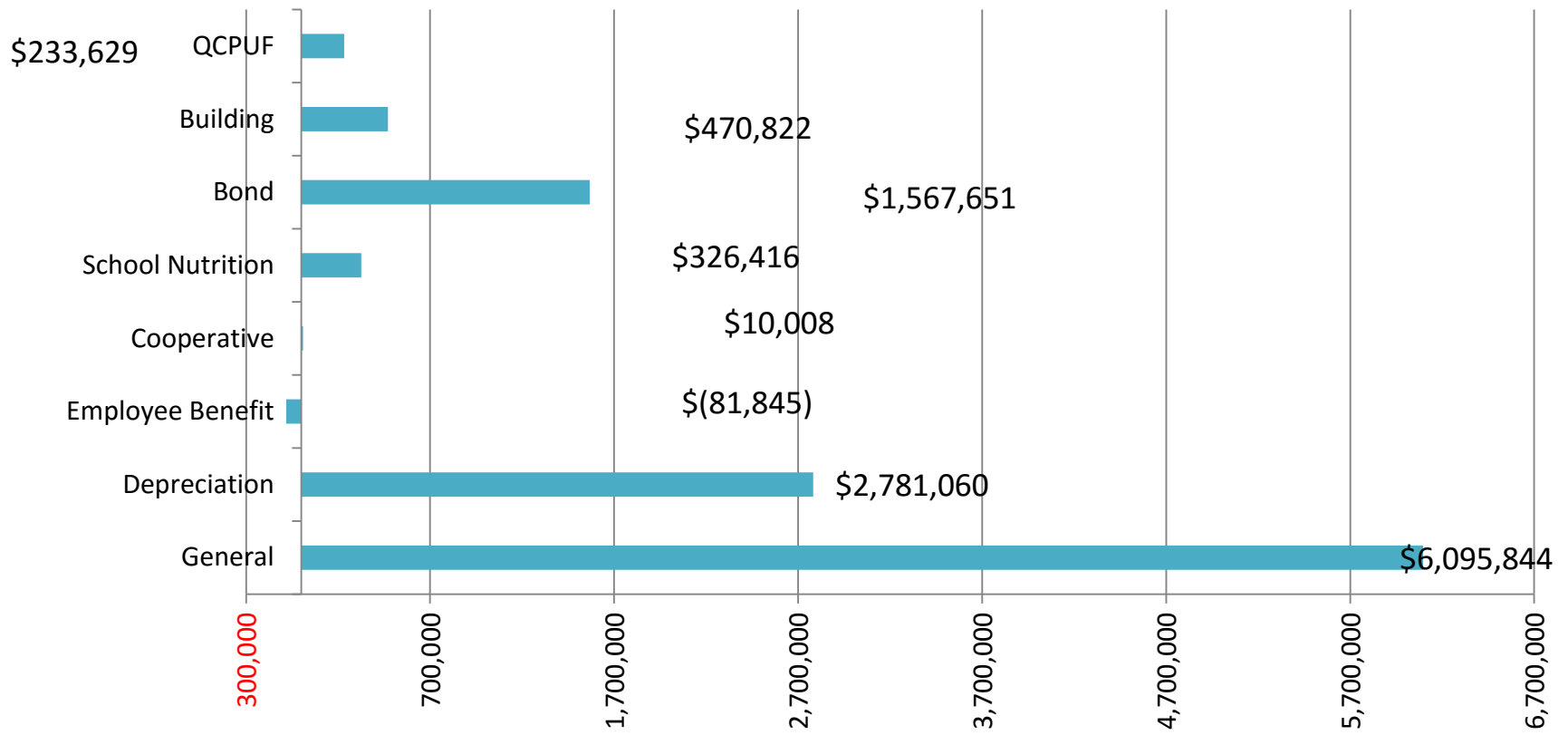
PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prev1 YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
10 COOPERATING FUND						
19-10-9000-090-000-000 NON-PROGRAM RECEIPTS	-46,900.00	100,000.00	.00	-5,663.00	94,337.00	-.06
9000 X-NON PROGRAM REVENUE	-46,900.00	100,000.00	.00	-5,663.00	94,337.00	-.06
10 COOPERATING FUND	.00	.00	.00	.00	.00	

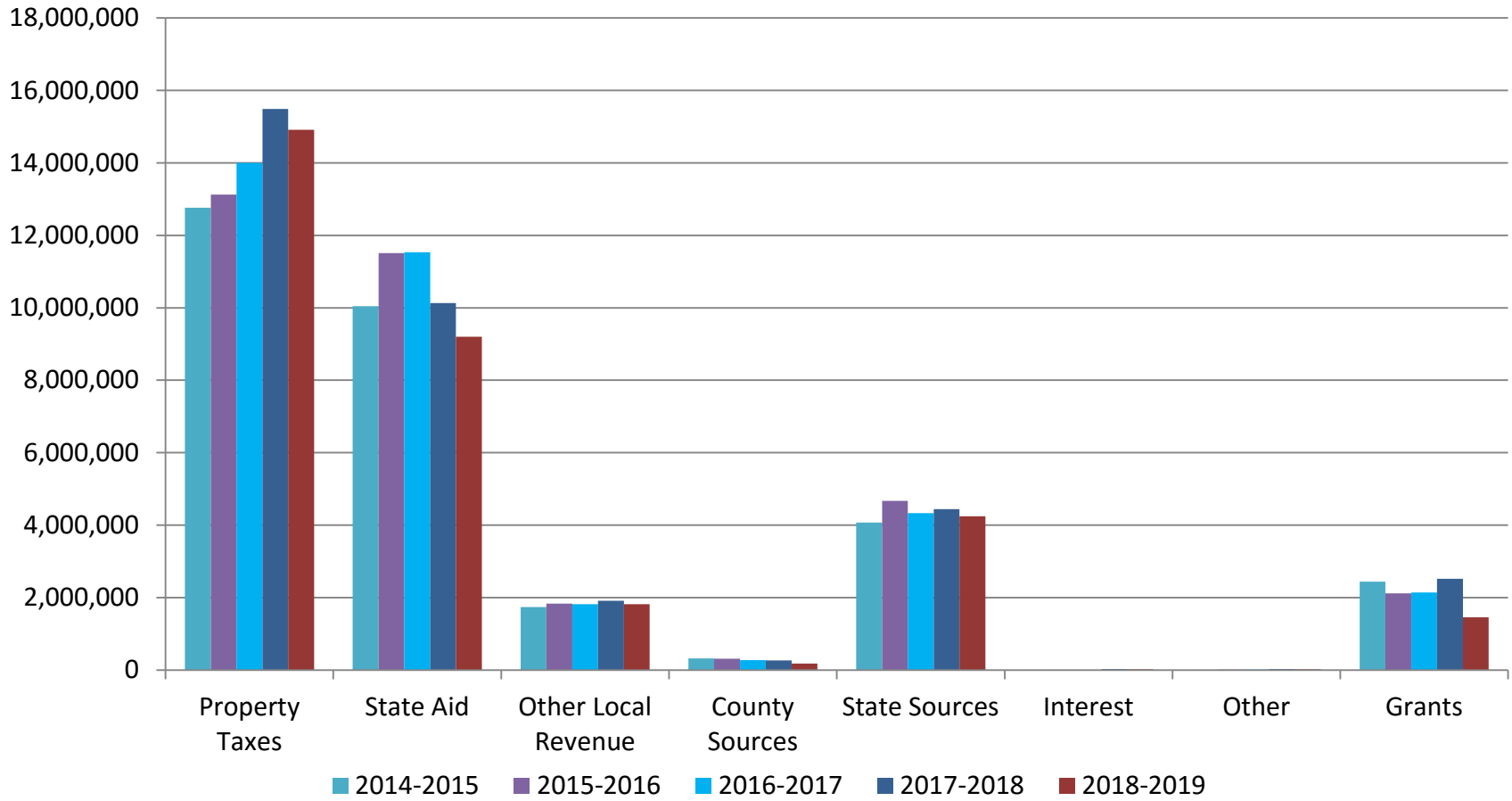
North Platte Public Schools
Balance Sheet – Total Net Assets
For the Ten Month Period Ending June 30, 2019



2018-2019



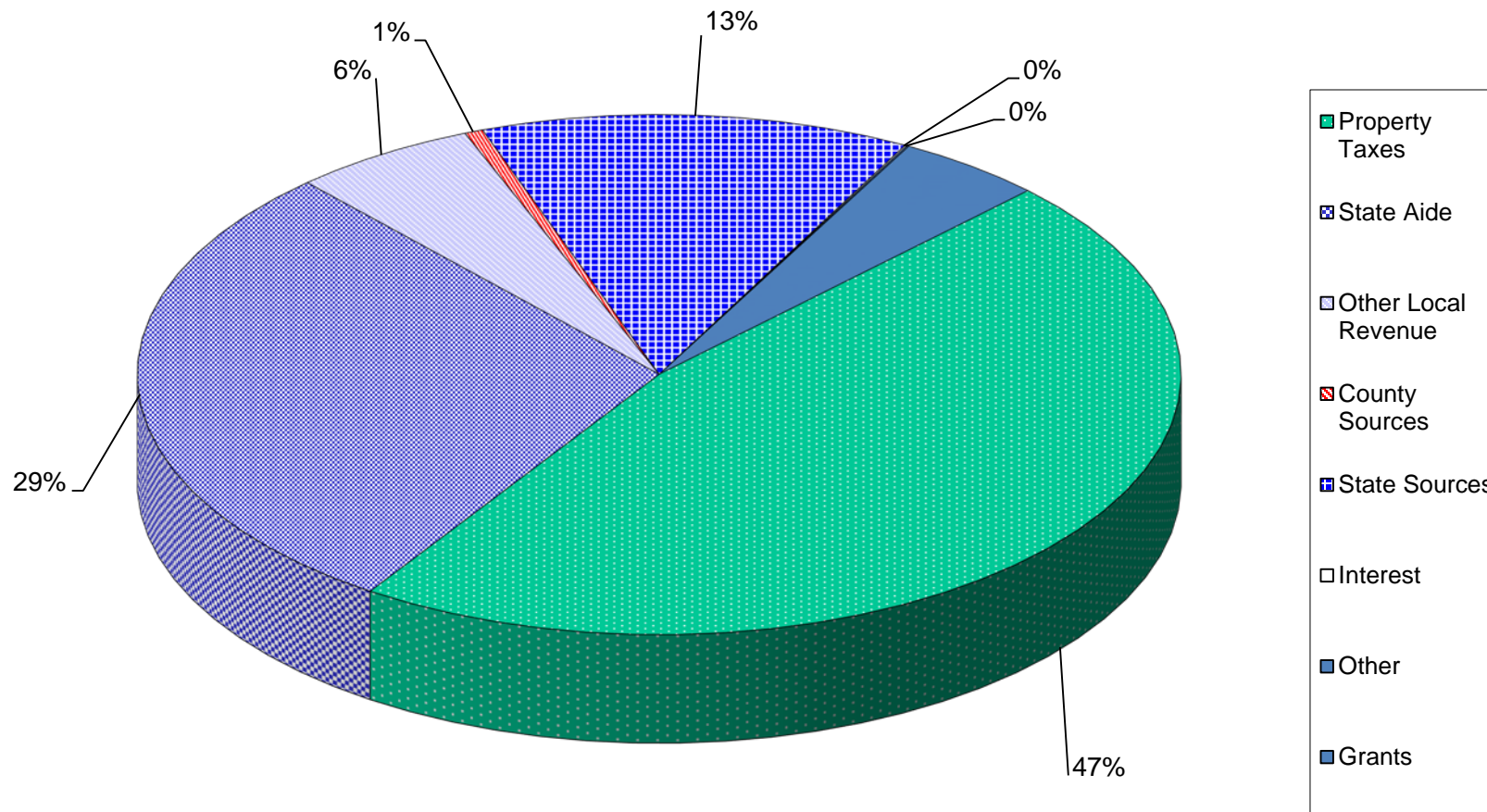
North Platte Public Schools
Revenue Comparison
For the Ten Month Period Ending June 30



North Platte Public Schools

Revenue by Object Code

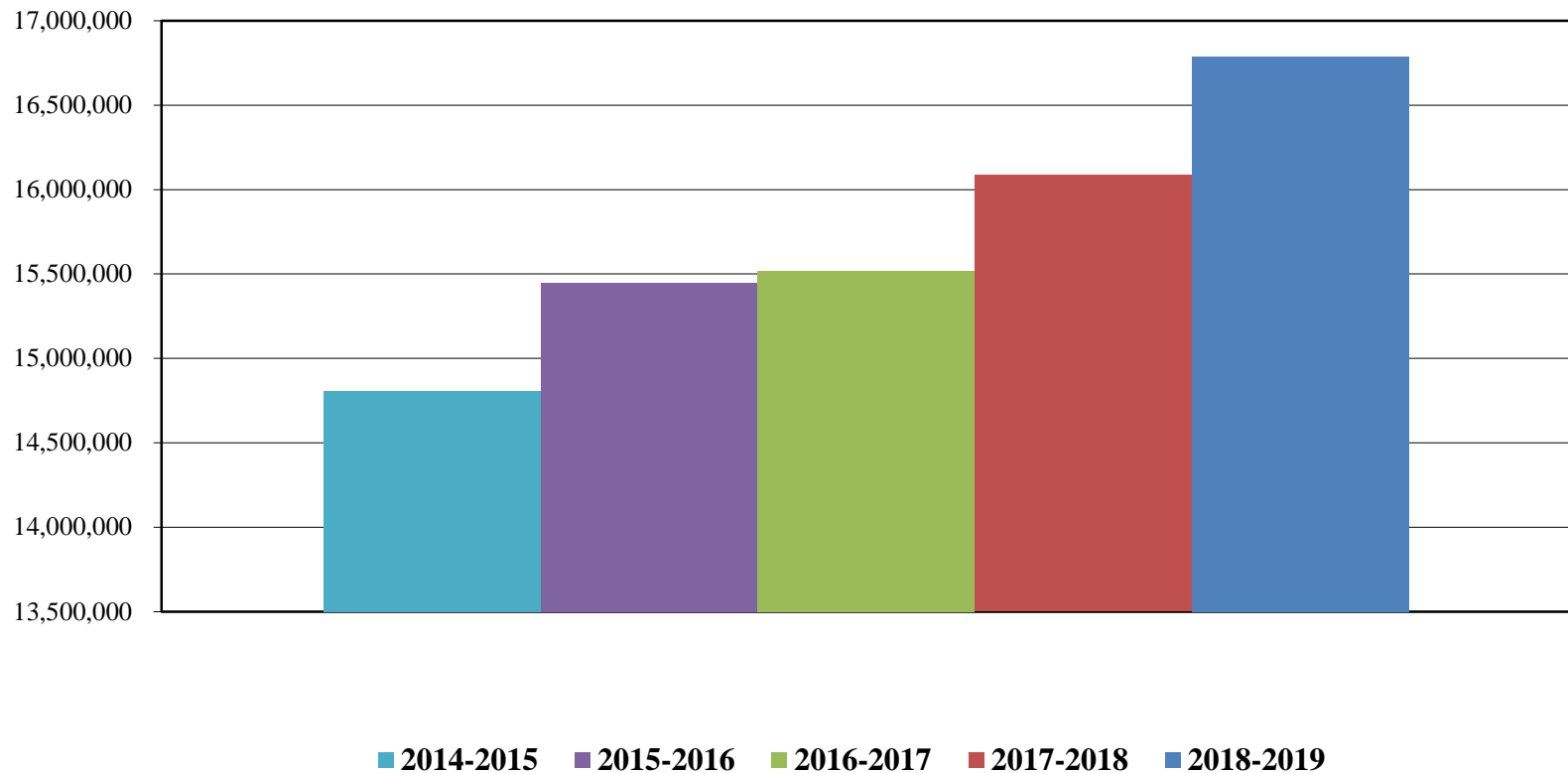
For the Ten Month Period Ending June 30, 2019





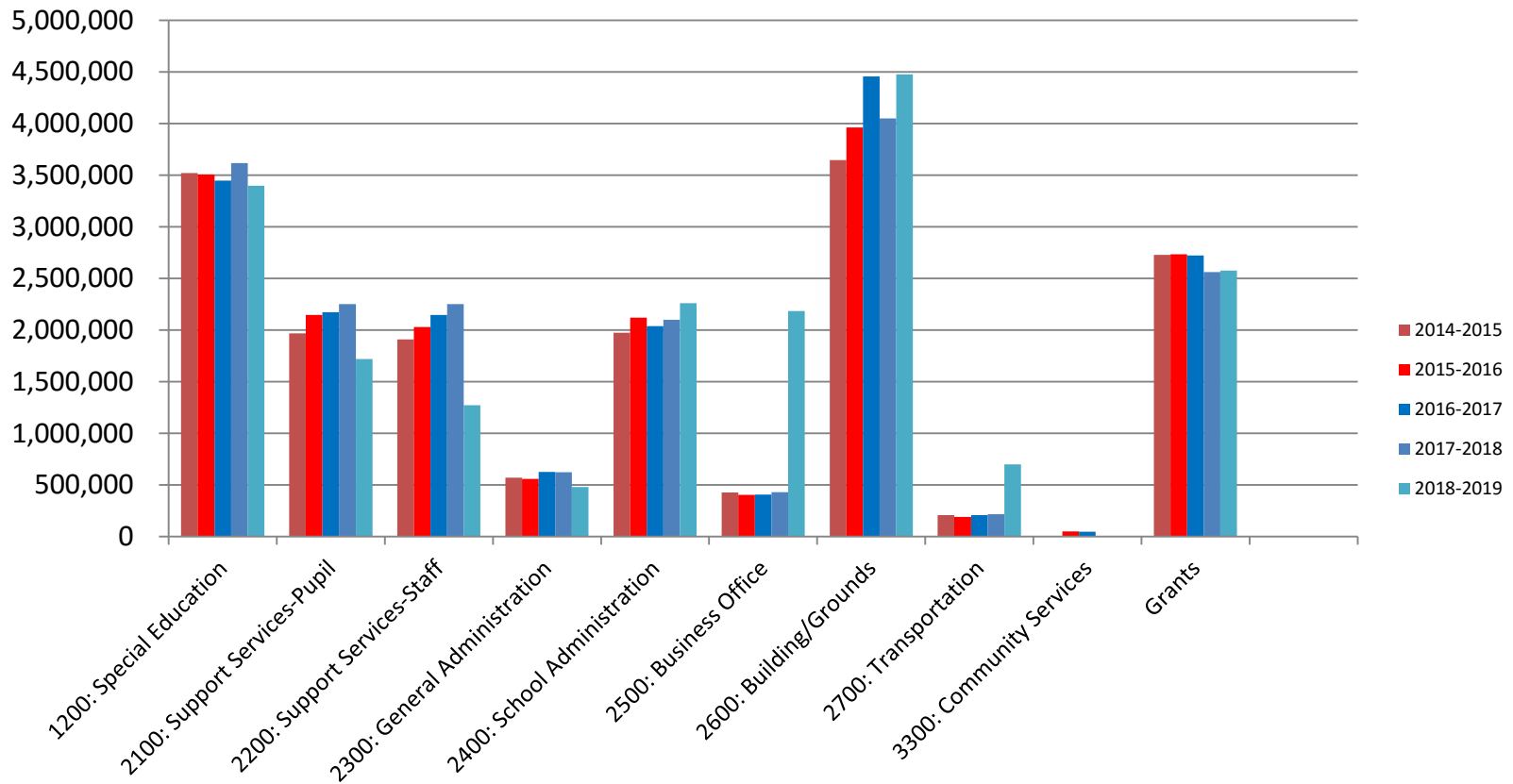
North Platte Public Schools

Comparison of Expense-1100: Instruction Only For the Ten Month Period Ending June 30



North Platte Public Schools

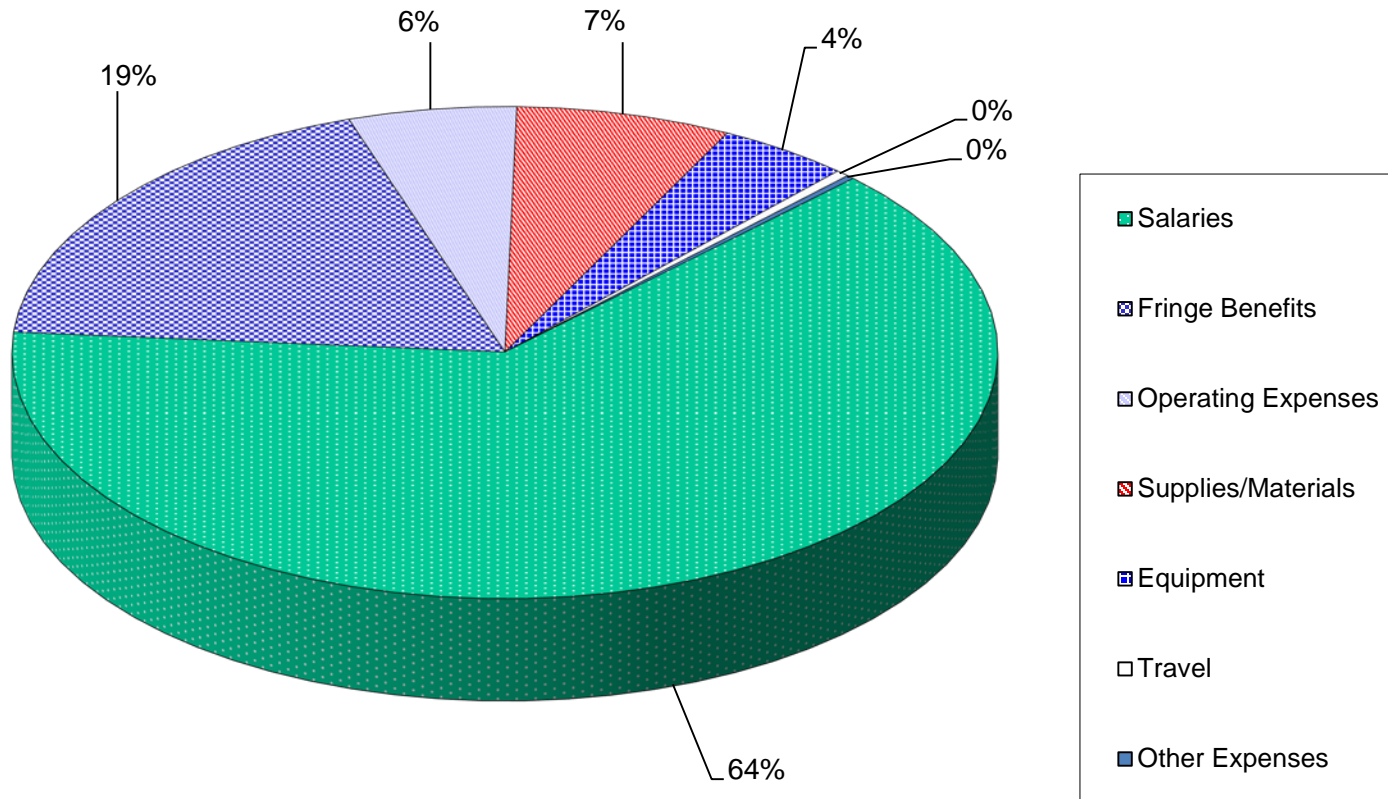
Comparison of Expense by Discipline For the Ten Month Period Ending June 30



North Platte Public Schools

Expenditures by Object Code

For the Ten Month Period Ending June 30, 2019

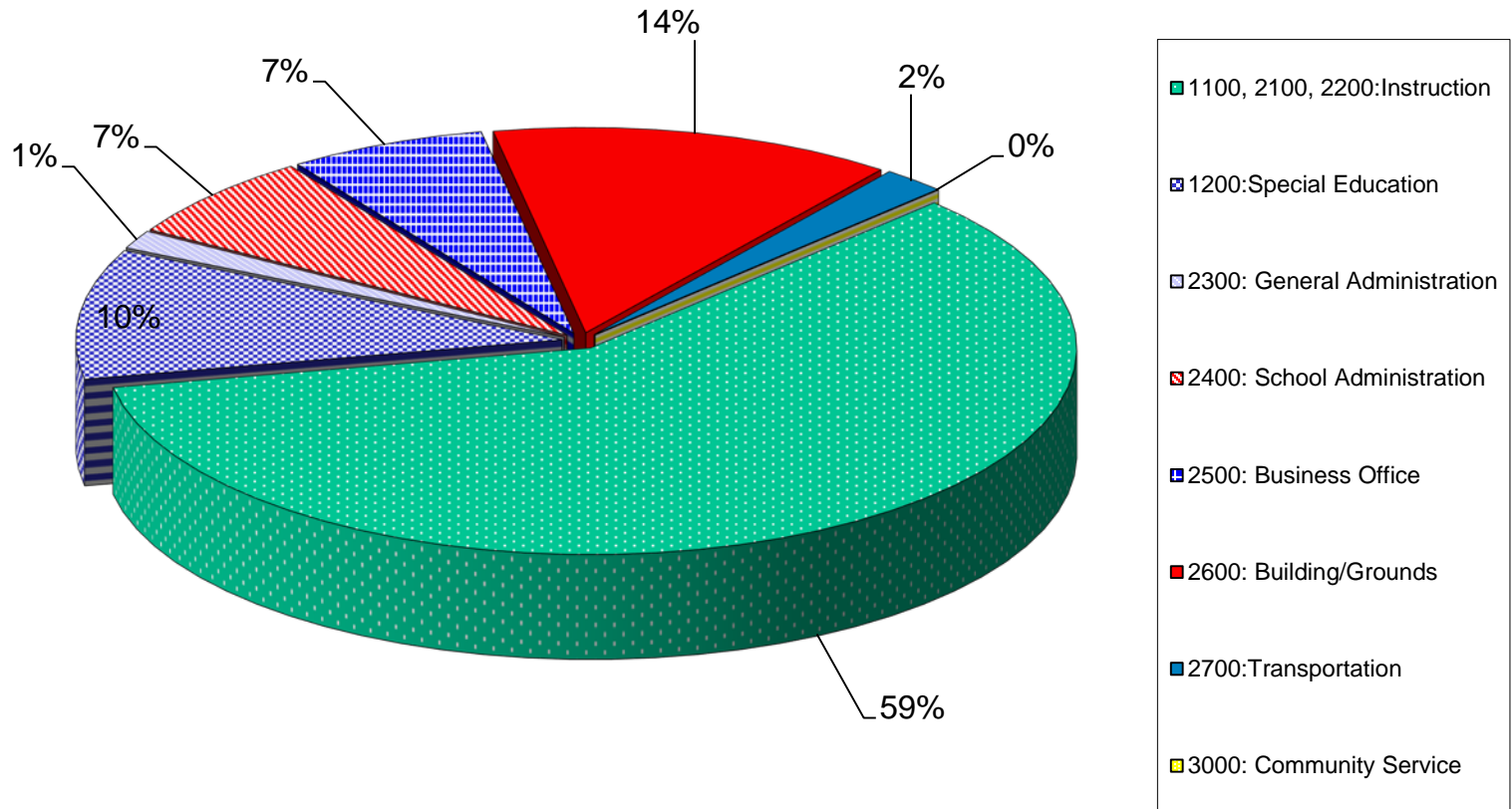


General Fund Expenditures excluding Grants

North Platte Public Schools

Expenditures by Discipline

For the Ten Month Period Ending June 30, 2019



General Fund Expenditures excluding grants

North Platte Public Schools
Enterprise Fund
June 2019

Check No	Check Date	Vendor Name	Check Amount
00220380	6/10/2019	ANDERSON, DEAN E.	\$4,102.50
00220381	6/10/2019	CHADRON STATE COLLEGE	\$500.00
00220382	6/10/2019	GRAPHIC EDGE	\$778.32
00220383	6/10/2019	GRAPHIC EDGE	\$689.65
00220384	6/10/2019	HIRSCHFELDS	\$623.04
00220385	6/10/2019	LAKE MALONEY GOLF COURSE	\$300.04
00220386	6/10/2019	MULTICARD INC	\$820.00
00220387	6/10/2019	WHEATON, KENDALL L.	\$4,000.00
00220388	6/10/2019	WHITETAIL SCREEN PRINT	\$1,214.00
00220389	6/12/2019	NPPS SCHOOL NUTRITION PROGRAM	\$38.67
00220390	6/12/2019	STEELE'S ROOFING & CONSTRUCTION INC.	\$5,494.85
00220391	6/12/2019	NEARFALL LLC	\$4,190.00
00220392	6/12/2019	SCOTTSBLUFF HIGH SCHOOL	\$13,901.79
00220393	6/12/2019	UNIVERSITY OF NEBRASKA - KEARNEY	\$500.00
00220394	6/14/2019	ADY, SAMANTHA	\$300.00
00220395	6/14/2019	BARNER, BECKY & JEFF	\$75.00
00220396	6/14/2019	BERGERON, NIKKI	\$350.00
00220397	6/14/2019	BERRY, ANTHONY	\$450.00
00220398	6/14/2019	BEYER, MARTY	\$325.00
00220399	6/14/2019	BROMAN, MONICA	\$150.00
00220400	6/14/2019	BROTT, DOUGLAS	\$325.00
00220401	6/14/2019	BROTT, TRINA	\$225.00
00220402	6/14/2019	BURFORD, STACY	\$450.00
00220403	6/14/2019	BUTTLER, CHRIS	\$325.00
00220404	6/14/2019	CARLSON, SCOTT	\$425.00
00220405	6/14/2019	CARLSON, VIKKI	\$575.00
00220406	6/14/2019	CLAIR, ELIZABETH	\$250.00
00220407	6/14/2019	CLANG, GARY	\$225.00
00220408	6/14/2019	COMBS, PATRICIA	\$375.00
00220409	6/14/2019	COURTNEY, JAMES	\$300.00
00220410	6/14/2019	CRANKSHAW, DAVID	\$300.00
00220411	6/14/2019	DAVIS, LAURA	\$225.00
00220412	6/14/2019	DORWART, SARAH	\$100.00
00220413	6/14/2019	DOWHOWER, SERENA	\$400.00
00220414	6/14/2019	DRIGGS, JEFF AND/OR KENDRA	\$300.00
00220415	6/14/2019	ECKEL, JULIE	\$375.00
00220416	6/14/2019	EPLEY, AMANDA	\$75.00

00220417	6/14/2019	ESTRADA, FAUSTINO	\$375.00
00220418	6/14/2019	EVANS, SCOTT	\$450.00
00220419	6/14/2019	FUQUA, TRACY	\$225.00
00220420	6/14/2019	GARCIA, KELLY	\$300.00
00220421	6/14/2019	GIFFORD, LYNN	\$450.00
00220422	6/14/2019	GOENTZEL, JEFF	\$375.00
00220423	6/14/2019	GORDON, KENNETH	\$300.00
00220424	6/14/2019	GREENE, MELISSA	\$375.00
00220425	6/14/2019	GRUND, ERIN	\$425.00
00220426	6/14/2019	GUTSCHENRITTER, MICHELLE	\$550.00
00220427	6/14/2019	HALSTED, SCOTT AND/OR MALINDA	\$400.00
00220428	6/14/2019	HAM, ANDREA	\$250.00
00220429	6/14/2019	HANEBOG, JENNIFER	\$625.00
00220430	6/14/2019	HATCH, KAREN	\$500.00
00220431	6/14/2019	HEDGECOCK, JALEA	\$525.00
00220432	6/14/2019	HOU, SARA	\$425.00
00220433	6/14/2019	HOWARD, DAVID AND/OR JODI	\$150.00
00220434	6/14/2019	JONES, JAY &/OR HEIDI	\$75.00
00220435	6/14/2019	KOEHN, COURTNEY	\$300.00
00220436	6/14/2019	KRING, GREG	\$600.00
00220437	6/14/2019	LANGE, BRIDGET	\$300.00
00220438	6/14/2019	LANGE, SHANNON	\$150.00
00220439	6/14/2019	LINDLEY, HELEN	\$725.00
00220440	6/14/2019	MARSHALL, KEVIN	\$300.00
00220441	6/14/2019	MATUSZCZAK, DALE &/OR TESSA	\$325.00
00220442	6/14/2019	MCINTOSH, BECKY	\$450.00
00220443	6/14/2019	MILLER, DONALD & KATHY	\$100.00
00220444	6/14/2019	MILLER-CARTER, MONICA	\$150.00
00220445	6/14/2019	MLADY, JENNIFER	\$75.00
00220446	6/14/2019	MOHR, ANGELA AND/OR SAMUEL	\$250.00
00220447	6/14/2019	MOORE, RAYAN	\$550.00
00220448	6/14/2019	MORRELL, MIKE	\$400.00
00220449	6/14/2019	MOSS, SHAWN & BECCA	\$75.00
00220450	6/14/2019	NEWSOME, EDITH	\$525.00
00220451	6/14/2019	O'DONNELL, LORIE	\$500.00
00220452	6/14/2019	ORR, SHANNON	\$75.00
00220453	6/14/2019	OSTRANDER, KATHY	\$1,000.00
00220454	6/14/2019	PARSONS, JODY	\$400.00
00220455	6/14/2019	PATTERSON, KEN	\$100.00
00220456	6/14/2019	PICQUET, JENNIFER	\$300.00
00220457	6/14/2019	REED, ADAM	\$300.00
00220458	6/14/2019	REEVES, WILLIAM	\$225.00

00220459	6/14/2019	RICHEY, MEGAN	\$225.00
00220460	6/14/2019	RIEWE, LORI	\$300.00
00220461	6/14/2019	SAUER, COLLETTE	\$75.00
00220462	6/14/2019	SCHLEDEWITZ, TERI	\$200.00
00220463	6/14/2019	SCHNEIDER, JENNIFER	\$75.00
00220464	6/14/2019	SCOVILL, BRENDA	\$250.00
00220465	6/14/2019	SEXSON, MANDY	\$225.00
00220466	6/14/2019	SMITH, DIANA	\$425.00
00220467	6/14/2019	SMITH, REBEKAH	\$300.00
00220468	6/14/2019	SMITH, ROBERT S AND/OR AMY J	\$525.00
00220469	6/14/2019	SORENSEN, PAUL & CAROLINE	\$625.00
00220470	6/14/2019	STONE, JOHN & JESSICA	\$375.00
00220471	6/14/2019	TAGWERKER, KELLIE	\$450.00
00220472	6/14/2019	TROTTA, ROCCO	\$725.00
00220473	6/14/2019	UPPAL, TREVA	\$250.00
00220474	6/14/2019	VAK, JOSEPH & LAURIE	\$600.00
00220475	6/14/2019	WAGNER, JOHN	\$475.00
00220476	6/14/2019	WAGNER, REBECCA	\$200.00
00220477	6/14/2019	WIGHTMAN, SONDRAL	\$375.00
00220478	6/14/2019	WINKLER, JEREMIAH	\$75.00
00220479	6/17/2019	US BANK	\$52,045.13
00220480	6/18/2019	CONDONS HOUSE OF SIGNS	\$67.00
00220481	6/18/2019	KOEHN, COURTNEY	\$40.00
00220482	6/18/2019	WHITETAIL SCREEN PRINT	\$2,670.00
00220483	6/19/2019	GRAPHIC EDGE	\$1,952.82
00220484	6/19/2019	GRAPHIC EDGE	\$760.79
00220485	6/19/2019	HERSHEY PUBLIC SCHOOLS	\$125.00
00220486	6/19/2019	LANTIS, BOB	\$60.00
00220487	6/19/2019	PAXTON, ARLAN	\$60.00
00220488	6/19/2019	VARSITY SPIRIT FASHIONS	\$15,940.75
00220489	6/25/2019	BARTELS, PATRICIA A.	\$40.00
00220490	6/25/2019	CONCORDIA UNIVERSITY	\$500.00
00220491	6/25/2019	GRAPHIC EDGE	\$525.12
00220492	6/25/2019	LOU'S SPORTING GOODS	\$251.60
00220493	6/25/2019	UNIVERSITY OF NEBRASKA - KEARNEY	\$750.00
00220494	6/25/2019	VARSITY SPIRIT FASHIONS	\$11,233.10
00220495	7/1/2019	AWARDS UNLIMITED INC	\$126.60
00220496	7/1/2019	HENRY SCHEIN	\$10,999.56
00220497	7/1/2019	LOU'S SPORTING GOODS	\$2,164.94
00220498	7/2/2019	COCA-COLA/PREMIUM FOOD & BEVERAGE	\$664.84
00220499	7/2/2019	LANGLEY, MATTHEW	\$285.60
00220500	7/2/2019	UNIVERSITY PUB INC	\$4,851.00

Grand Total:	171,866.71
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North Platte Public Schools
Operating Fund
June 2019

Check No	Check Date	Vendor Name	Check Amount
	6/20/2019	Payroll	\$2,259,225.87
00003059	6/10/2019	NEBRASKA STATE TAX COMMISSIONER	\$81,554.93
00003063	6/10/2019	NEBRASKA RETIREMENT SYSTEMS	\$435,820.79
00003066	6/20/2019	AMERICAN FAMILY LIFE ASSURANCE CO.	\$6,606.37
00003067	6/20/2019	NEBRASKA CHILD SUPPORT PAYMENT CENTER	\$221.00
00003068	6/20/2019	NATIONWIDE	\$25,031.37
00003070	6/20/2019	INTERNAL REVENUE SERVICE	\$569,672.20
00624972	6/5/2019	HOMETOWN LEASING	\$9,650.22
00624973	6/5/2019	NASCD	\$80.00
00624974	6/6/2019	AMAZON.COM CORPORATE CREDIT	\$587.47
00624975	6/6/2019	BOK FINANCIAL CORPORATION	\$33,291.25
00624976	6/6/2019	HATCH, LAURIE	\$167.48
00624977	6/6/2019	PURSLEY, TAMMY	\$518.96
00624978	6/12/2019	APPLIED RISK SOLUTIONS, INC	\$1,250.00
00624979	6/12/2019	DATASHIELD CORPORATION	\$87.00
00624980	6/12/2019	NPPS SCHOOL NUTRITION PROGRAM	\$23,169.85
00624981	6/12/2019	US CELLULAR	\$416.66
00624982	6/12/2019	VERIZON NETWORK FLEET	\$92.80
00624983	6/12/2019	ANDERSEN, SHERI	\$480.20
00624984	6/12/2019	ANTHONY, MARK & KRISTY	\$579.30
00624985	6/12/2019	ARENSDORF, ERIN &/OR WYATT	\$638.72
00624986	6/12/2019	AXFORD, KARLA	\$1,873.21
00624987	6/12/2019	BARKER, RANDY & NIKKI	\$858.36
00624988	6/12/2019	BARNER, BECKY & JEFF	\$1,527.37
00624989	6/12/2019	BARNETTE, NEIL AND JACKIE	\$1,276.75
00624990	6/12/2019	BARTLING, MICHAEL & LAVONNE	\$842.33
00624991	6/12/2019	BLACK, AMY	\$1,065.69
00624993	6/12/2019	BOKOSKIE, SARAH	\$488.96
00624994	6/12/2019	BOOTH, THERESA	\$814.40
00624995	6/12/2019	BORGES, BRAD	\$1,258.71
00624996	6/12/2019	BOWERS, MELISSA	\$457.20
00624997	6/12/2019	BRINKER, MICHELLE	\$450.28
00624998	6/12/2019	BRISTOL, MALINDA	\$1,057.75
00624999	6/12/2019	BROUILLETTE, TIM	\$768.12
00625000	6/12/2019	BROWN, BILLY JOE AND/OR JAN	\$2,605.84
00625001	6/12/2019	CARR, TODD & GINGER	\$1,129.94
00625002	6/12/2019	CAUDY, LINDSAY	\$671.73

00625003	6/12/2019	CAUFFMAN, CASH & AMY	\$2,079.28
00625004	6/12/2019	DAVIDSON, MELISA	\$421.15
00625005	6/12/2019	DAVIS, KELLEY & JASON	\$497.55
00625006	6/12/2019	DOBESH, DONALD AND REBECCA	\$649.18
00625007	6/12/2019	DOWHOWER, MICHELLE	\$833.11
00625008	6/12/2019	DOWLING, JAMES AND/OR ANGELA	\$2,236.85
00625009	6/12/2019	DOWNING, GORDON &/OR KRIS	\$304.15
00625010	6/12/2019	DRIGGS, JEFF AND/OR KENDRA	\$1,307.81
00625011	6/12/2019	ECKEL, JOHN	\$291.59
00625012	6/12/2019	EGAN, CRYSTAL & PHILLIP	\$312.45
00625013	6/12/2019	EINSPAHR, JESSICA	\$825.91
00625014	6/12/2019	ENGLER, JOEL	\$575.22
00625015	6/12/2019	EPLER, TROY AND JOY	\$1,006.68
00625016	6/12/2019	EPLEY, AMANDA	\$1,181.75
00625017	6/12/2019	FHUERE, SAMUEL & SAMANTHA	\$1,405.38
00625018	6/12/2019	FINKE, JENNIFER	\$1,039.43
00625019	6/12/2019	GARTRELL, JOSH & JOHNA	\$671.47
00625020	6/12/2019	GINN, LYNDON & SHELLY	\$688.47
00625021	6/12/2019	GODFREY, CRAIG AND/OR KATHY	\$542.18
00625022	6/12/2019	GOLTER, TREVOR	\$1,327.29
00625023	6/12/2019	GUENIN, SCOTT AND/OR TRISHA	\$1,277.44
00625024	6/12/2019	HALSTED, SCOTT AND/OR MALINDA	\$997.59
00625025	6/12/2019	HAMPTON, NICOLE	\$662.18
00625026	6/12/2019	HANSEN, JILL	\$1,385.39
00625027	6/12/2019	HANSEN, STACEY	\$658.56
00625028	6/12/2019	HARWAGER, FRANK & MEGAN	\$646.39
00625029	6/12/2019	HASENAUER, KELLEY	\$1,429.50
00625030	6/12/2019	HEIL, RC & CHRISTIAN	\$961.30
00625031	6/12/2019	HODGSON, MICHELLE	\$1,802.81
00625032	6/12/2019	HORNE, SUSAN	\$754.59
00625033	6/12/2019	HOWARD, DAVID AND/OR JODI	\$1,516.48
00625034	6/12/2019	HULQUIST, EILEEN	\$1,316.08
00625035	6/12/2019	JACOBSON, TARA AND/OR TODD	\$789.35
00625036	6/12/2019	JENSEN, HEATHER	\$795.47
00625037	6/12/2019	JOHNSON, LUKE & LISA	\$2,218.94
00625038	6/12/2019	LANGE, BRIDGET	\$493.92
00625039	6/12/2019	LEIBHART, MIKE AND/OR KRISTI	\$950.73
00625040	6/12/2019	LONG, CARLA RAMSEY	\$1,660.14
00625041	6/12/2019	LUKAS, NATE & SUE	\$1,554.83
00625042	6/12/2019	MANNING, TIFFANY	\$797.41
00625043	6/12/2019	MARSHALL, KEVIN	\$985.76
00625044	6/12/2019	MATHIEU, TINA	\$1,762.92

00625045	6/12/2019	MATUSZCZAK, DALE &/OR TESSA	\$2,143.80
00625046	6/12/2019	MCCUISTON, RICHIE	\$1,040.83
00625047	6/12/2019	MCCUSKEY, RICHARD & KAREN	\$1,340.38
00625048	6/12/2019	MCENTEE, JASON &/OR SHAYLA	\$924.03
00625049	6/12/2019	MILLER, DONALD & KATHY	\$1,032.99
00625050	6/12/2019	MITCHELL, MELISSA	\$969.95
00625051	6/12/2019	MOHR, ANGELA AND/OR SAMUEL	\$920.90
00625052	6/12/2019	MORLAND, CARA	\$1,029.56
00625053	6/12/2019	MORRELL, MIKE	\$1,342.40
00625054	6/12/2019	MORRISON, BROOKE	\$1,591.57
00625055	6/12/2019	MOSS, SHAWN & BECCA	\$2,733.35
00625056	6/12/2019	NEIDHARDT, VICKI	\$632.27
00625057	6/12/2019	NEMECEK, JEFF &/OR BECCA	\$597.06
00625058	6/12/2019	NICHELSON, NATE &/OR TAMMY	\$666.49
00625059	6/12/2019	O'BRIEN, MELANIE	\$723.40
00625060	6/12/2019	ODELL, TIM & AMANDA	\$1,230.28
00625061	6/12/2019	OSTRANDER, KATHY	\$1,995.25
00625062	6/12/2019	PETERSEN, JOLYNN	\$1,124.30
00625063	6/12/2019	PETERSON, SHAWN & TRACI	\$430.44
00625064	6/12/2019	POST, GREG AND/OR NICOLE	\$1,236.18
00625065	6/12/2019	POWELL-JOY, LAURA	\$731.82
00625066	6/12/2019	PREECE, JENNI	\$1,262.96
00625067	6/12/2019	PUCKET, JOEY AND/OR HEATHER	\$623.51
00625068	6/12/2019	PURDY, LEAH	\$1,396.20
00625069	6/12/2019	RHOADES, STEVEN	\$609.96
00625070	6/12/2019	ROBINSON, MELISSA	\$706.48
00625071	6/12/2019	RUDA, NIKI	\$1,279.42
00625072	6/12/2019	RUTHERFORD, PETER &/OR SHANA	\$1,282.14
00625073	6/12/2019	SAUER, COLLETTE	\$789.94
00625074	6/12/2019	SMITH, ROBERT S AND/OR AMY J	\$1,066.19
00625075	6/12/2019	SMITH, WILLIAM AND/OR DIANA	\$267.29
00625076	6/12/2019	SONGSTER, DANA	\$744.68
00625077	6/12/2019	SORENSEN, PAUL & CAROLINE	\$1,167.46
00625078	6/12/2019	SPONIE, BRANDI & CHRIS	\$366.33
00625079	6/12/2019	STEARLEY, RAEANN	\$737.49
00625080	6/12/2019	STEELE, MELISSA & SCOTT	\$1,751.34
00625081	6/12/2019	STINE, BECKY	\$589.55
00625082	6/12/2019	STODDARD, JUSTIN & KELLY	\$540.20
00625083	6/12/2019	STOPPKOTTE, JOHN AND/OR STEPHANIE	\$1,558.78
00625084	6/12/2019	SUDBECK, JASON &/OR STACEY	\$970.66
00625085	6/12/2019	UEHLING, GREGG & JANELLE	\$477.72
00625086	6/12/2019	UNGER, LORI AND MIKE	\$1,078.92

00625087	6/12/2019	UPPAL, TREVA	\$364.32
00625088	6/12/2019	VAK, JOSEPH & LAURIE	\$513.75
00625089	6/12/2019	WALTERS, JILL	\$710.41
00625090	6/12/2019	WEBSTER, JOHN & LANA	\$1,543.21
00625091	6/12/2019	WHIPPLE, GINA M.	\$431.43
00625092	6/12/2019	WOOD, MIKE &/OR JANICE	\$1,191.01
00625093	6/12/2019	YOSHIDA, DAVE AND/OR LORI	\$857.08
00625094	6/17/2019	US BANK	\$405,130.51
00625095	6/20/2019	ACCELERATED RECEIVABLES SOLUTIONS	\$18.28
00625096	6/20/2019	BLUE CROSS/BLUE SHIELD OF NEBRASKA	\$232,025.73
00625097	6/20/2019	COLONIAL LIFE & ACCIDENT INS	\$630.01
00625098	6/20/2019	CREDIT MANAGEMENT SERVICES INC	\$390.78
00625099	6/20/2019	FLEX BENEFIT 125 PLAN	\$12,060.51
00625100	6/20/2019	GC SERVICES, LP	\$552.52
00625101	6/20/2019	MADISON NATIONAL LIFE	\$3,135.20
00625102	6/20/2019	MIDLAND FUNDING LLC	\$728.37
00625103	6/20/2019	NATIONAL INSURANCE SERVICES	\$4,253.72
00625104	6/20/2019	NORTH PLATTE PUBLIC SCHOOLS FOUNDATIO	\$531.00
00625105	6/20/2019	VISION SERVICE PLAN	\$2,975.29
00625106	6/19/2019	ASI	\$295.50
00625107	6/19/2019	CHARLIE'S NORTH PLATTE PLUMBING	\$449.23
00625108	6/19/2019	D & N EVENT CENTER, INC	\$2,000.00
00625109	6/19/2019	KELLEY SCRITSMIER BYRNE PC	\$5,251.05
00625110	6/19/2019	MCKINLEY EDUCATION CENTER	\$413.41
00625111	6/19/2019	NORTHWESTERN PUBLIC SERVICE	\$1,952.40
00625112	6/19/2019	VERIZON WIRELESS	\$2,015.25
00625113	6/21/2019	BOESER, BERNIE &/OR AUDREY	\$1,123.05
00625114	6/28/2019	MCKINLEY EDUCATION CENTER	\$60,000.00
00625115	6/28/2019	NORTHWESTERN PUBLIC SERVICE	\$2,872.48
00625116	7/2/2019	AG-VALLEY COOP	\$282.30
00625117	7/2/2019	ALL CITY GLASS	\$23,887.26
00625118	7/2/2019	ALPHA REHABILITATION PC	\$2,115.58
00625119	7/2/2019	AMAN, DANIELLE	\$325.56
00625120	7/2/2019	AMERICAN BUS SALES, LLC	\$5,920.00
00625121	7/2/2019	ANDERSON, KELLY	\$80.07
00625122	7/2/2019	BOOKS GALORE INC	\$1,079.46
00625123	7/2/2019	BOWERS, MELISSA	\$457.20
00625124	7/2/2019	CARLSON, VIKKI	\$382.80
00625125	7/2/2019	CENGAGE LEARNING	\$1,395.69
00625126	7/2/2019	CHARLIE'S NORTH PLATTE PLUMBING	\$128.00
00625127	7/2/2019	CHILD & FAMILY THERAPY INSTITUTE OF NE	\$100.00
00625128	7/2/2019	CITY OF NORTH PLATTE	\$314.30

00625129	7/2/2019	COHAGEN TRANSFER AND STORAGE	\$2,178.00
00625130	7/2/2019	COMFORT INN - KEARNEY	\$734.65
00625131	7/2/2019	COMPUTER INFORMATION CONCEPTS	\$2,877.00
00625132	7/2/2019	CONDONS HOUSE OF SIGNS	\$186.25
00625133	7/2/2019	CONNECTIONS INC EAP	\$1,102.52
00625134	7/2/2019	CRESCENT ELECTRIC	\$3,320.38
00625135	7/2/2019	DATASHIELD CORPORATION	\$147.00
00625136	7/2/2019	DEERE CREDIT, INC	\$867.51
00625137	7/2/2019	EAKES OFFICE SOLUTIONS	\$12,059.02
00625138	7/2/2019	ESU #16	\$10,863.65
00625139	7/2/2019	ESU COORDINATING COUNCIL	\$2,964.00
00625140	7/2/2019	FAHNHOLZ SEPTIC & CESSPOOL PLUMBING	\$1,715.00
00625141	7/2/2019	FAMILY SKILL BUILDING SERVICES INC	\$8,476.84
00625142	7/2/2019	FORNANDER, NEAL	\$161.32
00625143	7/2/2019	FREDERICK, BROOKE	\$50.09
00625144	7/2/2019	GLOBAL TELETHERAPY	\$4,524.87
00625145	7/2/2019	HANSON, RON	\$100.00
00625146	7/2/2019	HENLINE, MARCIA	\$312.22
00625147	7/2/2019	HILD PROPANE	\$1,604.02
00625148	7/2/2019	HOMETOWN LEASING	\$5,556.86
00625149	7/2/2019	HOUCHEN BINDERY LTD	\$615.00
00625150	7/2/2019	HUGHES, MARNIA	\$89.20
00625151	7/2/2019	INTERFACE FLOORING SYSTEMS	\$951.80
00625152	7/2/2019	JONESON, BRETT	\$67.92
00625153	7/2/2019	KELN-FM - MIX 97 ONE	\$600.00
00625154	7/2/2019	LIENEMANN, CHERISH	\$92.05
00625155	7/2/2019	LIVINGSTON, DIANE	\$90.48
00625156	7/2/2019	MIDWEST CONNECT	\$1,422.04
00625157	7/2/2019	UNL BOARD OF REGENTS	\$2,179.68
00625158	7/2/2019	EBSCO PUBLISHING	\$370.23
00625159	7/2/2019	MATHESON TRI-GAS/LINWELD	\$65.00
00625160	7/2/2019	MCARTHUR, MERYL	\$33.65
00625161	7/2/2019	MENTZER OIL COMPANY	\$3,367.14
00625162	7/2/2019	MEYER CREATIVE PRINT & DESIGN INC	\$42.00
00625163	7/2/2019	MIDWEST FLOOR SPECIALISTS	\$3,408.85
00625164	7/2/2019	MILLS, KEVIN	\$72.16
00625165	7/2/2019	MOHR, MINDEE	\$1,014.38
00625166	7/2/2019	MOSAIC @ BETHPAGE VILLAGE	\$23,175.60
00625167	7/2/2019	MROCZEK, MARC	\$42.11
00625168	7/2/2019	NCSA (NE COUNCIL OF SCHOOL ADMIN.)	\$1,795.00
00625169	7/2/2019	NEBRASKA LIBRARY ASSOCIATION	\$18.00
00625170	7/2/2019	NORTH PLATTE PUBLIC SCHOOLS FOUNDATIO	\$100.00

00625171	7/2/2019	ONE CALL CONCEPTS INC	\$6.15
00625172	7/2/2019	OUDERKIRK, TEVIN	\$21.91
00625173	7/2/2019	PRO PRINTING & GRAPHICS/THE COPY HOUSE	\$572.60
00625174	7/2/2019	PROTEX CENTRAL INC	\$7,268.59
00625175	7/2/2019	RIVERSIDE TECHNOLOGIES INC	\$1,380.00
00625176	7/2/2019	ROBINSON, MELISSA	\$79.35
00625177	7/2/2019	RUDA, NIKI	\$399.00
00625178	7/2/2019	SAM'S LAWN SERVICE	\$870.00
00625179	7/2/2019	SKILES, DUANE D	\$2,450.00
00625180	7/2/2019	SNELL SERVICES INC	\$18,401.84
00625181	7/2/2019	STECKELBERG-FURLEY, SHEILA	\$32.00
00625182	7/2/2019	TELEGRAPH	\$927.75
00625183	7/2/2019	TUENGE, MARGARET	\$69.60
00625184	7/2/2019	UPPAL, TREVA	\$79.76
00625185	7/2/2019	VAN DIEST SUPPLY CO.	\$575.85
00625186	7/2/2019	VERNIER SOFTWARE & TECHNOLOGY LLC	\$13,734.78
00625187	7/2/2019	WEIDENHAMMER SYSTEMS CORPORATION	\$32,133.54
00625188	7/2/2019	YORK RISK SERVICES GROUP INC	\$1,040.00
00625189	7/2/2019	LANGLEY, MATTHEW	\$4,227.50
00625190	7/2/2019	MORGAN, TRACI	\$276.08
Grand Total:			3,937,726.99

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BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
110 CLERICAL_BUSDRIVERS	.00	.00	.00	.00	.00	.00
111 TEACHERS/PROFESSIONALS	36,950.00	.00	.00	.00	36,950.00	.00
112 PARAPROFESSIONALS	40,800.00	.00	3,583.78	18,669.19	22,130.81	45.76
123 SUBSTITUTE TEACHERS	51,800.00	.00	2,255.00	2,255.00	49,545.00	4.35
151 INCENTIVE PROFESSIONAL STAFF	460,573.00	.00	.00	2,244.75	458,328.25	.49
211 HEALTH CARE PROFESSIONAL	9,500.98	.00	.00	190.00	9,310.98	2.00
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	106.49	1,061.18	-1,061.18	.00
220 FICA NON INSTRUCTIONAL	35,994.00	.00	.00	.00	35,994.00	.00
221 FICA PROFESSIONAL	.00	.00	.00	166.31	-166.31	.00
222 FICA PARAPROFESSIONAL	.00	.00	251.48	1,244.13	-1,244.13	.00
223 FICA SUBSTITUTES	.00	.00	172.51	172.51	-172.51	.00
231 RETIREMENT PROFESSIONAL	.00	.00	.00	221.75	-221.75	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	76.00	678.58	-678.58	.00
260 LIFE INSURANCE	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	492,984.00	.00	.00	.00	492,984.00	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	23,000.00	-23,000.00	.00
000 DISTRICT WIDE	1,128,601.98	.00	6,445.26	49,903.40	1,078,698.58	4.42

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	3,422,235.15	.00	278,268.40	2,784,752.95	637,482.20	81.37
112 PARAPROFESSIONALS	39,902.00	.00	1,854.00	20,844.38	19,057.62	52.24
123 SUBSTITUTE TEACHERS	100,000.00	.00	6,485.00	90,360.00	9,640.00	90.36
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	574.00	1,396.00	-1,396.00	.00
211 HEALTH CARE PROFESSIONAL	353,493.83	.00	19,404.08	192,806.47	160,687.36	54.54
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	123.47	1,343.15	-1,343.15	.00
220 FICA NON INSTRUCTIONAL	318,584.00	.00	.00	.00	318,584.00	.00
221 FICA PROFESSIONAL	.00	.00	21,527.48	215,083.84	-215,083.84	.00
222 FICA PARAPROFESSIONAL	.00	.00	141.84	1,594.38	-1,594.38	.00
223 FICA SUBSTITUTES	.00	.00	487.85	6,823.89	-6,823.89	.00
230 RETIREMENT NON INSTRUCTIONAL	423,265.39	.00	.00	.00	423,265.39	.00
231 RETIREMENT PROFESSIONAL	.00	.00	27,564.79	275,422.95	-275,422.95	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	127.91	1,197.76	-1,197.76	.00
233 RETIREMENT SUBS	.00	.00	249.46	2,518.89	-2,518.89	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	18,836.67	189,193.80	-189,193.80	.00
333 MILEAGE STAFF	.00	.00	.00	984.87	-984.87	.00
340 OTHER PROFESSIONAL SERVICES	11,550.00	.00	788.69	6,001.97	5,548.03	51.97
580 TRAVEL:MEAL,HOTEL,RENTAL	2,500.00	.00	40.80	2,181.93	318.07	87.28
610 GENERAL SUPPLIES	110,000.00	-2,942.90	5,811.11	64,850.31	48,092.59	56.28
612 COPY COST	30,000.00	.00	13,691.43	36,266.32	-6,266.32	120.89
640 BOOKS/PERIODICALS	4,000.00	.00	.00	1,261.79	2,738.21	31.54
733 FURNITURE AND FIXTURES	68,000.00	153.70	-29.63	45,410.46	22,435.84	67.01
890 MISCELLANEOUS EXPENDITURES	20,000.00	.00	1,890.78	17,675.33	2,324.67	88.38
001 HIGH SCHOOL	4,903,530.37	-2,789.20	397,838.13	3,957,971.44	948,348.13	80.66

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	2,059,971.50	.00	168,309.72	1,717,901.79	342,069.71	83.39
112 PARAPROFESSIONALS	15,300.00	.00	1,437.39	14,526.45	773.55	94.94
123 SUBSTITUTE TEACHERS	45,000.00	.00	6,440.00	48,547.00	-3,547.00	107.88
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	268.73	3,121.07	-3,121.07	.00
210 HEALTH CARE NON-INSTRUCTIONAL	12,400.00	.00	.00	.00	12,400.00	.00
211 HEALTH CARE PROFESSIONAL	327,000.00	.00	8,272.43	82,946.69	244,053.31	25.37
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	402.02	4,015.18	-4,015.18	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	11.28	163.76	-163.76	.00
220 FICA NON INSTRUCTIONAL	166,821.00	.00	.00	.00	166,821.00	.00
221 FICA PROFESSIONAL	.00	.00	13,491.60	137,888.32	-137,888.32	.00
222 FICA PARAPROFESSIONAL	.00	.00	94.91	960.38	-960.38	.00
223 FICA SUBSTITUTES	.00	.00	492.09	3,705.55	-3,705.55	.00
230 RETIREMENT NON INSTRUCTIONAL	204,992.00	.00	.00	.00	204,992.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	16,651.86	169,999.02	-169,999.02	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	141.98	1,434.87	-1,434.87	.00
233 RETIREMENT SUBS	.00	.00	88.91	711.96	-711.96	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	16,091.86	165,406.87	-165,406.87	.00
333 MILEAGE STAFF	800.00	.00	.00	425.65	374.35	53.21
340 OTHER PROFESSIONAL SERVICES	.00	.00	648.75	917.50	-917.50	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	700.00	.00	223.07	1,213.86	-513.86	173.41
610 GENERAL SUPPLIES	68,043.00	19,739.57	4,663.77	36,093.23	12,210.20	82.06
612 COPY COST	18,000.00	.00	4,012.48	31,725.25	-13,725.25	176.25
733 FURNITURE AND FIXTURES	14,000.00	669.00	.00	5,633.95	7,697.05	45.02
890 MISCELLANEOUS EXPENDITURES	.00	.00	588.55	2,767.25	-2,767.25	.00
002 ADAMS MIDDLE SCHOOL	2,933,027.50	20,408.57	242,331.40	2,430,105.60	482,513.33	83.55

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	473,332.00	.00	39,319.89	413,236.88	60,095.12	87.30
112 PARAPROFESSIONALS	21,940.47	.00	2,720.87	28,200.32	-6,259.85	128.53
123 SUBSTITUTE TEACHERS	18,000.00	.00	900.00	27,705.00	-9,705.00	153.92
210 HEALTH CARE NON-INSRUCTIONAL	7,878.45	.00	.00	.00	7,878.45	.00
211 HEALTH CARE PROFESSIONAL	50,796.32	.00	1,880.60	20,552.16	30,244.16	40.46
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	245.34	2,498.80	-2,498.80	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	19.54	-19.54	.00
220 FICA NON INSTRUCTIONAL	40,930.26	.00	.00	.00	40,930.26	.00
221 FICA PROFESSIONAL	.00	.00	3,224.82	33,540.59	-33,540.59	.00
222 FICA PARAPROFESSIONAL	.00	.00	188.82	1,967.63	-1,967.63	.00
223 FICA SUBSTITUTES	.00	.00	68.85	2,117.91	-2,117.91	.00
230 RETIREMENT NON INSTRUCTIONAL	48,921.43	.00	.00	.00	48,921.43	.00
231 RETIREMENT PROFESSIONAL	.00	.00	3,883.93	40,818.69	-40,818.69	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	268.76	2,785.58	-2,785.58	.00
233 RETIREMENT SUBS	.00	.00	.00	57.46	-57.46	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	4,516.72	46,277.40	-46,277.40	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	20.00	-20.00	.00
580 TRAVEL;MEAL,HOTEL,RENTAL	70.00	.00	19.60	279.63	-209.63	**
610 GENERAL SUPPLIES	19,942.00	2,250.01	1,149.82	13,053.54	4,638.45	76.74
612 COPY COST	7,000.00	.00	1,617.17	5,708.69	1,291.31	81.55
625 CONSUMABLES	1,300.00	.00	.00	.00	1,300.00	.00
733 FURNITURE AND FIXTURS	12,500.00	2,285.20	.00	.00	10,214.80	18.28
890 MISCELLANEOUR EXPENDITURES	.00	.00	99.83	1,793.47	-1,793.47	.00
003 BUFFALO ELEMENTARY	702,610.93	4,535.21	60,105.02	640,633.29	57,442.43	91.82

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	986,041.00	.00	76,490.67	793,941.19	192,099.81	80.52
112 PARAPROFESSIONALS	14,118.30	.00	1,298.54	12,909.30	1,209.00	91.44
123 SUBSTITUTE TEACHERS	17,000.00	.00	2,065.00	25,320.00	-8,320.00	148.94
210 HEALTH CARE NON-INSRUCTIONAL	18,600.00	.00	.00	.00	18,600.00	.00
211 HEALTH CARE PROFESSIONAL	137,042.68	.00	4,921.76	49,130.77	87,911.91	35.85
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	31.98	52.82	-52.82	.00
220 FICA NON INSTRUCTIONAL	76,515.10	.00	.00	.00	76,515.10	.00
221 FICA PROFESSIONAL	.00	.00	6,030.71	62,708.36	-62,708.36	.00
222 FICA PARAPROFESSIONAL	.00	.00	99.34	987.55	-987.55	.00
223 FICA SUBSTITUTES	.00	.00	157.14	1,934.85	-1,934.85	.00
230 RETIREMENT NON INSTRUCTIONAL	98,793.20	.00	.00	.00	98,793.20	.00
231 RETIREMENT PROFESSIONAL	.00	.00	7,555.60	77,930.84	-77,930.84	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	128.27	1,275.15	-1,275.15	.00
233 RETIREMENT SUBS	.00	.00	32.11	138.32	-138.32	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	5,334.19	56,855.42	-56,855.42	.00
340 OTHER PROFESSIONAL SERVICES	790.00	.00	.00	104.00	686.00	13.16
580 TRAVEL:MEAL,HOTEL,RENTAL	2,000.00	.00	10.57	71.58	1,928.42	3.58
610 GENERAL SUPPLIES	48,453.00	9,754.96	2,153.02	11,068.68	27,629.36	42.98
612 COPY COST	10,000.00	2,818.16	2,135.28	11,830.74	-4,648.90	146.49
733 FURNITURE AND FIXTURES	21,705.00	.00	1,667.60	3,229.73	18,475.27	14.88
734 TECHNOLOGY HARDWARE	930.00	.00	.00	.00	930.00	.00
890 MISCELLANEOUS EXPENDITURES	2,000.00	430.00	623.99	4,620.60	-3,050.60	**
004 MADISON MIDDLE SCHOOL	1,433,988.28	13,003.12	110,735.77	1,114,109.90	306,875.26	78.60

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	651,060.00	.00	56,024.93	555,567.79	95,492.21	85.33
112 PARAPROFESSIONALS	34,118.30	.00	2,878.28	26,221.34	7,896.96	76.85
123 SUBSTITUTE TEACHERS	26,000.00	.00	1,380.00	11,855.00	14,145.00	45.60
210 HEALTH CARE NON-INSRUCTIONAL	7,579.05	.00	.00	.00	7,579.05	.00
211 HEALTH CARE PROFESSIONAL	75,297.00	.00	2,563.82	26,769.26	48,527.74	35.55
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	413.55	4,131.66	-4,131.66	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	62.51	-62.51	.00
220 FICA NON INSTRUCTIONAL	56,752.00	.00	.00	.00	56,752.00	.00
221 FICA PROFESSIONAL	.00	.00	4,480.51	43,765.30	-43,765.30	.00
222 FICA PARAPROFESSIONAL	.00	.00	203.19	1,835.48	-1,835.48	.00
223 FICA SUBSTITUTES	.00	.00	105.56	905.48	-905.48	.00
230 RETIREMENT NON INSTRUCTIONAL	67,767.00	.00	.00	.00	67,767.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	5,534.05	54,878.04	-54,878.04	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	265.53	2,571.32	-2,571.32	.00
233 RETIREMENT SUBS	.00	.00	11.86	116.00	-116.00	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	5,975.07	55,800.66	-55,800.66	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	115.08	732.99	-732.99	.00
610 GENERAL SUPPLIES	28,315.00	5,635.87	146.41	11,534.00	11,145.13	60.64
612 COPY COST	10,000.00	.00	.00	4,548.35	5,451.65	45.48
625 CONSUMABLES	500.00	.00	.00	.00	500.00	.00
733 FURNITURE AND FIXTURS	2,000.00	.00	.00	4,912.08	-2,912.08	**
890 MISCELLANEOUR EXPENDITURES	.00	.00	83.19	1,636.67	-1,636.67	.00
005 CODY ELEMENTARY	959,388.35	5,635.87	80,181.03	807,843.93	145,908.55	84.79

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
110 CLERICAL_BUSDRIVERS	.00	.00	992.21	9,286.83	-9,286.83	.00
111 TEACHERS/PROFESSIONALS	921,166.00	.00	77,137.93	764,476.07	156,689.93	82.99
112 PARAPROFESSIONALS	48,012.00	.00	1,026.17	12,500.02	35,511.98	26.04
123 SUBSTITUTE TEACHERS	30,000.00	.00	1,860.00	28,959.00	1,041.00	96.53
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	1,511.67	5,374.68	-5,374.68	.00
210 HEALTH CARE NON-INSTRUCTIONAL	45,195.00	.00	.00	.00	45,195.00	.00
211 HEALTH CARE PROFESSIONAL	69,396.00	.00	3,544.35	39,988.04	29,407.96	57.62
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	285.25	2,535.52	-2,535.52	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	191.35	-191.35	.00
220 FICA NON INSTRUCTIONAL	79,029.00	.00	75.91	710.45	78,318.55	.90
221 FICA PROFESSIONAL	.00	.00	6,249.60	61,098.94	-61,098.94	.00
222 FICA PARAPROFESSIONAL	.00	.00	74.54	891.80	-891.80	.00
223 FICA SUBSTITUTES	.00	.00	142.29	2,202.13	-2,202.13	.00
230 RETIREMENT NON INSTRUCTIONAL	93,455.00	.00	98.01	917.32	92,537.68	.98
231 RETIREMENT PROFESSIONAL	.00	.00	7,768.85	76,044.34	-76,044.34	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	101.36	1,234.70	-1,234.70	.00
233 RETIREMENT SUBS	.00	.00	.00	518.49	-518.49	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	6,934.02	68,877.10	-68,877.10	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	250.00	.00	63.86	565.92	-315.92	**
610 GENERAL SUPPLIES	20,756.00	9,648.64	4,150.02	23,329.58	-12,222.22	158.89
612 COPY COST	20,000.00	.00	867.88	11,846.76	8,153.24	59.23
625 CONSUMABLES	10,000.00	.00	.00	.00	10,000.00	.00
733 FURNITURE AND FIXTURES	2,500.00	.00	.00	5,788.44	-3,288.44	**
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	499.75	-499.75	.00
006 JEFFERSON ELEMENTARY	1,339,759.00	9,648.64	112,883.92	1,117,837.23	212,273.13	84.16

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	608,941.00	.00	51,605.35	515,070.63	93,870.37	84.58
112 PARAPROFESSIONALS	17,980.46	.00	1,586.09	14,677.95	3,302.51	81.63
123 SUBSTITUTE TEACHERS	12,000.00	.00	1,395.00	22,210.00	-10,210.00	185.08
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	168.00	2,128.00	-2,128.00	.00
210 HEALTH CARE NON-INSRUCTIONAL	6,499.00	.00	.00	.00	6,499.00	.00
211 HEALTH CARE PROFESSIONAL	69,396.00	.00	2,913.62	31,787.36	37,608.64	45.81
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	8.66	129.35	-129.35	.00
220 FICA NON INSTRUCTIONAL	52,275.00	.00	.00	.00	52,275.00	.00
221 FICA PROFESSIONAL	.00	.00	4,273.19	42,229.48	-42,229.48	.00
222 FICA PARAPROFESSIONAL	.00	.00	121.32	1,122.84	-1,122.84	.00
223 FICA SUBSTITUTES	.00	.00	106.71	1,697.68	-1,697.68	.00
230 RETIREMENT NON INSTRUCTIONAL	55,587.00	.00	.00	.00	55,587.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	5,114.07	51,087.84	-51,087.84	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	156.67	1,449.88	-1,449.88	.00
233 RETIREMENT SUBS	6,340.00	.00	7.41	208.41	6,131.59	3.29
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	4,800.06	48,000.60	-48,000.60	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	300.00	.00	715.34	1,093.74	-793.74	**
610 GENERAL SUPPLIES	31,511.00	4,163.99	640.87	5,653.70	21,693.31	31.16
612 COPY COST	10,000.00	.00	.00	4,411.36	5,588.64	44.11
625 CONSUMABLES	3,107.00	.00	.00	.00	3,107.00	.00
733 FURNITURE AND FIXTURS	7,000.00	.00	.00	5,341.60	1,658.40	76.31
890 MISCELLANEOUR EXPENDITURES	.00	.00	446.21	5,836.11	-5,836.11	.00
007 LINCOLN ELEMENTARY	880,936.46	4,163.99	74,058.57	754,136.53	122,635.94	86.08

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	675,819.00	.00	61,269.86	601,774.77	74,044.23	89.04
112 PARAPROFESSIONALS	23,428.00	.00	661.11	9,238.12	14,189.88	39.43
123 SUBSTITUTE TEACHERS	20,000.00	.00	900.00	15,832.50	4,167.50	79.16
210 HEALTH CARE NON-INSRUCIONAL	6,200.00	.00	.00	.00	6,200.00	.00
211 HEALTH CARE PROFESSIONAL	63,196.00	.00	2,618.57	26,346.83	36,849.17	41.69
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	124.10	-124.10	.00
220 FICA NON INSTRUCTIONAL	56,544.00	.00	.00	.00	56,544.00	.00
221 FICA PROFESSIONAL	.00	.00	4,948.15	48,689.78	-48,689.78	.00
222 FICA PARAPROFESSIONAL	.00	.00	50.58	706.74	-706.74	.00
223 FICA SUBSTITUTES	.00	.00	68.85	1,208.70	-1,208.70	.00
230 RETIREMENT NON INSTRUCTIONAL	66,755.00	.00	.00	.00	66,755.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	6,052.13	59,442.29	-59,442.29	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	65.30	850.76	-850.76	.00
233 RETIREMENT SUBS	.00	.00	.00	215.58	-215.58	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	5,975.07	59,750.70	-59,750.70	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	29.36	268.20	-268.20	.00
610 GENERAL SUPPLIES	34,190.00	5,851.19	4,511.57	17,841.86	10,496.95	69.30
612 COPY COST	12,000.00	.00	3,102.77	10,109.95	1,890.05	84.25
625 CONSUMABLES	1,000.00	.00	.00	118.14	881.86	11.81
733 FURNITURE AND FIXTURES	8,000.00	.00	.00	.00	8,000.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	1,381.91	2,110.96	-2,110.96	.00
009 WASHINGTON ELEMENTARY	967,132.00	5,851.19	91,635.23	854,629.98	106,650.83	88.97

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	579,009.00	.00	55,025.08	546,525.86	32,483.14	94.39
112 PARAPROFESSIONALS	43,590.96	.00	3,000.50	32,290.52	11,300.44	74.08
123 SUBSTITUTE TEACHERS	10,000.00	.00	1,320.00	10,710.00	-710.00	107.10
210 HEALTH CARE NON-INSRUCTIONAL	19,505.00	.00	.00	.00	19,505.00	.00
211 HEALTH CARE PROFESSIONAL	63,495.00	.00	2,923.03	31,302.78	32,192.22	49.30
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	1,120.06	-1,120.06	.00
220 FICA NON INSTRUCTIONAL	51,120.00	.00	.00	.00	51,120.00	.00
221 FICA PROFESSIONAL	.00	.00	4,533.80	45,418.31	-45,418.31	.00
222 FICA PARAPROFESSIONAL	.00	.00	227.35	2,372.29	-2,372.29	.00
223 FICA SUBSTITUTES	.00	.00	100.98	819.34	-819.34	.00
230 RETIREMENT NON INSTRUCTIONAL	61,498.00	.00	.00	.00	61,498.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	5,435.25	53,984.77	-53,984.77	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	296.40	3,189.60	-3,189.60	.00
233 RETIREMENT SUBS	.00	.00	.00	405.99	-405.99	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	6,116.74	61,167.40	-61,167.40	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	26.22	-26.22	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	500.00	.00	6.16	794.42	-294.42	158.88
610 GENERAL SUPPLIES	9,000.00	1,377.50	4,719.44	13,734.97	-6,112.47	167.92
612 COPY COST	10,000.00	.00	.00	.00	10,000.00	.00
625 CONSUMABLES	4,000.00	.00	.00	.00	4,000.00	.00
733 FURNITURE AND FIXTURS	4,000.00	.00	.00	6,470.08	-2,470.08	161.75
734 TECHNOLGOY HARDWARE	2,000.00	.00	.00	1,245.00	755.00	62.25
890 MISCELLANEOUR EXPENDITURES	2,727.00	.00	1,019.54	1,421.28	1,305.72	52.12
010 MCDONALD ELEMENTARY	860,444.96	1,377.50	84,724.27	812,998.89	46,068.57	94.65

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Expenditure Summary Report

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BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	664,364.00	.00	55,187.23	560,752.33	103,611.67	84.40
112 PARAPROFESSIONALS	37,822.94	.00	2,231.90	27,232.98	10,589.96	72.00
123 SUBSTITUTE TEACHERS	20,000.00	.00	1,770.00	25,582.50	-5,582.50	127.91
210 HEALTH CARE NON-INSRUCTIONAL	21,654.00	.00	.00	.00	21,654.00	.00
211 HEALTH CARE PROFESSIONAL	69,695.00	.00	2,081.82	21,454.53	48,240.47	30.78
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	162.91	3,459.90	-3,459.90	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	47.35	-47.35	.00
220 FICA NON INSTRUCTIONAL	58,607.00	.00	.00	.00	58,607.00	.00
221 FICA PROFESSIONAL	.00	.00	4,602.78	46,666.25	-46,666.25	.00
222 FICA PARAPROFESSIONAL	.00	.00	163.06	1,937.68	-1,937.68	.00
223 FICA SUBSTITUTES	.00	.00	135.43	1,956.08	-1,956.08	.00
230 RETIREMENT NON INSTRUCTIONAL	67,342.84	.00	.00	.00	67,342.84	.00
231 RETIREMENT PROFESSIONAL	.00	.00	5,451.29	55,390.20	-55,390.20	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	220.47	2,686.94	-2,686.94	.00
233 RETIREMENT SUBS	.00	.00	.00	101.88	-101.88	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	5,833.40	58,334.00	-58,334.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	300.00	.00	19.88	235.03	64.97	78.34
610 GENERAL SUPPLIES	7,196.00	3,763.94	26.60	5,284.13	-1,852.07	125.74
612 COPY COST	9,000.00	.00	.00	5,003.20	3,996.80	55.59
625 CONSUMABLES	3,000.00	.00	-1.26	930.03	2,069.97	31.00
733 FURNITURE AND FIXTURS	7,273.00	.00	.00	6,060.10	1,212.90	83.32
890 MISCELLANEOUR EXPENDITURES	1,000.00	.00	237.23	1,145.51	-145.51	114.55
011 EISENHOWER ELEMENTARY	967,254.78	3,763.94	78,122.74	824,260.62	139,230.22	85.61

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	329,225.00	.00	33,715.90	402,641.84	-73,416.84	122.30
112 PARAPROFESSIONALS	67,380.93	.00	2,587.56	28,281.82	39,099.11	41.97
123 SUBSTITUTE TEACHERS	10,000.00	.00	480.00	6,750.00	3,250.00	67.50
151 INCENTIVE PROFESSIONAL STAFF	14,000.00	.00	364.00	364.00	13,636.00	2.60
211 HEALTH CARE PROFESSIONAL	38,695.00	.00	2,051.11	24,958.07	13,736.93	64.50
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	678.63	6,628.08	-6,628.08	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	2.85	-2.85	.00
220 FICA NON INSTRUCTIONAL	28,471.00	.00	.00	.00	28,471.00	.00
221 FICA PROFESSIONAL	.00	.00	2,395.36	27,861.94	-27,861.94	.00
222 FICA PARAPROFESSIONAL	.00	.00	179.16	1,961.27	-1,961.27	.00
223 FICA SUBSTITUTES	.00	.00	36.72	515.91	-515.91	.00
230 RETIREMENT NON INSTRUCTIONAL	32,516.00	.00	.00	.00	32,516.00	.00
231 RETIREMENT PROFESSIONAL	175,000.00	.00	3,366.35	39,808.28	135,191.72	22.75
232 RETIREMENT PARAPROFESSIONALS	.00	.00	255.59	2,795.28	-2,795.28	.00
233 RETIREMENT SUBS	.00	.00	.00	4.92	-4.92	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	1,225.02	13,241.89	-13,241.89	.00
290 LONG TERM DISABILITY	.00	.00	3.02	9.06	-9.06	.00
340 OTHER PROFESSIONAL SERVICES	43,890.00	.00	116.25	43,051.25	838.75	98.09
442	.00	.00	.00	46,265.73	-46,265.73	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	2,035.89	-2,035.89	.00
610 GENERAL SUPPLIES	2,000.00	.00	.00	648.00	1,352.00	32.40
630 FOOD:FOOD SERVICES	2,000.00	.00	5,382.40	52,804.00	-50,804.00	**
733 FURNITURE AND FIXTURES	.00	.00	.00	483.04	-483.04	.00
890 MISCELLANEOUS EXPENDITURES	27,000.00	.00	1,893.79	12,970.81	14,029.19	48.04
012 OSGOOD ELEMENTARY	770,177.93	.00	54,730.86	714,083.93	56,094.00	92.72

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	46,188.00	.00	4,002.92	40,029.20	6,158.80	86.67
112 PARAPROFESSIONALS	16,783.00	.00	1,592.54	16,655.35	127.65	99.24
116 PROFESSIONAL NON-CERTIFIED	80,371.00	.00	6,697.62	66,975.84	13,395.16	83.33
216 HEALTH CARE NC PROFESSIONAL	31,200.00	.00	.00	.00	31,200.00	.00
221 FICA PROFESSIONAL	.00	.00	356.41	3,564.11	-3,564.11	.00
222 FICA PARAPROFESSIONAL	.00	.00	121.83	1,274.16	-1,274.16	.00
226 FICA NC PROFESSIONAL	10,966.00	.00	512.19	5,121.90	5,844.10	46.71
231 RETIREMENT PROFESSIONAL	.00	.00	395.40	3,954.00	-3,954.00	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	157.31	1,645.20	-1,645.20	.00
236 RETIREMENT NC PROFESSIONAL	14,159.00	.00	661.58	6,615.71	7,543.29	46.72
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	658.34	6,583.40	-6,583.40	.00
333 MILEAGE STAFF	350.00	.00	.00	872.00	-522.00	**
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	435.15	-435.15	.00
352 OTHER TECHNICAL SERVICES	100.00	.00	.00	.00	100.00	.00
382 DISTANCE EDUCATION ONLY	200.00	.00	.00	.00	200.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	855.17	-855.17	.00
610 GENERAL SUPPLIES	150.00	.00	304.95	6,342.98	-6,192.98	**
733 FURNITURE AND FIXTURES	500.00	.00	.00	.00	500.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	29.94	174.47	-174.47	.00
013 SPECIAL EDUCATION	200,967.00	.00	15,491.03	161,098.64	39,868.36	80.16

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BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	58,012.00	.00	.00	.00	58,012.00	.00
123 SUBSTITUTE TEACHERS	13,823.00	.00	.00	.00	13,823.00	.00
211 HEALTH CARE PROFESSIONAL	5,495.00	.00	.00	.00	5,495.00	.00
220 FICA NON INSTRUCTIONAL	7,096.00	.00	.00	.00	7,096.00	.00
230 RETIREMENT NON INSTRUCTIONAL	6,499.00	.00	.00	.00	6,499.00	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	400.00	37,219.43	-37,219.43	.00
610 GENERAL SUPPLIES	.00	.00	.00	148.26	-148.26	.00
014 TLC	90,925.00	.00	400.00	37,367.69	53,557.31	41.10

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BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	317,032.00	.00	26,573.34	265,733.40	51,298.60	83.82
112 PARAPROFESSIONALS	37,783.26	.00	2,551.36	32,455.34	5,327.92	85.90
123 SUBSTITUTE TEACHERS	5,000.00	.00	240.00	3,540.00	1,460.00	70.80
210 HEALTH CARE NON-INSRUNCTIONAL	6,463.00	.00	.00	.00	6,463.00	.00
211 HEALTH CARE PROFESSIONAL	43,998.00	.00	1,083.18	10,831.80	33,166.20	24.62
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	834.76	8,027.26	-8,027.26	.00
220 FICA NON INSTRUCTIONAL	27,138.00	.00	.00	.00	27,138.00	.00
221 FICA PROFESSIONAL	.00	.00	2,134.44	21,338.92	-21,338.92	.00
222 FICA PARAPROFESSIONAL	.00	.00	132.60	1,868.00	-1,868.00	.00
223 FICA SUBSTITUTES	.00	.00	18.36	270.81	-270.81	.00
230 RETIREMENT NON INSTRUCTIONAL	35,047.00	.00	.00	.00	35,047.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	2,624.87	26,248.70	-26,248.70	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	252.02	3,205.87	-3,205.87	.00
233 RETIREMENT SUBS	.00	.00	.00	5.93	-5.93	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	2,916.70	29,167.00	-29,167.00	.00
016 TITLE 1 PARENT INVOLVEMENT	472,461.26	.00	39,361.63	402,693.03	69,768.23	85.23

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BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
110 CLERICAL_BUSDRIVERS	32,990.00	.00	.00	6,997.80	25,992.20	21.21
150 STIPDENT NON-INSTRUCTION	.00	.00	184.75	36,338.50	-36,338.50	.00
151 INCENTIVE PROFESSIONAL STAFF	558,017.00	.00	58,686.85	479,640.62	78,376.38	85.95
156 SALARIES-PROFESSIONAL NON CERTIFIED	.00	.00	.00	2,527.50	-2,527.50	.00
210 HEALTH CARE NON-INSRUCTIONAL	1,035.81	.00	15.33	675.27	360.54	65.19
211 HEALTH CARE PROFESSIONAL	.00	.00	2,723.21	24,120.98	-24,120.98	.00
220 FICA NON INSTRUCTIONAL	107,759.82	.00	12.45	3,251.35	104,508.47	3.02
221 FICA PROFESSIONAL	.00	.00	4,283.98	34,758.20	-34,758.20	.00
226 FICA NC PROFESSIONAL	.00	.00	.00	193.36	-193.36	.00
230 RETIREMENT NON INSTRUCTIONAL	3,357.00	.00	18.25	2,398.28	958.72	71.44
231 RETIREMENT PROFESSIONAL	.00	.00	5,246.52	45,245.06	-45,245.06	.00
236 RETIREMENT NC PROFESSIONAL	.00	.00	.00	249.66	-249.66	.00
022 ATHLETIC ADMINISTRATION	703,159.63	.00	71,171.34	636,396.58	66,763.05	90.51

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	52,100.00	.00	4,495.58	45,039.80	7,060.20	86.45
112 PARAPROFESSIONALS	26,868.00	.00	3,793.47	24,774.45	2,093.55	92.21
123 SUBSTITUTE TEACHERS	.00	.00	.00	480.00	-480.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	784.00	1,064.00	-1,064.00	.00
211 HEALTH CARE PROFESSIONAL	13,000.00	.00	478.12	5,291.71	7,708.29	40.71
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	336.55	3,325.87	-3,325.87	.00
221 FICA PROFESSIONAL	6,041.00	.00	412.37	3,609.18	2,431.82	59.74
222 FICA PARAPROFESSIONAL	.00	.00	272.55	1,715.77	-1,715.77	.00
223 FICA SUBSTITUTES	.00	.00	.00	36.72	-36.72	.00
231 RETIREMENT PROFESSIONAL	7,800.00	.00	521.50	4,554.02	3,245.98	58.38
232 RETIREMENT PARAPROFESSIONALS	.00	.00	210.06	2,141.77	-2,141.77	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	141.67	1,416.70	-1,416.70	.00
333 MILEAGE STAFF	1,000.00	.00	86.10	1,238.90	-238.90	123.89
340 OTHER PROFESSIONAL SERVICES	.00	.00	176.34	683.71	-683.71	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	49.00	258.36	-258.36	.00
610 GENERAL SUPPLIES	3,000.00	.00	1,881.00	2,228.09	771.91	74.27
890 MISCELLANEOUR EXPENDITURES	.00	.00	.00	60.00	-60.00	.00
024 ESL	109,809.00	.00	13,638.31	97,919.05	11,889.95	89.17

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
114 TECHNOLOGY	42,874.00	.00	.00	.00	42,874.00	.00
220 FICA NON INSTRUCTIONAL	3,280.00	.00	.00	.00	3,280.00	.00
026 HEALTH SERVICES	46,154.00	.00	.00	.00	46,154.00	.00

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
610 GENERAL SUPPLIES	23,696.00	365.99	.00	22,251.14	1,078.87	95.45
027 MUSIC REPLACEMENT FUND	23,696.00	365.99	.00	22,251.14	1,078.87	95.45

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	111,959.00	.00	9,483.84	125,506.92	-13,547.92	112.10
112 PARAPROFESSIONALS	30,168.45	.00	5,187.85	46,137.53	-15,969.08	152.93
123 SUBSTITUTE TEACHERS	.00	.00	300.00	1,080.00	-1,080.00	.00
210 HEALTH CARE NON-INSRUNCTIONAL	18,900.00	.00	.00	.00	18,900.00	.00
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	370.81	-370.81	.00
220 FICA NON INSTRUCTIONAL	16,257.00	.00	.00	.00	16,257.00	.00
221 FICA PROFESSIONAL	.00	.00	782.36	10,460.69	-10,460.69	.00
222 FICA PARAPROFESSIONAL	.00	.00	396.85	3,515.12	-3,515.12	.00
223 FICA SUBSTITUTES	.00	.00	22.95	82.62	-82.62	.00
230 RETIREMENT NON INSTRUCTIONAL	20,992.00	.00	.00	.00	20,992.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	936.79	12,397.36	-12,397.36	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	428.30	4,424.17	-4,424.17	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	800.01	11,950.14	-11,950.14	.00
333 MILEAGE STAFF	.00	.00	.00	752.05	-752.05	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	67.86	-67.86	.00
610 GENERAL SUPPLIES	18,725.00	527.83	54.97	6,072.50	12,124.67	35.25
733 FURNITURE AND FIXTURS	.00	.00	.00	3,785.00	-3,785.00	.00
810 DUES AND FEES	.00	.00	1,210.00	1,210.00	-1,210.00	.00
890 MISCELLANEOUR EXPENDITURES	.00	.00	.00	44.32	-44.32	.00
036 EARLY CHILDHOOD	217,001.45	527.83	19,603.92	227,857.09	-11,383.47	105.25

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	412,734.00	.00	25,868.48	256,527.68	156,206.32	62.15
123 SUBSTITUTE TEACHERS	10,000.00	.00	300.00	8,540.00	1,460.00	85.40
211 HEALTH CARE PROFESSIONAL	51,394.00	.00	2,022.88	20,209.21	31,184.79	39.32
221 FICA PROFESSIONAL	31,570.00	.00	2,035.84	20,190.05	11,379.95	63.95
223 FICA SUBSTITUTES	.00	.00	22.95	653.31	-653.31	.00
230 RETIREMENT NON INSTRUCTIONAL	40,769.00	.00	.00	.00	40,769.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	2,555.25	25,339.33	-25,339.33	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	1,883.36	18,833.60	-18,833.60	.00
333 MILEAGE STAFF	.00	.00	.00	358.08	-358.08	.00
610 GENERAL SUPPLIES	8,176.00	.00	.00	1,329.02	6,846.98	16.26
041 ELEMENTARY PE	554,643.00	.00	34,688.76	351,980.28	202,662.72	63.46

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	316,663.00	.00	26,665.74	265,273.11	51,389.89	83.77
123 SUBSTITUTE TEACHERS	5,000.00	.00	240.00	6,180.00	-1,180.00	123.60
211 HEALTH CARE PROFESSIONAL	30,899.00	.00	2,153.42	21,458.01	9,440.99	69.45
220 FICA NON INSTRUCTIONAL	31,892.00	.00	.00	.00	31,892.00	.00
221 FICA PROFESSIONAL	.00	.00	1,977.93	19,674.60	-19,674.60	.00
223 FICA SUBSTITUTES	.00	.00	18.36	472.78	-472.78	.00
230 RETIREMENT NON INSTRUCTIONAL	25,996.00	.00	.00	.00	25,996.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	2,633.99	26,203.14	-26,203.14	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	1,225.02	12,250.20	-12,250.20	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	4,838.15	-4,838.15	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	2,017.45	-2,017.45	.00
610 GENERAL SUPPLIES	18,396.00	.00	.00	6,474.10	11,921.90	35.19
042 ELEMENTARY MUSIC	428,846.00	.00	34,914.46	364,841.54	64,004.46	85.08

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
220 FICA NON INSTRUCTIONAL	2,750.00	.00	.00	.00	2,750.00	.00
043 ELEMENTARY GUIDANCE	2,750.00	.00	.00	.00	2,750.00	.00

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	48,015.00	.00	3,233.17	32,331.70	15,683.30	67.34
123 SUBSTITUTE TEACHERS	.00	.00	.00	360.00	-360.00	.00
211 HEALTH CARE PROFESSIONAL	6,500.00	.00	541.59	5,400.15	1,099.85	83.08
220 FICA NON INSTRUCTIONAL	3,673.00	.00	.00	.00	3,673.00	.00
221 FICA PROFESSIONAL	.00	.00	258.18	2,581.79	-2,581.79	.00
223 FICA SUBSTITUTES	.00	.00	.00	27.54	-27.54	.00
230 RETIREMENT NON INSTRUCTIONAL	4,742.00	.00	.00	.00	4,742.00	.00
231 RETIREMENT PROFESSIONAL	.00	.00	319.37	3,193.69	-3,193.69	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	141.67	1,416.70	-1,416.70	.00
610 GENERAL SUPPLIES	18,396.00	.00	659.67	1,536.58	16,859.42	8.35
045 ELEMENTARY ART	81,326.00	.00	5,153.65	46,848.15	34,477.85	57.61

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
580 TRAVEL:MEAL,HOTEL,RENTAL	300.00	.00	199.56	718.26	-418.26	**
610 GENERAL SUPPLIES	8,100.00	896.49	940.70	3,832.27	3,371.24	58.38
612 COPY COST	8,448.00	.00	.00	1,550.03	6,897.97	18.35
625 CONSUMABLES	2,847.00	510.59	.00	2,763.44	-427.03	115.00
733 FURNITURE AND FIXTURES	6,628.00	.00	1,757.42	2,340.17	4,287.83	35.31
734 TECHNOLOGY HARDWARE	.00	.00	.00	43.52	-43.52	.00
890 MISCELLANEOUS EXPENDITURES	300.00	.00	176.96	308.96	-8.96	102.99
054 OSGOOD/LAKE	26,623.00	1,407.08	3,074.64	11,556.65	13,659.27	48.69

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
630 FOOD:FOOD SERVICES	50,000.00	.00	.00	8,203.21	41,796.79	16.41
112 FOOD-CEP	50,000.00	.00	.00	8,203.21	41,796.79	16.41

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
610 GENERAL SUPPLIES	10,000.00	.00	293.25	2,860.49	7,139.51	28.60
127 MIDDLE SCHOOL INSTRUMENTS	10,000.00	.00	293.25	2,860.49	7,139.51	28.60

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
630 FOOD:FOOD SERVICES	60,000.00	.00	3,355.70	61,249.83	-1,249.83	102.08
212 FOOD-FFV SNACKS	60,000.00	.00	3,355.70	61,249.83	-1,249.83	102.08

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
630 FOOD:FOOD SERVICES	75,000.00	.00	10,447.95	145,411.40	-70,411.40	193.88
412 FOOD-BREAKFAST	75,000.00	.00	10,447.95	145,411.40	-70,411.40	193.88
1100 REGULAR INSTRUCTION	21,000,213.88	67,899.73	1,645,386.84	16,657,049.51	4,275,264.64	79.64

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
1100 REGULAR INSTRUCTION						
110 CLERICAL_BUSDRIVERS	32,990.00	.00	992.21	16,284.63	16,705.37	49.36
111 TEACHERS/PROFESSIONALS	12,770,816.65	.00	1,052,678.03	10,687,083.91	2,083,732.74	83.68
112 PARAPROFESSIONALS	515,997.07	.00	37,991.41	365,615.06	150,382.01	70.86
114 TECHNOLOGY	42,874.00	.00	.00	.00	42,874.00	.00
116 PROFESSIONAL NON-CERTIFIED	80,371.00	.00	6,697.62	66,975.84	13,395.16	83.33
123 SUBSTITUTE TEACHERS	393,623.00	.00	28,330.00	336,266.00	57,357.00	85.43
150 STIPDENT NON-INSTRUCTION	.00	.00	184.75	36,338.50	-36,338.50	.00
151 INCENTIVE PROFESSIONAL STAFF	1,032,590.00	.00	62,357.25	495,333.12	537,256.88	47.97
156 SALARIES-PROFESSIONAL NON CERTIFIED	.00	.00	.00	2,527.50	-2,527.50	.00
159 NOT USED	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSRUCTIONAL	171,909.31	.00	15.33	675.27	171,234.04	.39
211 HEALTH CARE PROFESSIONAL	1,478,289.81	.00	62,177.59	635,544.82	842,744.99	42.99
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	3,465.50	37,174.32	-37,174.32	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	175.39	2,136.78	-2,136.78	.00
216 HEALTH CARE NC PROFESSIONAL	31,200.00	.00	.00	.00	31,200.00	.00
220 FICA NON INSTRUCTIONAL	1,221,488.18	.00	88.36	3,961.80	1,217,526.38	.32
221 FICA PROFESSIONAL	37,611.00	.00	87,999.51	881,294.96	-843,683.96	**
222 FICA PARAPROFESSIONAL	.00	.00	2,719.42	25,955.22	-25,955.22	.00
223 FICA SUBSTITUTES	.00	.00	2,157.60	25,603.81	-25,603.81	.00
226 FICA NC PROFESSIONAL	10,966.00	.00	512.19	5,315.26	5,650.74	48.47
230 RETIREMENT NON INSTRUCTIONAL	1,358,294.86	.00	116.26	3,315.60	1,354,979.26	.24
231 RETIREMENT PROFESSIONAL	182,800.00	.00	109,611.86	1,102,164.31	-919,364.31	**
232 RETIREMENT PARAPROFESSIONALS	.00	.00	3,151.93	33,567.43	-33,567.43	.00
233 RETIREMENT SUBS	6,340.00	.00	389.75	5,003.83	1,336.17	78.92
236 RETIREMENT NC PROFESSIONAL	14,159.00	.00	661.58	6,865.37	7,293.63	48.49
250	.00	.00	.00	.00	.00	.00
251	.00	.00	.00	.00	.00	.00
259	.00	.00	.00	.00	.00	.00
260 LIFE INSURANCE	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	492,984.00	.00	89,405.59	904,523.58	-411,539.58	183.48
286 HEALTH BENEFITS PROFESSIONALS	.00	.00	.00	.00	.00	.00
290 LONG TERM DISABILITY	.00	.00	3.02	9.06	-9.06	.00
332 MILEAGE TO PARENTS	.00	.00	.00	.00	.00	.00
333 MILEAGE STAFF	2,150.00	.00	86.10	4,631.55	-2,481.55	**
340 OTHER PROFESSIONAL SERVICES	56,230.00	.00	2,130.03	116,297.38	-60,067.38	**
352 OTHER TECHNICAL SERVICES	100.00	.00	.00	.00	100.00	.00
382 DISTANCE EDUCATION ONLY	200.00	.00	.00	.00	200.00	.00
442	.00	.00	.00	46,265.73	-46,265.73	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	6,920.00	.00	1,492.28	13,390.29	-6,470.29	193.50
610 GENERAL SUPPLIES	488,045.00	61,033.08	32,107.17	256,167.43	170,844.49	64.99
612 COPY COST	144,448.00	2,818.16	25,427.01	123,000.65	18,629.19	87.10
625 CONSUMABLES	25,754.00	510.59	-1.26	3,811.61	21,431.80	16.78
630 FOOD:FOOD SERVICES	187,000.00	.00	19,186.05	267,668.44	-80,668.44	143.14
640 BOOKS/PERIODICALS	4,000.00	.00	.00	1,261.79	2,738.21	31.54
732 VEHICLS:SEE DESCRIPTION	.00	.00	.00	.00	.00	.00
733 FURNITURE AND FIXTURES	154,106.00	3,107.90	3,395.39	89,454.65	61,543.45	60.06
734 TECHNOLOGY HARDWARE	2,930.00	.00	.00	1,288.52	1,641.48	43.98
810 DUES AND FEES	.00	.00	1,210.00	1,210.00	-1,210.00	.00
890 MISCELLANEOUR EXPENDITURES	53,027.00	430.00	8,471.92	53,065.49	-468.49	100.88

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Expenditure Summary Report

FJEXS01A

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EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
1100 REGULAR INSTRUCTION						
1100 REGULAR INSTRUCTION	21,000,213.88	67,899.73	1,645,386.84	16,657,049.51	4,275,264.64	79.64
1200 SPECIAL EDUCATION						
110 CLERICAL_BUSDRIVERS	27,812.00	.00	4,652.41	27,927.61	-115.61	100.42
111 TEACHERS/PROFESSIONALS	1,858,253.00	.00	128,085.61	1,413,522.12	444,730.88	76.07
112 PARAPROFESSIONALS	862,231.00	.00	86,166.71	831,546.39	30,684.61	96.44
114 TECHNOLOGY	.00	.00	.00	.00	.00	.00
116 PROFESSIONAL NON-CERTIFIED	.00	.00	.00	.00	.00	.00
123 SUBSTITUTE TEACHERS	40,000.00	.00	1,260.00	30,005.00	9,995.00	75.01
131	.00	.00	.00	.00	.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	16,195.65	33,336.91	-33,336.91	.00
159 NOT USED	180,000.00	.00	.00	.00	180,000.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	300,299.00	.00	578.17	2,274.00	298,025.00	.76
211 HEALTH CARE PROFESSIONAL	-18,143.00	.00	6,014.41	80,267.75	-98,410.75	(**)
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	6,679.77	68,946.62	-68,946.62	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	.00	.00	.00
216 HEALTH CARE NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	254,315.00	.00	345.95	2,096.28	252,218.72	.82
221 FICA PROFESSIONAL	-22,538.00	.00	11,385.59	115,720.51	-138,258.51	(**)
222 FICA PARAPROFESSIONAL	.00	.00	6,273.77	60,286.86	-60,286.86	.00
223 FICA SUBSTITUTES	.00	.00	96.37	2,295.36	-2,295.36	.00
226 FICA NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
230 RETIREMENT NON INSTRUCTIONAL	319,603.00	.00	459.56	2,463.39	317,139.61	.77
231 RETIREMENT PROFESSIONAL	-27,652.00	.00	14,252.20	142,918.41	-170,570.41	(**)
232 RETIREMENT PARAPROFESSIONALS	.00	.00	8,318.41	81,352.26	-81,352.26	.00
233 RETIREMENT SUBS	.00	.00	.00	41.49	-41.49	.00
236 RETIREMENT NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
259	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	46,980.00	.00	11,625.15	118,381.39	-71,401.39	**
290 LONG TERM DISABILITY	.00	.00	4.12	32.96	-32.96	.00
333 MILEAGE STAFF	8,950.00	.00	1,111.65	4,725.76	4,224.24	52.80
340 OTHER PROFESSIONAL SERVICES	180,000.00	654.00	24,540.94	295,007.75	-115,661.75	164.26
352 OTHER TECHNICAL SERVICES	6,425.00	3,286.25	183.00	1,647.00	1,491.75	76.78
382 DISTANCE EDUCATION ONLY	1,475.00	.00	474.12	2,652.26	-1,177.26	179.81
410 UTILITY SERVICES (Water/Sewer)	500.00	.00	63.14	603.31	-103.31	120.66
531 POSTAGE	950.00	.00	.00	.00	950.00	.00
540 ADVERTISING	500.00	.00	.00	.00	500.00	.00
569 TUTION TO OTHER GOVERNMENTS	88,000.00	.00	.00	.00	88,000.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	7,450.00	4,487.50	1,576.93	11,819.44	-8,856.94	**
610 GENERAL SUPPLIES	41,750.00	5,089.91	823.38	46,612.49	-9,952.40	123.84
612 COPY COST	8,000.00	.00	1,814.61	6,018.27	1,981.73	75.23
620 ENERGY:NATURAL GAS	1,000.00	.00	132.40	847.71	152.29	84.77
622 ENERGY:ELECTRICITY	1,050.00	.00	189.98	1,000.98	49.02	95.33
642 AUDIO-VISUAL MATERIALS	.00	.00	.00	.00	.00	.00
733 FURNITURE AND FIXTURES	3,500.00	.00	.00	219.00	3,281.00	6.26
810 DUES AND FEES	.00	.00	.00	300.00	-300.00	.00
890 MISCELLANEOUS EXPENDITURES	10,000.00	.00	1,206.00	13,140.00	-3,140.00	131.40
1200 SPECIAL EDUCATION	4,180,710.00	13,517.66	334,510.00	3,398,009.28	769,183.06	81.60
1300 SUMMER SCHOOL						
112 PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
1300 SUMMER SCHOOL						
151 INCENTIVE PROFESSIONAL STAFF	60,000.00	.00	26,696.88	33,153.13	26,846.87	55.26
211 HEALTH CARE PROFESSIONAL	.00	.00	1,271.20	1,884.76	-1,884.76	.00
221 FICA PROFESSIONAL	.00	.00	1,982.24	2,449.34	-2,449.34	.00
222 FICA PARAPROFESSIONAL	4,590.00	.00	.00	.00	4,590.00	.00
231 RETIREMENT PROFESSIONAL	5,926.00	.00	2,637.06	3,274.80	2,651.20	55.26
251	.00	.00	.00	.00	.00	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	.00	.00	.00
610 GENERAL SUPPLIES	26,000.00	.00	.00	357.86	25,642.14	1.38
612 COPY COST	.00	.00	.00	317.42	-317.42	.00
640 BOOKS/PERIODICALS	.00	.00	.00	.00	.00	.00
890 MISCELLANEOUR EXPENDITURES	.00	.00	2,039.55	2,039.55	-2,039.55	.00
1300 SUMMER SCHOOL	96,516.00	.00	34,626.93	43,476.86	53,039.14	45.05
2100 PUPIL SUPPORT						
110 CLERICAL_BUSDRIERS	127,575.00	.00	11,093.10	109,236.41	18,338.59	85.63
111 TEACHERS/PROFESSIONALS	1,027,790.00	.00	83,529.35	839,600.98	188,189.02	81.69
112 PARAPROFESSIONALS	67,564.00	.00	1,319.97	19,925.28	47,638.72	29.49
116 PROFESSIONAL NON-CERTIFIED	253,694.00	.00	31,302.57	286,510.16	-32,816.16	112.94
123 SUBSTITUTE TEACHERS	10,000.00	.00	1,222.00	29,787.00	-19,787.00	**
156 SALARIES-PROFESSIONAL NON CERTIFIED	.00	.00	308.00	3,836.00	-3,836.00	.00
159 NOT USED	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	128,699.00	.00	1,182.82	11,828.20	116,870.80	9.19
211 HEALTH CARE PROFESSIONAL	6,200.00	.00	1,765.07	22,124.00	-15,924.00	**
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	10.06	-10.06	.00
216 HEALTH CARE NC PROFESSIONAL	12,667.00	.00	2,101.32	22,838.00	-10,171.00	180.30
220 FICA NON INSTRUCTIONAL	100,574.00	.00	836.31	8,233.37	92,340.63	8.19
221 FICA PROFESSIONAL	14,700.00	.00	6,856.77	68,486.54	-53,786.54	**
222 FICA PARAPROFESSIONAL	.00	.00	100.98	1,524.28	-1,524.28	.00
223 FICA SUBSTITUTES	.00	.00	93.48	2,278.43	-2,278.43	.00
226 FICA NC PROFESSIONAL	8,772.00	.00	2,423.29	22,562.90	-13,790.90	**
230 RETIREMENT NON INSTRUCTIONAL	83,893.00	.00	1,095.75	10,790.16	73,102.84	12.86
231 RETIREMENT PROFESSIONAL	18,254.00	.00	8,250.86	82,934.39	-64,680.39	**
232 RETIREMENT PARAPROFESSIONALS	.00	.00	130.38	1,733.77	-1,733.77	.00
233 RETIREMENT SUBS	.00	.00	.00	23.51	-23.51	.00
236 RETIREMENT NC PROFESSIONAL	9,398.00	.00	3,105.87	29,044.22	-19,646.22	**
281 HEALTH BENEFITS FOR TEACHERS	21,020.00	.00	8,150.52	77,938.46	-56,918.46	**
286 HEALTH BENEFITS PROFESSIONALS	.00	.00	2,549.11	24,329.60	-24,329.60	.00
333 MILEAGE STAFF	4,300.00	.00	1,019.04	6,116.41	-1,816.41	142.24
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
352 OTHER TECHNICAL SERVICES	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	5,000.00	.00	.00	4,836.50	163.50	96.73
610 GENERAL SUPPLIES	20,110.00	322.29	1,270.60	32,451.48	-12,663.77	162.97
630 FOOD:FOOD SERVICES	.00	.00	8.60	313.26	-313.26	.00
733 FURNITURE AND FIXTURES	.00	.00	.00	449.50	-449.50	.00
810 DUES AND FEES	.00	.00	.00	.00	.00	.00
890 MISCELLANEOUR EXPENDITURES	.00	.00	.00	36.67	-36.67	.00
2100 PUPIL SUPPORT	1,920,210.00	322.29	169,715.76	1,719,779.54	200,108.17	89.58
2200 STAFF SUPPORT						

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
2200 STAFF SUPPORT						
110 CLERICAL_BUSDRIVERS	50,885.00	.00	4,256.46	43,764.52	7,120.48	86.01
111 TEACHERS/PROFESSIONALS	361,306.00	.00	25,519.87	260,738.34	100,567.66	72.17
112 PARAPROFESSIONALS	179,182.00	.00	5,782.06	63,707.49	115,474.51	35.55
116 PROFESSIONAL NON-CERTIFIED	77,965.00	.00	5,111.42	52,433.55	25,531.45	67.25
123 SUBSTITUTE TEACHERS	8,880.00	.00	.00	240.00	8,640.00	2.70
151 INCENTIVE PROFESSIONAL STAFF	229,890.00	.00	30,485.00	40,910.00	188,980.00	17.80
159 NOT USED	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	32,497.00	.00	591.41	5,914.10	26,582.90	18.20
211 HEALTH CARE PROFESSIONAL	.00	.00	1,200.08	3,918.46	-3,918.46	.00
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	411.79	3,389.38	-3,389.38	.00
216 HEALTH CARE NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	52,004.00	.00	297.22	3,063.97	48,940.03	5.89
221 FICA PROFESSIONAL	12,867.00	.00	4,167.27	22,673.60	-9,806.60	176.22
222 FICA PARAPROFESSIONAL	4,289.00	.00	425.38	4,745.09	-456.09	110.63
223 FICA SUBSTITUTES	.00	.00	.00	18.37	-18.37	.00
226 FICA NC PROFESSIONAL	.00	.00	383.02	3,930.94	-3,930.94	.00
230 RETIREMENT NON INSTRUCTIONAL	66,539.00	.00	420.44	4,322.98	62,216.02	6.50
231 RETIREMENT PROFESSIONAL	22,124.00	.00	5,532.05	29,750.73	-7,626.73	134.47
232 RETIREMENT PARAPROFESSIONALS	5,531.00	.00	571.15	6,284.63	-753.63	113.63
236 RETIREMENT NC PROFESSIONAL	.00	.00	504.90	5,179.32	-5,179.32	.00
251	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	1,458.35	14,981.43	-14,981.43	.00
290 LONG TERM DISABILITY	.00	.00	4.72	37.76	-37.76	.00
333 MILEAGE STAFF	500.00	.00	49.99	1,500.10	-1,000.10	**
340 OTHER PROFESSIONAL SERVICES	2,300.00	.00	.00	3,193.51	-893.51	138.85
382 DISTANCE EDUCATION ONLY	.00	.00	.00	.00	.00	.00
531 POSTAGE	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	28,449.00	6,574.00	6,315.00	97,202.47	-75,327.47	**
610 GENERAL SUPPLIES	16,500.00	1,895.63	9,796.84	45,655.17	-31,050.80	**
611 TESTING MATERIAL	50,000.00	-71,500.00	.00	87,948.35	33,551.65	32.90
625 CONSUMABLES	36,000.00	28,880.30	.00	4,671.00	2,448.70	93.20
640 BOOKS/PERIODICALS	512,769.00	87,607.51	647.40	437,734.22	-12,572.73	102.45
641 eBOOKS	10,000.00	.00	.00	10,000.00	.00	100.00
642 AUDIO-VISUAL MATERIALS	600.00	.00	.00	645.56	-45.56	107.59
733 FURNITURE AND FIXTURES	11,660.00	897.07	.00	1,517.11	9,245.82	20.70
734 TECHNOLOGY HARDWARE	8,810.00	3,841.00	.00	9,416.29	-4,447.29	150.48
810 DUES AND FEES	500.00	.00	.00	60.00	440.00	12.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	2,180.32	-2,180.32	.00
2200 STAFF SUPPORT	1,782,047.00	58,195.51	103,931.82	1,271,728.76	452,122.73	74.63
2300 GENERAL ADMINISTRATION						
105 SUPERINTENDENT SALARY	220,317.00	.00	18,359.75	192,038.80	28,278.20	87.16
110 CLERICAL_BUSDRIVERS	60,259.00	.00	5,690.31	50,788.91	9,470.09	84.28
159 NOT USED	.00	.00	.00	.00	.00	.00
205	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	7,097.00	.00	578.70	5,771.67	1,325.33	81.33
220 FICA NON INSTRUCTIONAL	21,109.00	.00	425.72	3,789.70	17,319.30	17.95
221 FICA PROFESSIONAL	.00	.00	.00	.00	.00	.00
225 FICA SUPERINTENDENT	.00	.00	1,333.31	9,656.56	-9,656.56	.00
230 RETIREMENT NON INSTRUCTIONAL	27,257.00	.00	562.08	5,016.84	22,240.16	18.41

North Platte Public School District

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
2300 GENERAL ADMINISTRATION						
231 RETIREMENT PROFESSIONAL	.00	.00	.00	.00	.00	.00
235 RETIREMENT SUPERINTENDENT	.00	.00	1,813.54	18,135.40	-18,135.40	.00
315 ACCOUNTING SERVICES	25,000.00	.00	.00	19,040.00	5,960.00	76.16
317 LEGAL SERVICES	38,000.00	.00	5,657.55	47,859.32	-9,859.32	125.95
333 MILEAGE STAFF	.00	.00	.00	592.96	-592.96	.00
340 OTHER PROFESSIONAL SERVICES	13,000.00	.00	1,631.25	24,591.89	-11,591.89	189.17
382 DISTANCE EDUCATION ONLY	.00	.00	100.00	1,000.00	-1,000.00	.00
520 PROPERTY/LIABILITY INSURANCE	654,852.00	.00	.00	10,249.00	644,603.00	1.57
540 ADVERTISING	10,000.00	.00	496.82	4,858.21	5,141.79	48.58
550 PRINTING/BINDING	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	30,000.00	.00	2,054.20	24,072.03	5,927.97	80.24
610 GENERAL SUPPLIES	11,500.00	.00	394.52	4,034.94	7,465.06	35.09
733 FURNITURE AND FIXTURES	1,000.00	.00	.00	.00	1,000.00	.00
810 DUES AND FEES	24,000.00	.00	4,090.00	12,594.00	11,406.00	52.48
833	.00	.00	.00	43,650.00	-43,650.00	.00
890 MISCELLANEOUS EXPENDITURES	442.00	.00	917.69	3,215.92	-2,773.92	**
2300 GENERAL ADMINISTRATION	1,143,833.00	.00	44,105.44	480,956.15	662,876.85	42.05
2400 SCHOOL ADMINISTRATION						
110 CLERICAL BUSDRIVERS	670,408.00	.00	64,067.02	601,533.27	68,874.73	89.73
111 TEACHERS/PROFESSIONALS	1,610,054.00	.00	124,842.42	1,219,848.11	390,205.89	75.76
112 PARAPROFESSIONALS	67,206.96	.00	.00	15,556.72	51,650.24	23.15
119	.00	.00	.00	.00	.00	.00
123 SUBSTITUTE TEACHERS	5,000.00	.00	489.59	489.59	4,510.41	9.79
150 STIPEND NON-INSTRUCTION	.00	.00	.00	.00	.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	1,064.00	13,083.00	-13,083.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	62,607.00	.00	7,701.57	62,606.87	.13	100.00
211 HEALTH CARE PROFESSIONAL	.00	.00	.00	.00	.00	.00
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	1,915.08	-1,915.08	.00
220 FICA NON INSTRUCTIONAL	64,238.00	.00	4,689.90	44,033.07	20,204.93	68.55
221 FICA PROFESSIONAL	.00	.00	9,107.20	88,694.32	-88,694.32	.00
222 FICA PARAPROFESSIONAL	.00	.00	.00	1,062.55	-1,062.55	.00
223 FICA SUBSTITUTES	.00	.00	36.82	36.82	-36.82	.00
230 RETIREMENT NON INSTRUCTIONAL	70,336.00	.00	6,328.40	59,440.51	10,895.49	84.51
231 RETIREMENT PROFESSIONAL	.00	.00	12,436.77	121,681.24	-121,681.24	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	.00	1,536.65	-1,536.65	.00
233 RETIREMENT SUBS	.00	.00	48.36	48.36	-48.36	.00
251	.00	.00	.00	.00	.00	.00
252	.00	.00	.00	.00	.00	.00
253	.00	.00	.00	.00	.00	.00
333 MILEAGE STAFF	3,450.00	.00	1,487.32	2,106.50	1,343.50	61.06
340 OTHER PROFESSIONAL SERVICES	1,800.00	.00	2,155.00	3,440.00	-1,640.00	191.11
382 DISTANCE EDUCATION ONLY	8,800.00	.00	852.16	8,794.26	5.74	99.93
531 POSTAGE	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	500.00	.00	2,470.00	6,607.49	-6,107.49	**
610 GENERAL SUPPLIES	11,500.00	146.09	468.53	6,371.96	4,981.95	56.68
733 FURNITURE AND FIXTURES	5,519.00	.00	572.39	807.72	4,711.28	14.64
890 MISCELLANEOUS EXPENDITURES	2,000.00	.00	120.00	1,097.74	902.26	54.89
2400 SCHOOL ADMINISTRATION	2,583,418.96	146.09	238,937.45	2,260,791.83	322,481.04	87.52
2500 BUSINESS SUPPORT						

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
2500 BUSINESS SUPPORT						
110 CLERICAL_BUSDRIVERS	267,368.00	.00	25,519.21	238,809.43	28,558.57	89.32
111 TEACHERS/PROFESSIONALS	153,189.00	.00	11,489.17	117,826.35	35,362.65	76.92
112 PARAPROFESSIONALS	.00	.00	.00	4,500.00	-4,500.00	.00
114 TECHNOLOGY	.00	.00	.00	92.50	-92.50	.00
116 PROFESSIONAL NON-CERTIFIED	514,738.00	.00	44,638.07	451,122.73	63,615.27	87.64
123 SUBSTITUTE TEACHERS	.00	.00	.00	.00	.00	.00
150 STIPDENT NON-INSTRUCTION	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	28,388.00	.00	2,365.64	23,656.40	4,731.60	83.33
211 HEALTH CARE PROFESSIONAL	.00	.00	.00	.00	.00	.00
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	552.56	-552.56	.00
216 HEALTH CARE NC PROFESSIONAL	.00	.00	2,365.64	23,656.40	-23,656.40	.00
220 FICA NON INSTRUCTIONAL	59,411.00	.00	1,900.89	17,755.60	41,655.40	29.89
221 FICA PROFESSIONAL	.00	.00	878.29	7,547.63	-7,547.63	.00
222 FICA PARAPROFESSIONAL	.00	.00	.00	341.97	-341.97	.00
226 FICA NC PROFESSIONAL	.00	.00	3,208.87	31,666.64	-31,666.64	.00
230 RETIREMENT NON INSTRUCTIONAL	74,628.00	.00	2,354.81	23,182.81	51,445.19	31.06
231 RETIREMENT PROFESSIONAL	.00	.00	1,134.88	11,348.80	-11,348.80	.00
232 RETIREMENT PARAPROFESSIONALS	.00	.00	.00	444.51	-444.51	.00
236 RETIREMENT NC PROFESSIONAL	.00	.00	4,409.26	44,256.85	-44,256.85	.00
260 LIFE INSURANCE	.00	.00	.00	2,216.19	-2,216.19	.00
286 HEALTH BENEFITS PROFESSIONALS	.00	.00	618.20	6,182.00	-6,182.00	.00
333 MILEAGE STAFF	2,650.00	.00	81.66	3,088.52	-438.52	116.55
340 OTHER PROFESSIONAL SERVICES	126,000.00	4,373.49	6,191.43	89,060.70	32,565.81	74.15
351 DATA PROCESSING	4,500.00	7,992.00	7,992.00	7,992.00	-11,484.00	**
382 DISTANCE EDUCATION ONLY	36,000.00	600.00	3,601.79	22,479.36	12,920.64	64.11
531 POSTAGE	21,700.00	.00	4,238.31	30,769.95	-9,069.95	141.80
540 ADVERTISING	5,000.00	.00	1,050.00	4,503.50	496.50	90.07
550 PRINTING/BINDING	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	26,500.00	2,100.00	772.33	12,906.86	11,493.14	56.63
610 GENERAL SUPPLIES	30,000.00	1,045.54	2,131.66	17,599.59	11,354.87	62.15
612 COPY COST	10,000.00	.00	.00	5,503.46	4,496.54	55.03
640 BOOKS/PERIODICALS	1,000.00	.00	.00	.00	1,000.00	.00
733 FURNITURE AND FIXTURES	223,000.00	241,084.27	209,914.04	414,236.82	-432,321.09	**
734 TECHNOLOGY HARDWARE	551,924.00	206,747.74	.00	269,859.35	75,316.91	86.35
735 TECHNOLOGY SOFTWARE	337,000.00	121,480.50	54,192.07	291,295.82	-75,776.32	122.49
810 DUES AND FEES	2,000.00	.00	.00	8,078.74	-6,078.74	**
890 MISCELLANEOUS EXPENDITURES	5,500.00	.00	547.28	3,524.12	1,975.88	64.07
2500 BUSINESS SUPPORT	2,480,496.00	585,423.54	391,595.50	2,186,058.16	-290,985.70	111.73
2600 OPERATIONS/MAINTENANCE						
110 CLERICAL_BUSDRIVERS	2,196,491.48	.00	202,405.84	1,927,669.02	268,822.46	87.76
111 TEACHERS/PROFESSIONALS	.72	.00	.00	.00	.72	.00
116 PROFESSIONAL NON-CERTIFIED	167,080.00	.00	7,916.66	120,619.74	46,460.26	72.19
120 SUBSTITUTE TEACHERS	30,000.00	.00	430.54	430.54	29,569.46	1.44
123 SUBSTITUTE TEACHERS	.00	.00	.00	.00	.00	.00
150 STIPDENT NON-INSTRUCTION	40,000.00	.00	.00	.00	40,000.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	442,597.00	.00	33,145.72	330,061.55	112,535.45	74.57
216 HEALTH CARE NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	184,212.34	.00	14,679.04	140,119.14	44,093.20	76.06

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
19 FY 2018-2019						
2600 OPERATIONS/MAINTENANCE						
226 FICA NC PROFESSIONAL	.00	.00	559.05	7,992.03	-7,992.03	.00
230 RETIREMENT NON INSTRUCTIONAL	237,937.00	.00	20,076.69	188,632.34	49,304.66	79.28
236 RETIREMENT NC PROFESSIONAL	.00	.00	781.99	11,914.58	-11,914.58	.00
260 LIFE INSURANCE	720.00	.00	.00	.00	720.00	.00
290 LONG TERM DISABILITY	9,306.00	.00	620.82	6,230.18	3,075.82	66.95
333 MILEAGE STAFF	1,200.00	.00	.00	363.32	836.68	30.28
340 OTHER PROFESSIONAL SERVICES	232,383.00	8,815.01	30,696.34	342,236.79	-118,668.80	151.07
382 DISTANCE EDUCATION ONLY	5,000.00	.00	2,357.72	13,512.29	-8,512.29	**
410 UTILITY SERVICES (Water/Sewer)	79,896.00	.00	8,672.00	51,602.89	28,293.11	64.59
430 REPAIRS AND MAINTENANCE	14,760.00	.00	.00	27,936.35	-13,176.35	189.27
580 TRAVEL:MEAL,HOTEL,RENTAL	10,000.00	.00	.00	2,562.50	7,437.50	25.63
610 GENERAL SUPPLIES	204,300.00	16,547.30	7,419.66	198,911.62	-11,158.92	105.46
620 ENERGY:NATURAL GAS	194,250.00	.00	9,581.20	108,250.27	85,999.73	55.73
622 ENERGY:ELECTRICITY	803,987.00	.00	96,475.45	603,236.57	200,750.43	75.03
626 GASOLINE/DIESEL	30,000.00	.00	2,703.57	24,627.58	5,372.42	82.09
720 BUILDINGS/CONSTRUCTIONS	189,000.00	.00	4,954.32	177,267.82	11,732.18	93.79
730 EQUIPMENT	.00	.00	.00	32,323.18	-32,323.18	.00
733 FURNITURE AND FIXTURES	60,500.00	31,055.82	12,659.87	74,300.39	-44,856.21	174.14
735 TECHNOLOGY SOFTWARE	185,000.00	10,325.88	1,899.88	86,431.49	88,242.63	52.30
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	161.00	-161.00	.00
2600 OPERATIONS/MAINTENANCE	5,318,620.54	66,744.01	458,036.36	4,477,393.18	774,483.35	85.44
2700 TRANSPORTATION						
110 CLERICAL_BUSDRIERS	52,714.00	.00	8,430.46	94,302.94	-41,588.94	178.90
112 PARAPROFESSIONALS	51,347.00	.00	5,706.99	53,463.70	-2,116.70	104.12
159 NOT USED	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	.00	.00	272.58	3,845.03	-3,845.03	.00
212 HEALTH CARE PARAPROFESSIONALS	3,114.00	.00	147.71	2,458.40	655.60	78.95
220 FICA NON INSTRUCTIONAL	.00	.00	632.05	6,956.60	-6,956.60	.00
222 FICA PARAPROFESSIONAL	4,020.00	.00	414.36	3,808.38	211.62	94.74
230 RETIREMENT NON INSTRUCTIONAL	.00	.00	444.13	6,282.07	-6,282.07	.00
232 RETIREMENT PARAPROFESSIONALS	12,926.00	.00	563.74	5,281.04	7,644.96	40.86
290 LONG TERM DISABILITY	.00	.00	3.66	51.64	-51.64	.00
330 TRAINING AND DEVELOPMENT	.00	.00	.00	1,784.15	-1,784.15	.00
332 MILEAGE TO PARENTS	175,000.00	.00	112,898.27	143,689.49	31,310.51	82.11
340 OTHER PROFESSIONAL SERVICES	.00	.00	502.64	46,007.79	-46,007.79	.00
382 DISTANCE EDUCATION ONLY	.00	.00	580.30	4,086.88	-4,086.88	.00
430 REPAIRS AND MAINTENANCE	9,400.00	.00	913.07	42,581.18	-33,181.18	**
442	50,000.00	.00	16,060.00	225,380.77	-175,380.77	**
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	1,273.58	-1,273.58	.00
610 GENERAL SUPPLIES	.00	.00	.00	466.67	-466.67	.00
626 GASOLINE/DIESEL	67,500.00	.00	5,545.74	52,413.23	15,086.77	77.65
630 FOOD:FOOD SERVICES	.00	.00	250.00	5,164.81	-5,164.81	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	201.78	-201.78	.00
2700 TRANSPORTATION	426,021.00	.00	153,365.70	699,500.13	-273,479.13	164.19
8000 TRANSFERS						
913 TRANSFERS TO ACTIVITY FUND	85,000.00	.00	85,000.00	85,000.00	.00	100.00
8000 TRANSFERS	85,000.00	.00	85,000.00	85,000.00	.00	100.00
01 GENERAL FUND	41,017,086.38	792,248.83	3,659,211.80	33,279,743.40	6,945,094.15	83.07

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North Platte Public School District

Page No 8

For 06/01/19 - 06/30/19

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
19 FY 2018-2019						
19 FY 2018-2019	41,017,086.38	792,248.83	3,659,211.80	33,279,743.40	6,945,094.15	83.07

StudentsPreventing Dating Violence

North Platte Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2, 140, the Legislature has defined (a) “dating violence” to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) “dating partner” to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the school district’s Student Code of Conduct to insure that this policy is reflected therein.

Date of Adoption: May 25, 2010

StudentsDrug and Alcohol Testing1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

The Superintendent or designee is directed to establish such rules and regulations as may be needed to provide for a safe, healthy and secure environment for students and staff of all schools.

Regulations:**Eligibility for Random Testing.**

Students who participate in school sponsored - extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, and Speech Team.

To participate in a school sponsored - extracurricular activity, students must submit a completed Consent to Test Form and the Code of Conduct on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form and the Code of Conduct will result in ineligibility for participation in school sponsored - extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored—extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored —extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

Testing Procedure**a. Random Testing.**

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

Up to a maximum 40 students of the pool of eligible students will be tested each month throughout the school year. The Superintendent or designee shall have the authority to determine the percentage and/or the number of students to test. Dependent on the nature and extent of the prevailing problem with drug usage in the school community, testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, the testing agency will monitor all collections procedures.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

Confidentiality

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Violation with the Code of Conduct will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis.

Test results will not be turned over in the absence of a court order, subpoena, or other legal process requiring such.

Test Results will be shared with only district designed personnel. Test results will be kept in confidential files separate from the students’ other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

Consequences for Positive Tests

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse and/or clarification due to approved prescription medication.
- The student's privilege of participating in extracurricular activities will be restricted in the same manner and to the same extent as though the student had committed a violation of the drug and alcohol provisions of the Extracurricular Activity Code of Conduct set forth in the Student-Parent Handbook. Provided, however, that a student shall not receive a reduction for self-reporting if the student had, prior to the self-report, been selected for a drug or alcohol test pursuant to this Policy.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

Appeal Procedures

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the retest will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

Adopted: July 9, 2018

Consent to Test Form

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of North Platte Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize North Platte Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I plan to participate in one or more of the following school sponsored extracurricular activit(ies):

_____ I am volunteering to be placed in the testing pool.

Activity Drop Form

I, _____ wish to withdraw from

I will submit this form to the Activity Director. My name will be withdrawn from the testing pool on the date this is received by the Activity Director.

Completing this form will pertain to all school sponsored extracurricular –activities. I understand, by withdrawing, I can no longer participate in any school sponsored extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form and Code of Conduct.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

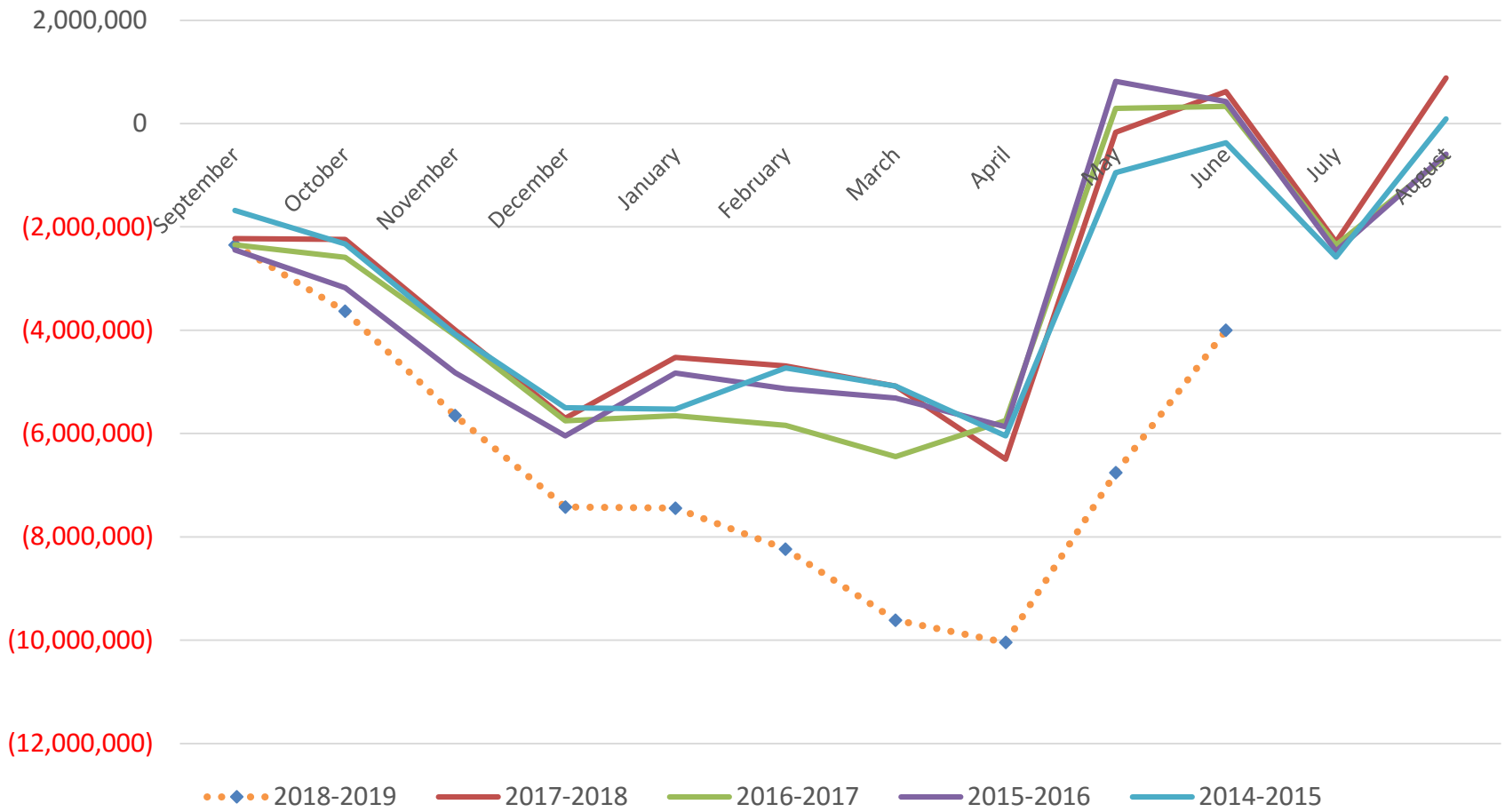
Activity Director

Date of Receipt

Adopted: July 9, 2018

North Platte Public Schools

Monthly Cash Flow



NORTH PLATTE PUBLIC SCHOOLS
CASH AND INVESTMENTS
June 30, 2019

	<u>First</u>				
Total Cash	<u>National</u>	<u>Nebraskaland</u>	<u>Wells Fargo</u>	<u>Other</u>	
GENERAL FUND					
Checking	9,870,674				9,870,674
NLAF				1,050,305	1,050,305
DEPRECIATION					
Checking		2,137,928			2,137,928
NLAF				119,227	119,227
EMPLOYEE BENEFIT					
Checking		22,439			22,439
Section 125 Funds		13,426			13,426
FIDUCIARY FUNDS					
Checking		1,133,041			1,133,041
NUTRITION					
Checking	299,370				299,370
BOND FUND					
Checking					-
BUILDING FUND					
Checking	470,822				470,822
QCPUF					
Checking	233,629				233,629
COOPERATING					
Checking	11,655				11,655
TOTAL CASH IN BANKS	<u>10,886,150</u>	<u>3,306,834</u>	<u>-</u>	<u>1,169,532</u>	<u>15,362,516</u>
	70.9%	21.5%		7.6%	
Cash On Hand					
General Fund					
Schools					\$ 50
McKinley					231
McKinley-Checking					100,000
Maintenance					200
Kids Klub					-
Total General Fund					<u>\$ 100,481</u>
Activity-Athletics					4,150
Cafeteria					665
Total Cash on Hand					<u>105,296</u>
Total Cash					<u><u>\$ 15,467,812</u></u>

For 06/01/19 - 06/30/19

Income Statement

FPROF01A

Periods 10 - 10

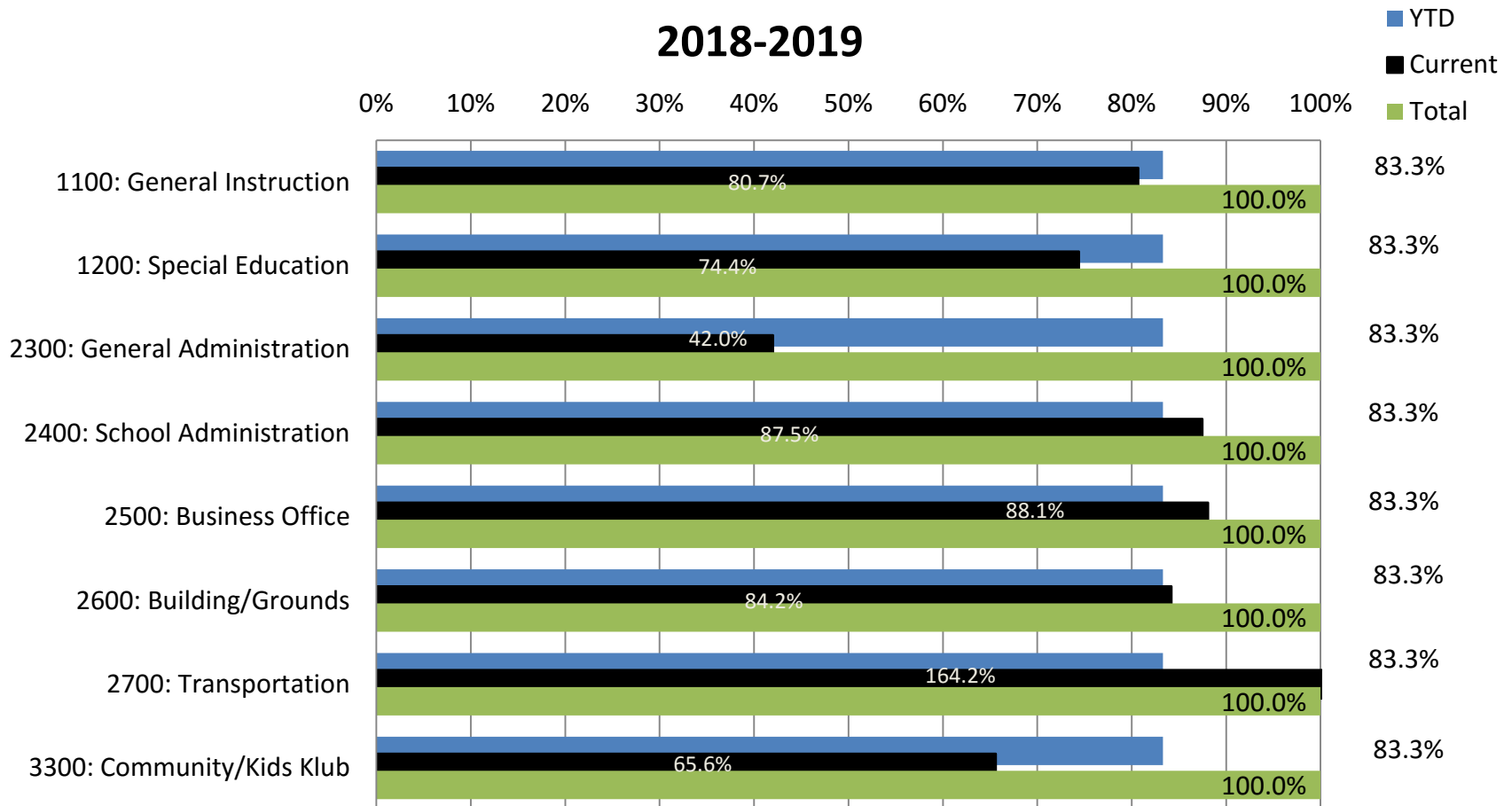
Income Statement

INCOME STATEMENT

Account No/ Description				Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
01	GENERAL FUND								
81	REVENUES								
	11	00	TAXES	25,654,501.00	.00	5,114,877.98	16,575,003.42	9,079,497.58	64.61
	15	00	INVESTMENT INCOME	10,000.00	.00	430.79	18,798.84	-8,798.84	187.99
	18	00	TUITION-AFTER SCHOOL PROG	.00	.00	6,187.82	95,329.00	-95,329.00	.00
	19	00	PRIVATE GRANTS	245,080.00	.00	8,270.89	67,749.56	177,330.44	27.64
	21	00	COUNTY FINES/LICENSES	410,000.00	.00	1,386.00	181,717.50	228,282.50	44.32
	31	00	STATE RECEIPTS	11,288,491.00	.00	1,506,130.97	12,893,461.47	-1,604,970.47	114.22
	34	00	CATEGORICAL/PRIVATE GRANTS	650,000.00	.00	.00	517,109.18	132,890.82	79.56
	35	00	STATE CATEGORICAL PROGRAMS	61,138.00	.00	.00	32,472.00	28,666.00	53.11
	40	00	UNOBLIGATED GRANT FUNDS	1,408,539.00	.00	.00	.00	1,408,539.00	.00
	45	00	FEDERAL PROGRAMS	2,481,961.00	.00	50,556.48	1,401,713.18	1,080,247.82	56.48
	47	00	CARL PERKINS	60,000.00	.00	16,415.94	51,051.93	8,948.07	85.09
	90	00	NON PROGRAM RECEIPTS	5,000.00	.00	55.51	19,917.50	-14,917.50	398.35
	81	REVENUES		42,274,710.00	.00	6,704,312.38	31,854,323.58	10,420,386.42	75.35
91	EXPENDITURES								
	11	00	REGULAR INSTRUCTION	21,000,213.88	67,899.73	1,645,386.84	16,657,049.51	4,275,264.64	79.64
	12	00	SPECIAL EDUCATION	4,180,710.00	13,517.66	334,510.00	3,398,009.28	769,183.06	81.60
	13	00	SUMMER SCHOOL	96,516.00	.00	34,626.93	43,476.86	53,039.14	45.05
	21	00	PUPIL SUPPORT	1,920,210.00	322.29	169,715.76	1,719,779.54	200,108.17	89.58
	22	00	STAFF SUPPORT	1,782,047.00	58,195.51	103,931.82	1,271,728.76	452,122.73	74.63
	23	00	GENERAL ADMINISTRATION	1,143,833.00	.00	44,105.44	480,956.15	662,876.85	42.05
	24	00	SCHOOL ADMINISTRATION	2,583,418.96	146.09	238,937.45	2,260,791.83	322,481.04	87.52
	25	00	BUSINESS SUPPORT	2,480,496.00	585,423.54	391,595.50	2,186,058.16	-290,985.70	111.73
	26	00	OPERATIONS/MAINTENANCE	5,318,620.54	66,744.01	458,036.36	4,477,393.18	774,483.35	85.44
	27	00	TRANSPORTATION	426,021.00	.00	153,365.70	699,500.13	-273,479.13	164.19
	33	00	COMMUNITY SERVICE	309,400.00	.00	33,004.85	196,339.14	113,060.86	63.46
	34	00	CATEGORICAL/PRIVATE GRANTS	.00	2,094.86	-658.79	12,499.30	-14,594.16	.00
	35	00	STATE CATEGORICAL PROGRAMS	88,585.00	.00	12,875.13	73,107.24	15,477.76	82.53
	40	00	UNOBLIGATED GRANT FUNDS	830,509.00	.00	.00	.00	830,509.00	.00
	62	00	ESSA-TITLE	940,780.50	.00	72,402.79	753,020.89	187,759.61	80.04
	63	00	ESSA-TITLE II	142,325.00	.00	11,563.62	118,520.64	23,804.36	83.27
	64	00	IDEA	1,113,176.00	5,000.00	109,930.19	964,437.99	143,738.01	87.09
	66	00	OTHER FEDERAL SERV-NON CATEGORICAL	22,770.00	.00	1,585.70	26,432.25	-3,662.25	116.08
	67	00	CARL PERKINS FUNDS	91,894.00	14,795.70	31.10	58,891.68	18,206.62	80.19
	69	00	FEDERAL SERV-CATEGORICAL	467,981.00	3,125.00	47,856.38	372,715.83	92,140.17	80.31
	80	00	TRANSFERS	85,000.00	.00	85,000.00	85,000.00	.00	100.00
	91	EXPENDITURES		45,024,506.88	817,264.39	3,947,802.77	35,855,708.36	8,351,534.13	81.45
01	GENERAL FUND			-2,749,796.88	-817,264.39	2,756,509.61	-4,001,384.78	2,068,852.29	175.24

North Platte Public Schools

2018-2019



1100: **Regular Instruction:** Those programs that are directed to students in the classroom

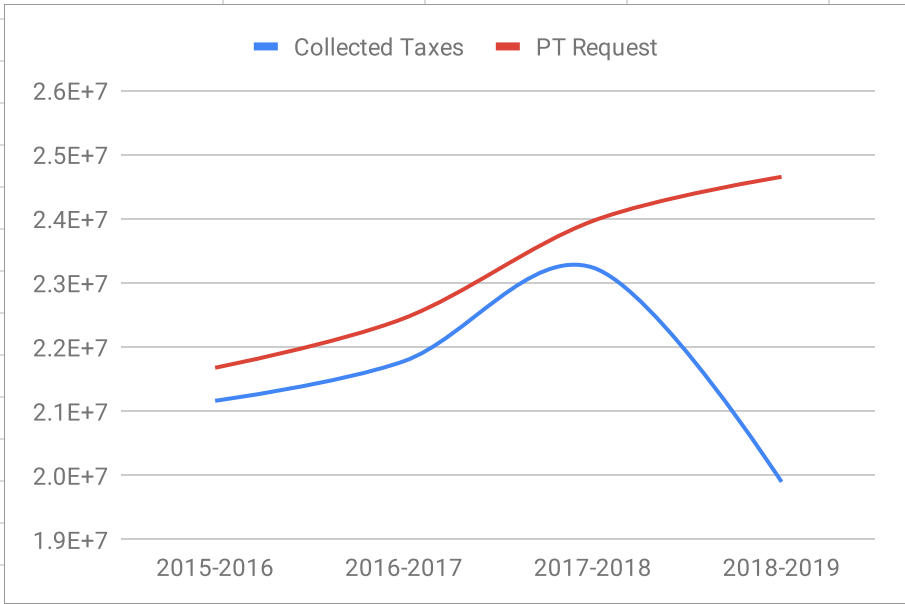
1200: **Special Education Program**

2100: **Support Services-Pupil:** Attendance, guidance, health services

2200: **Support Services-Staff:** Curriculum, libraries, technology, activities

2300: **General Administration:** Board of Education, Superintendent, Human Relations

2400: **School Administration:** Building Principals office and Support

North Platte Public Schools																			
Property Tax Collections																			
For the nine month period ending April 30																			
	2015-2016	2016-2017	2017-2018	2018-2019															
August	6,391,159.27	6,154,882.29	6,247,395.64	6,891,048.12															
September	1,313,021.76	1,869,210.68	2,157,234.52	1,217,802.25															
October	371,206.31	296,011.68	430,638.14	522,504.16															
November	263,510.08	245,823.14	255,411.04	278,778.85															
December	1,824,749.52	1,783,789.43	2,721,775.70	1,903,857.29															
January	778,325.43	861,187.89	947,725.58	878,799.22															
February	1,123,262.70	1,162,730.42	1,190,500.96	684,262.84															
March	1,057,285.85	1,284,864.75	1,179,948.68	1,768,758.62															
April	8,045,426.04	8,126,503.40	8,113,312.40	5,758,222.72															
Collected Taxes	21,167,946.96	21,785,003.68	23,243,942.66	19,904,034.07															
				-3,339,908.59															
PT Request	21,683,166	22,453,053	23,970,053	24,657,517															
Valuation	2,125,588,096	2,211,826,897	2,361,848,885	2,417,161,910															
Levy	1.020	1.015	1.015	1.020															
			96.97%	80.72%															
<div><div><div>Collected Taxes</div><div>PT Request</div></div><table><caption>Collected Taxes vs PT Request Data</caption><thead><tr><th>Year</th><th>Collected Taxes</th><th>PT Request</th></tr></thead><tbody><tr><td>2015-2016</td><td>21,167,946.96</td><td>21,683,166</td></tr><tr><td>2016-2017</td><td>21,785,003.68</td><td>22,453,053</td></tr><tr><td>2017-2018</td><td>23,243,942.66</td><td>23,970,053</td></tr><tr><td>2018-2019</td><td>19,904,034.07</td><td>24,657,517</td></tr></tbody></table></div>					Year	Collected Taxes	PT Request	2015-2016	21,167,946.96	21,683,166	2016-2017	21,785,003.68	22,453,053	2017-2018	23,243,942.66	23,970,053	2018-2019	19,904,034.07	24,657,517
Year	Collected Taxes	PT Request																	
2015-2016	21,167,946.96	21,683,166																	
2016-2017	21,785,003.68	22,453,053																	
2017-2018	23,243,942.66	23,970,053																	
2018-2019	19,904,034.07	24,657,517																	
August/September	7,704,181.03	8,024,092.97	8,404,630.16	8,108,850.37															

North Platte Public Schools				
Property Tax Collections				
For the Ten month period ending May 31				
	2015-2016	2016-2017	2017-2018	2018-2019
August	6,391,159.27	6,154,882.29	6,247,395.64	6,891,048.12
September	1,313,021.76	1,869,210.68	2,157,234.52	1,217,802.25
October	371,206.31	296,011.68	430,638.14	522,504.16
November	263,510.08	245,823.14	255,411.04	278,778.85
December	1,824,749.52	1,783,789.43	2,721,775.70	1,903,857.29
January	778,325.43	861,187.89	947,725.58	878,799.22
February	1,123,262.70	1,162,730.42	1,190,500.96	684,262.84
March	1,057,285.85	1,284,864.75	1,179,948.68	1,768,758.62
April	8,045,426.04	8,126,503.40	8,113,312.40	5,758,222.72
May	1,820,309.36	1,845,675.11	2,150,699.01	5,278,343.34
Collected Taxes	22,988,256.32	23,630,678.79	25,394,641.67	25,182,377.41
				-212,264.26
PT Request	21,683,166	22,453,053	23,970,053	24,657,517
Valuation	2,125,588,096	2,211,826,897	2,361,848,885	2,417,161,910
Levy	1.020	1.015	1.015	1.020
			105.94%	102.13%
August/September	7,704,181.03	8,024,092.97	8,404,630.16	8,108,850.37

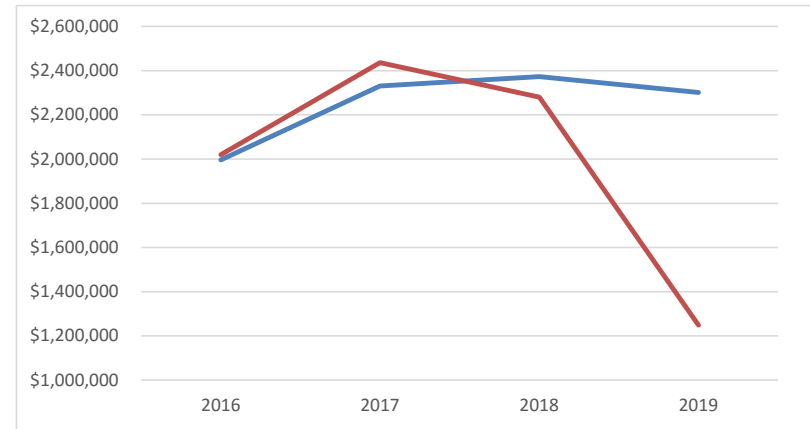
North Platte Public Schools
Property Tax Collections by Month
General Fund

	MV Taxes	Property Taxes	Property Prior Yr	Homestead	Pro Rata MV	Property Tax Credit	Carline	Fines Licenses	In- Lieu	Personal Property	Other	Commission	Interest	Total
2016-2017														
September	180,922.28	1,663,909.70	1,342.23		5,674.95			30,319.16				(16,689.84)	3,732.20	1,869,210.68
October	160,304.80	116,452.59	881.87					16,258.58				(1,206.54)	3,320.38	296,011.68
November	144,922.91	62,015.08	1,392.50					35,715.58				(658.44)	2,435.51	245,823.14
December	177,255.01	1,495,578.86	83,267.10		7,952.21			30,817.58				(15,836.00)	4,754.67	1,783,789.43
January	237,262.10	539,962.79	59,364.92					26,064.58				(6,039.00)	4,572.50	861,187.89
February	143,007.12	286,297.37	49,148.01	115,186.94		485,486.51		34,957.64	133.21	47,603.71	0.19	(3,397.53)	4,307.25	1,162,730.42
March	207,361.56	648,112.89	238,746.41	115,186.94				31,947.68	251.77	30,947.15	1.25	(9,395.11)	21,704.21	1,284,864.75
April	161,377.91	7,378,411.46	2,261.94	115,186.94	33,570.58	485,456.87		23,758.06				(73,809.62)	289.26	8,126,503.40
May	169,957.76	1,427,591.77	4,175.35	115,186.94		14,515.48	83,503.73	42,714.73				(14,371.24)	2,400.59	1,845,675.11
June	176,510.86	167,882.46	664.39	115,186.94				25,105.96				(1,700.87)	1,540.11	485,189.85
July	179,409.63	192,361.03	6,432.64	112,744.76	14,383.96			32,063.26		30,848.04		(2,315.30)	1,888.18	567,816.20
August	215,040.93	3,456.33	5,975,132.01				70,688.65	38,085.75				(59,834.14)	4,826.11	6,247,395.64
Total	2,153,332.87	13,982,032.33	6,422,809.37	688,679.46	61,581.70	985,458.86	154,192.38	367,808.56	384.98	109,398.90	1.44	(205,253.63)	55,770.97	24,776,198.19
2016 Year		19,519,879.44	423,858.29	717,649.28	68,841.30	971,277.68	118,581.92		20,048.10	-	130.96	(201,984.71)	53,090.01	21,691,372.27
2017-2018														
September	172,544.32	1,974,737.19	847.86					25,401.22				(19,790.80)	3,494.73	2,157,234.52
October	169,094.30	216,421.60	1,429.83		7,458.68			32,530.93				(2,237.92)	5,940.72	430,638.14
November	151,062.25	66,940.14	994.94					33,878.40				(711.82)	3,247.13	255,411.04
December	172,008.72	2,405,624.94	97,556.30		14,065.43			28,614.66	23,640.27			(25,085.32)	5,350.70	2,721,775.70
January	246,616.78	639,899.36	36,799.52					28,619.75				(6,792.82)	2,582.99	947,725.58
February	150,461.68	266,460.81	45,382.59	123,121.13		530,086.87		27,381.04		51,321.71	127.54	(8,541.35)	4,698.94	1,190,500.96
March	193,423.78	611,725.69	179,510.58	123,121.13				29,910.14	251.77	32,003.51	1.25	(8,416.58)	18,417.41	1,179,948.68
April	173,017.80	7,841.22	7,310,282.56	123,121.13	26,371.95	530,086.87		25,589.89				(78,562.81)	563.79	8,118,312.40
May	170,610.01	1,715,296.72	1,751.06	123,121.13			122,886.36	32,617.99				(17,186.50)	1,602.24	2,150,699.01
June	188,228.59	119,239.11	3,527.25	123,121.13				26,768.84				(1,241.37)	1,342.97	460,986.52
July	212,196.57	357,813.54	3,104.11	125,464.09	15,436.00			23,663.93		32,003.51		(3,950.91)	2,169.56	767,900.40
August	207,428.94	6,682,147.40	1,338.58				32,861.38	31,722.48				(66,858.94)	2,408.28	6,891,048.12
Total	2,206,693.74	15,064,147.72	7,682,525.18	741,069.74	63,332.06	1,060,173.74	155,747.74	346,699.27	23,892.04	115,328.73	128.79	(239,377.14)	51,819.46	27,272,181.07
2017 Year		15,307,799.97	6,436,754.60	688,679.46	69,478.65	985,458.86	154,192.38		24,025.25	109,398.90	1.44	(218,688.67)	59,561.49	23,616,662.33
2018-2019														
September	165,012.22	1,027,451.14	682.37					31,825.19				(10,312.77)	3,144.10	1,217,802.25
October	183,950.02	302,460.03	466.79					29,315.07				(3,123.62)	9,435.87	522,504.16
November	157,893.38	90,279.29	1,548.96					26,222.28				(956.19)	3,791.13	278,778.85
December	189,078.16	1,582,529.41	125,572.83					20,387.58				(20,934.82)	7,224.13	1,903,857.29
January	255,802.96	477,011.77	94,169.31		22,178.07			30,277.96				(8,373.00)	7,732.15	878,799.22
February	145,596.52	334,701.93	73,502.91	129,103.56				947.00				(5,612.96)	6,023.88	684,262.84
March	183,377.74	566,190.68	266,899.93	130,694.55		522,396.86		27,278.42		56,932.61		(8,566.44)	23,554.27	1,768,758.62
April	177,351.59	4,974,929.98	1,165.57	130,694.55		522,396.86		1,313.00				(49,762.29)	133.46	5,758,222.72
May	202,514.04	4,828,786.19	724.64	130,694.55			102,612.31	1,386.00	27,464.97	31,401.42		(48,622.94)	1,382.16	5,278,343.34
June														-
July														-
August														-
Total	1,660,576.63	14,184,340.42	564,733.31	521,187.21	22,178.07	1,044,793.72	102,612.31	168,952.50	27,464.97	88,334.03	-	(156,265.03)	62,421.15	18,291,329.29

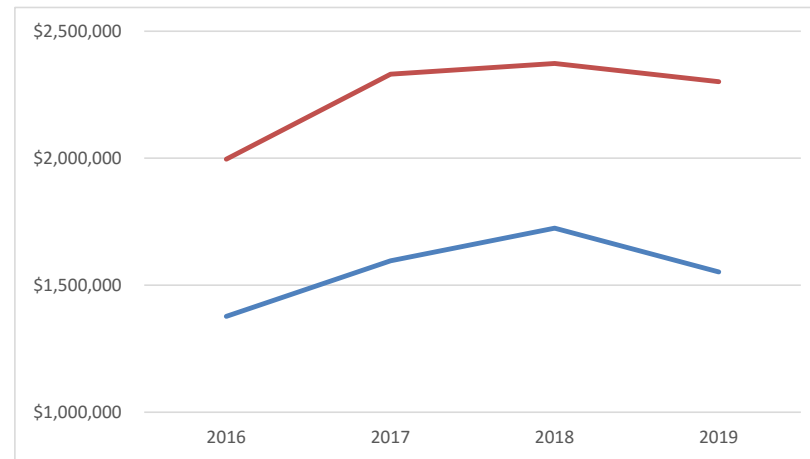
North Platte Public Schools
NPBS Bond Request



	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	49,331.16	61,489.20	66,806.41	56,259.39
February	85,912.81	101,608.75	100,511.51	50,772.96
March	79,424.12	105,677.12	95,686.24	147,442.15
April	722,429.18	824,436.17	784,218.72	520,725.70
May	149,779.64	169,468.59	192,904.25	473,590.37
June	22,852.37	29,494.59	24,647.79	
July	31,624.09	37,067.84	52,692.33	
August	546,024.08	622,442.36	659,691.46	
September	152,842.05	202,590.58	101,091.49	
October	11,176.97	23,937.07	31,891.14	
November	6,281.78	7,574.63	10,150.12	
December	162,745.53	250,444.91	160,366.87	
Total	\$ 2,020,423.78	\$ 2,436,231.81	\$ 2,280,658.33	\$ 1,248,790.57
Tax Request	\$ 1,996,223	\$ 2,330,967	\$ 2,373,054	\$ 2,301,175



	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
September	115,265.31	152,842.05	202,590.58	101,091.49
October	18,150.41	11,176.97	23,937.07	31,891.14
November	8,298.76	6,281.78	7,574.63	10,150.12
December	148,762.84	162,745.53	250,444.91	160,366.87
January	49,331.16	61,489.20	66,806.41	56,259.39
February	85,912.81	101,608.75	100,511.51	50,772.96
March	79,424.12	105,677.12	95,686.24	147,442.15
April	722,429.18	824,436.17	784,218.72	520,725.70
May	149,779.64	169,468.59	192,904.25	473,590.37
Total	\$ 1,377,354.23	\$ 1,595,726.16	\$ 1,724,674.32	\$ 1,552,290.19



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North Platte Public School District

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For 12/01/18 - 12/31/18

Variable Column Report

FJEXS01S

Periods 04 - 04

Bond Fund Report

Month End Report 10

PY Periods 04 - 04

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
000 DISTRICT						
19-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS	299,388.74	.00	-2,190,780.66	257,301.23	257,301.23	
01 ASSETS	299,388.74	.00	-2,190,780.66	257,301.23	257,301.23	
19-07-0001-900-000-000 BUDGETED FUND BALANCE	.00	.00	.00	10,405.00	10,405.00	
03 EQUITY	.00	.00	.00	10,405.00	10,405.00	
000 DISTRICT	299,388.74	.00	-2,190,780.66	267,706.23	267,706.23	
001 NPHS						
19-07-1100-091-001-000 (1110) PROPERTY TAXES-NPHS E	-484,547.29	2,278,153.00	-160,366.87	-293,349.50	1,984,803.50	-.13
81 REVENUES	-484,547.29	2,278,153.00	-160,366.87	-293,349.50	1,984,803.50	-.13
19-07-5000-340-001-000 PROFESSIONAL SERVICES-NPHS	400.00	-3,000.00	400.00	400.00	-2,600.00	-.13
19-07-5000-831-001-000 REDEMPTION OF PRINCIPAL	2,135,000.00	-2,210,000.00	2,210,000.00	2,210,000.00	.00	-1.00
19-07-5000-832-001-000 DEBT SERVICES INTEREST	62,385.00	-75,558.00	46,503.75	46,503.75	-29,054.25	-.62
91 EXPENDITURES	2,197,785.00	-2,288,558.00	2,256,903.75	2,256,903.75	-31,654.25	-.99
19-07-0006-080-001-000 FUND BALANCE-NPHS BONDS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
001 NPHS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
001 NPHS	-264,881.27	-10,405.00	2,096,536.88	-231,581.98	-241,986.98	22.26
016 LAKE MALONEY						
19-07-1100-091-016-000 (1110) PROPERTY TAXES-LAKE M	-31,885.44	114,086.00	-10,704.97	-18,067.98	96,018.02	-.16
81 REVENUES	-31,885.44	114,086.00	-10,704.97	-18,067.98	96,018.02	-.16
19-07-5000-340-016-000 PROFESSIONAL SERVICES-LAKE MALONEY	200.00	-1,500.00	200.00	200.00	-1,300.00	-.13
19-07-5000-831-016-000 REDEMPTION OF PRINCIPAL-LAKE	100,000.00	-105,000.00	100,000.00	100,000.00	-5,000.00	-.95
19-07-5000-832-016-000 DEBT SERVICES INTEREST-LAKE	5,198.75	-7,586.00	4,748.75	4,748.75	-2,837.25	-.63
91 EXPENDITURES	105,398.75	-114,086.00	104,948.75	104,948.75	-9,137.25	-.92
19-07-0008-080-016-000 FUND BALANCE-LAKE MALONEY BC	-108,020.78	.00	.00	-112,600.02	-112,600.02	
016 LAKE MALONEY	-108,020.78	.00	.00	-112,600.02	-112,600.02	
016 LAKE MALONEY	-34,507.47	.00	94,243.78	-25,719.25	-25,719.25	
07 BOND FUND	.00	-10,405.00	.00	10,405.00	.00	-1.00

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North Platte Public School District

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For 06/01/19 - 06/30/19

Variable Column Report

FJEXS01S

Periods 10 - 10

Bond Fund Report

Month End Report 10

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prev1 YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
000 DISTRICT						
19-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS	1,566,729.64	.00	.00	1,567,652.08	1,567,652.08	
19-07-0001-031-000-000 DUE FROM/TO GENERAL FUND	-20,093.02	.00	.00	.00	.00	
01 ASSETS	1,546,636.62	.00	.00	1,567,652.08	1,567,652.08	
19-07-0001-900-000-000 BUDGETED FUND BALANCE	.00	.00	.00	10,405.00	10,405.00	
03 EQUITY	.00	.00	.00	10,405.00	10,405.00	
000 DISTRICT	1,546,636.62	.00	.00	1,578,057.08	1,578,057.08	
001 NPHS						
19-07-1100-091-001-000 (1110) PROPERTY TAXES-NPHS E	-1,749,322.21	2,278,153.00	.00	-1,373,326.75	904,826.25	-.60
19-07-1115-091-001-000 CARLINE TAXES	.00	.00	.00	-9,576.39	-9,576.39	
19-07-3130-091-001-000 HOMESTEAD EXEMPTION	.00	.00	.00	-48,762.01	-48,762.01	
19-07-3131-091-001-000 PROPERTY TAX CREDIT	.00	.00	.00	-97,506.34	-97,506.34	
19-07-3132-091-001-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-8,243.87	-8,243.87	
19-07-3180-091-001-000 PRO-RATA MOTOR VEHICLE	.00	.00	.00	-2,195.89	-2,195.89	
19-07-3300-091-001-000 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	-2,528.82	-2,528.82	
81 REVENUES	-1,749,322.21	2,278,153.00	.00	-1,542,140.07	736,012.93	-.68
19-07-5000-340-001-000 PROFESSIONAL SERVICES-NPHS	800.00	-3,000.00	.00	400.00	-2,600.00	-.13
19-07-5000-831-001-000 REDEMPTION OF PRINCIPAL	2,135,000.00	-2,210,000.00	.00	2,210,000.00	.00	-1.00
19-07-5000-832-001-000 DEBT SERVICES INTEREST	108,888.75	-75,558.00	.00	46,503.75	-29,054.25	-.62
91 EXPENDITURES	2,244,688.75	-2,288,558.00	.00	2,256,903.75	-31,654.25	-.99
19-07-0006-080-001-000 FUND BALANCE-NPHS BONDS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
001 NPHS	-1,482,752.44	-10,405.00	.00	-1,480,372.55	-1,490,777.55	142.28
016 LAKE MALONEY						
19-07-1100-091-016-000 (1110) PROPERTY TAXES-LAKE M	-86,303.92	114,086.00	.00	-71,966.42	42,119.58	-.63
19-07-3130-091-016-000 HOMESTEAD EXEMPTION	.00	.00	.00	-777.31	-777.31	
19-07-3131-091-016-000 PROPERTY TAX CREDIT	.00	.00	.00	-6,601.28	-6,601.28	
19-07-3132-091-016-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-179.09	-179.09	
19-07-3180-091-016-000 PRO RATA MOTOR VEHICLE	.00	.00	.00	-104.16	-104.16	
81 REVENUES	-86,303.92	114,086.00	.00	-79,628.26	34,457.74	-.70
19-07-5000-340-016-000 PROFESSIONAL SERVICES-LAKE MALONEY	400.00	-1,500.00	.00	200.00	-1,300.00	-.13
19-07-5000-831-016-000 REDEMPTION OF PRINCIPAL-LAKE	100,000.00	-105,000.00	.00	100,000.00	-5,000.00	-.95
19-07-5000-832-016-000 DEBT SERVICES INTEREST-LAKE	9,947.50	-7,586.00	.00	4,748.75	-2,837.25	-.63
91 EXPENDITURES	110,347.50	-114,086.00	.00	104,948.75	-9,137.25	-.92
19-07-0008-080-016-000 FUND BALANCE-LAKE MALONEY BC	-108,020.78	.00	.00	-112,600.02	-112,600.02	

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North Platte Public School District

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For 06/01/19 - 06/30/19

Variable Column Report

FJEXS01S

Periods 10 - 10

Bond Fund Report

Month End Report 10

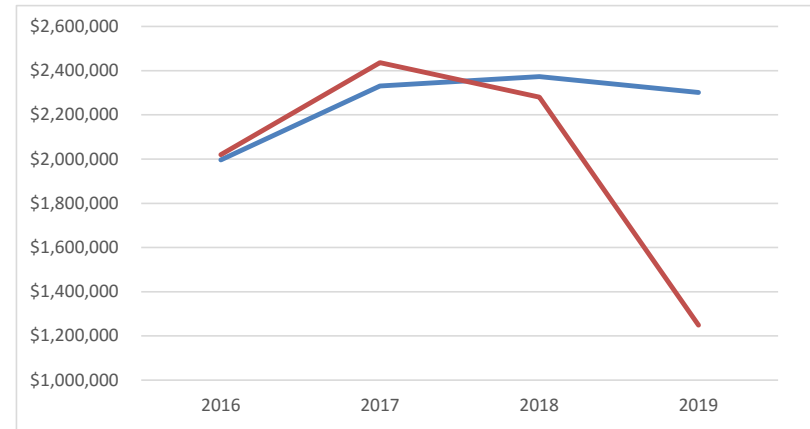
PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prev1 YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
016 LAKE MALONEY	-108,020.78	.00	.00	-112,600.02	-112,600.02	
016 LAKE MALONEY	-83,977.20	.00	.00	-87,279.53	-87,279.53	
07 BOND FUND	-20,093.02	-10,405.00	.00	10,405.00	.00	-1.00

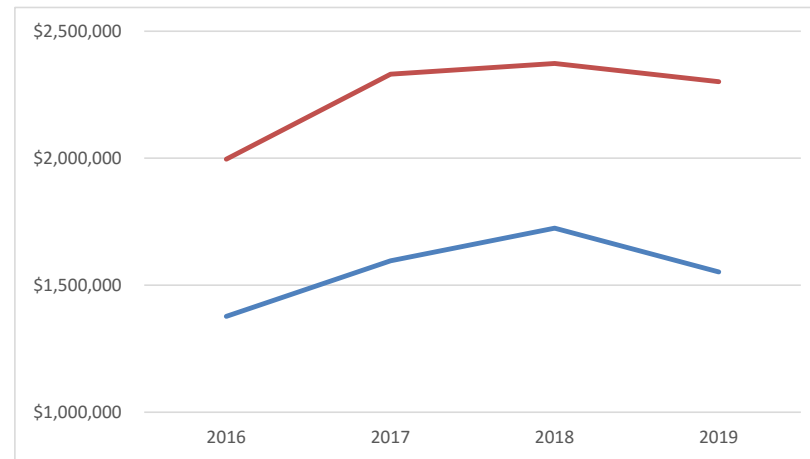
North Platte Public Schools
NPBS Bond Request



	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	49,331.16	61,489.20	66,806.41	56,259.39
February	85,912.81	101,608.75	100,511.51	50,772.96
March	79,424.12	105,677.12	95,686.24	147,442.15
April	722,429.18	824,436.17	784,218.72	520,725.70
May	149,779.64	169,468.59	192,904.25	473,590.37
June	22,852.37	29,494.59	24,647.79	
July	31,624.09	37,067.84	52,692.33	
August	546,024.08	622,442.36	659,691.46	
September	152,842.05	202,590.58	101,091.49	
October	11,176.97	23,937.07	31,891.14	
November	6,281.78	7,574.63	10,150.12	
December	162,745.53	250,444.91	160,366.87	
Total	\$ 2,020,423.78	\$ 2,436,231.81	\$ 2,280,658.33	\$ 1,248,790.57
Tax Request	\$ 1,996,223	\$ 2,330,967	\$ 2,373,054	\$ 2,301,175



	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
September	115,265.31	152,842.05	202,590.58	101,091.49
October	18,150.41	11,176.97	23,937.07	31,891.14
November	8,298.76	6,281.78	7,574.63	10,150.12
December	148,762.84	162,745.53	250,444.91	160,366.87
January	49,331.16	61,489.20	66,806.41	56,259.39
February	85,912.81	101,608.75	100,511.51	50,772.96
March	79,424.12	105,677.12	95,686.24	147,442.15
April	722,429.18	824,436.17	784,218.72	520,725.70
May	149,779.64	169,468.59	192,904.25	473,590.37
Total	\$ 1,377,354.23	\$ 1,595,726.16	\$ 1,724,674.32	\$ 1,552,290.19



Run Date 07/03/19 07:53 AM

North Platte Public School District

Page No 1

For 12/01/18 - 12/31/18

Variable Column Report

FJEXS01S

Periods 04 - 04

Bond Fund Report

Month End Report 10

PY Periods 04 - 04

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
000 DISTRICT						
19-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS	299,388.74	.00	-2,190,780.66	257,301.23	257,301.23	
01 ASSETS	299,388.74	.00	-2,190,780.66	257,301.23	257,301.23	
19-07-0001-900-000-000 BUDGETED FUND BALANCE	.00	.00	.00	10,405.00	10,405.00	
03 EQUITY	.00	.00	.00	10,405.00	10,405.00	
000 DISTRICT	299,388.74	.00	-2,190,780.66	267,706.23	267,706.23	
001 NPHS						
19-07-1100-091-001-000 (1110) PROPERTY TAXES-NPHS E	-484,547.29	2,278,153.00	-160,366.87	-293,349.50	1,984,803.50	-.13
81 REVENUES	-484,547.29	2,278,153.00	-160,366.87	-293,349.50	1,984,803.50	-.13
19-07-5000-340-001-000 PROFESSIONAL SERVICES-NPHS	400.00	-3,000.00	400.00	400.00	-2,600.00	-.13
19-07-5000-831-001-000 REDEMPTION OF PRINCIPAL	2,135,000.00	-2,210,000.00	2,210,000.00	2,210,000.00	.00	-1.00
19-07-5000-832-001-000 DEBT SERVICES INTEREST	62,385.00	-75,558.00	46,503.75	46,503.75	-29,054.25	-.62
91 EXPENDITURES	2,197,785.00	-2,288,558.00	2,256,903.75	2,256,903.75	-31,654.25	-.99
19-07-0006-080-001-000 FUND BALANCE-NPHS BONDS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
001 NPHS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
016 LAKE MALONEY	-264,881.27	-10,405.00	2,096,536.88	-231,581.98	-241,986.98	22.26
19-07-1100-091-016-000 (1110) PROPERTY TAXES-LAKE M	-31,885.44	114,086.00	-10,704.97	-18,067.98	96,018.02	-.16
81 REVENUES	-31,885.44	114,086.00	-10,704.97	-18,067.98	96,018.02	-.16
19-07-5000-340-016-000 PROFESSIONAL SERVICES-LAKE MALONEY	200.00	-1,500.00	200.00	200.00	-1,300.00	-.13
19-07-5000-831-016-000 REDEMPTION OF PRINCIPAL-LAKE	100,000.00	-105,000.00	100,000.00	100,000.00	-5,000.00	-.95
19-07-5000-832-016-000 DEBT SERVICES INTEREST-LAKE	5,198.75	-7,586.00	4,748.75	4,748.75	-2,837.25	-.63
91 EXPENDITURES	105,398.75	-114,086.00	104,948.75	104,948.75	-9,137.25	-.92
19-07-0008-080-016-000 FUND BALANCE-LAKE MALONEY BC	-108,020.78	.00	.00	-112,600.02	-112,600.02	
016 LAKE MALONEY	-108,020.78	.00	.00	-112,600.02	-112,600.02	
07 BOND FUND	-34,507.47	.00	94,243.78	-25,719.25	-25,719.25	
	.00	-10,405.00	.00	10,405.00	.00	-1.00

Run Date 07/03/19 07:58 AM

North Platte Public School District

Page No 1

For 06/01/19 - 06/30/19

Variable Column Report

FJEXS01S

Periods 10 - 10

Bond Fund Report

Month End Report 10

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prev1 YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
000 DISTRICT						
19-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS	1,566,729.64	.00	.00	1,567,652.08	1,567,652.08	
19-07-0001-031-000-000 DUE FROM/TO GENERAL FUND	-20,093.02	.00	.00	.00	.00	
01 ASSETS	1,546,636.62	.00	.00	1,567,652.08	1,567,652.08	
19-07-0001-900-000-000 BUDGETED FUND BALANCE	.00	.00	.00	10,405.00	10,405.00	
03 EQUITY	.00	.00	.00	10,405.00	10,405.00	
000 DISTRICT	1,546,636.62	.00	.00	1,578,057.08	1,578,057.08	
001 NPHS						
19-07-1100-091-001-000 (1110) PROPERTY TAXES-NPHS E	-1,749,322.21	2,278,153.00	.00	-1,373,326.75	904,826.25	-.60
19-07-1115-091-001-000 CARLINE TAXES	.00	.00	.00	-9,576.39	-9,576.39	
19-07-3130-091-001-000 HOMESTEAD EXEMPTION	.00	.00	.00	-48,762.01	-48,762.01	
19-07-3131-091-001-000 PROPERTY TAX CREDIT	.00	.00	.00	-97,506.34	-97,506.34	
19-07-3132-091-001-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-8,243.87	-8,243.87	
19-07-3180-091-001-000 PRO-RATA MOTOR VEHICLE	.00	.00	.00	-2,195.89	-2,195.89	
19-07-3300-091-001-000 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	-2,528.82	-2,528.82	
81 REVENUES	-1,749,322.21	2,278,153.00	.00	-1,542,140.07	736,012.93	-.68
19-07-5000-340-001-000 PROFESSIONAL SERVICES-NPHS	800.00	-3,000.00	.00	400.00	-2,600.00	-.13
19-07-5000-831-001-000 REDEMPTION OF PRINCIPAL	2,135,000.00	-2,210,000.00	.00	2,210,000.00	.00	-1.00
19-07-5000-832-001-000 DEBT SERVICES INTEREST	108,888.75	-75,558.00	.00	46,503.75	-29,054.25	-.62
91 EXPENDITURES	2,244,688.75	-2,288,558.00	.00	2,256,903.75	-31,654.25	-.99
19-07-0006-080-001-000 FUND BALANCE-NPHS BONDS	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
	-1,978,118.98	.00	.00	-2,195,136.23	-2,195,136.23	
001 NPHS	-1,482,752.44	-10,405.00	.00	-1,480,372.55	-1,490,777.55	142.28
016 LAKE MALONEY						
19-07-1100-091-016-000 (1110) PROPERTY TAXES-LAKE M	-86,303.92	114,086.00	.00	-71,966.42	42,119.58	-.63
19-07-3130-091-016-000 HOMESTEAD EXEMPTION	.00	.00	.00	-777.31	-777.31	
19-07-3131-091-016-000 PROPERTY TAX CREDIT	.00	.00	.00	-6,601.28	-6,601.28	
19-07-3132-091-016-000 PERSONAL PROPERTY TAX CREDIT	.00	.00	.00	-179.09	-179.09	
19-07-3180-091-016-000 PRO RATA MOTOR VEHICLE	.00	.00	.00	-104.16	-104.16	
81 REVENUES	-86,303.92	114,086.00	.00	-79,628.26	34,457.74	-.70
19-07-5000-340-016-000 PROFESSIONAL SERVICES-LAKE MALONEY	400.00	-1,500.00	.00	200.00	-1,300.00	-.13
19-07-5000-831-016-000 REDEMPTION OF PRINCIPAL-LAKE	100,000.00	-105,000.00	.00	100,000.00	-5,000.00	-.95
19-07-5000-832-016-000 DEBT SERVICES INTEREST-LAKE	9,947.50	-7,586.00	.00	4,748.75	-2,837.25	-.63
91 EXPENDITURES	110,347.50	-114,086.00	.00	104,948.75	-9,137.25	-.92
19-07-0008-080-016-000 FUND BALANCE-LAKE MALONEY BC	-108,020.78	.00	.00	-112,600.02	-112,600.02	

Run Date 07/03/19 07:58 AM

North Platte Public School District

Page No 2

For 06/01/19 - 06/30/19

Variable Column Report

FJEXS01S

Periods 10 - 10

Bond Fund Report

Month End Report 10

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
016 LAKE MALONEY	-108,020.78	.00	.00	-112,600.02	-112,600.02	
016 LAKE MALONEY	-83,977.20	.00	.00	-87,279.53	-87,279.53	
07 BOND FUND	-20,093.02	-10,405.00	.00	10,405.00	.00	-1.00

OUR PURPOSE IS TO PREPARE STUDENTS
TO BE PRODUCTIVE, RESPONSIBLE CITIZENS
IN A SAFE, CARING, SUPPORTIVE
LEARNING ENVIRONMENT



GREATNESS

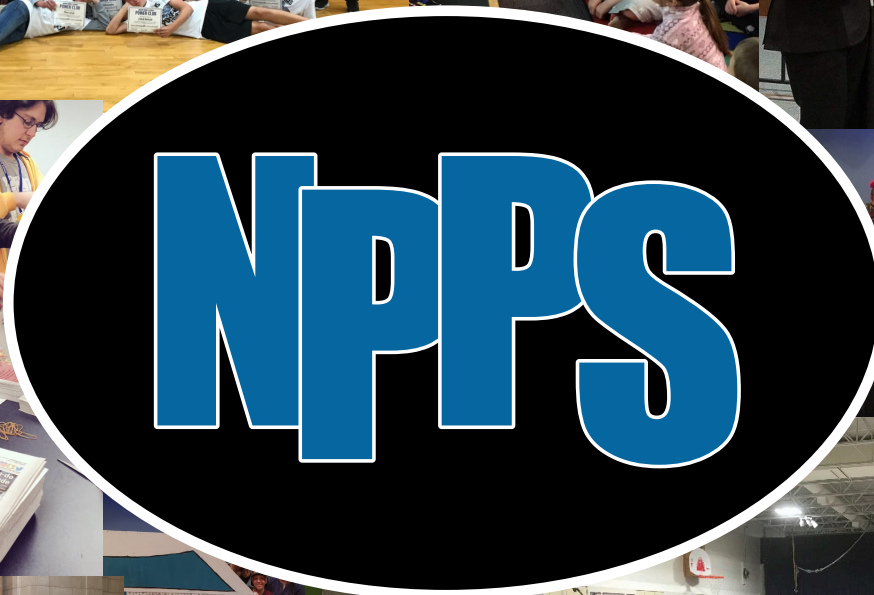
WE ARE

NPPS

PARENT DISTRICT HANDBOOK
2019-2020

301 West F Street • 308-535-7100 • www.nppsd.org

COMMUNICATE - CONNECT - COMMIT



2019-2020 NPPSD School Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
4th	Independence day
August	
7th - 8th	New Teachers Report
13th-16th	All Teachers Report
19th	First Day K-8th, 9th
20th	First Day 10th-12th
September	
2nd	No School - Holiday
16th	No School - Professional Learning
19th	Parent/ Teacher Conferences - High School
26th	12:00 Dismissal Adams ONLY Parent/ Teacher Conferences - Adams (7th-8th)
October	
14th	No School - Professional Learning
21st	Start of 2nd quarter
24th	No School Elementary/ Madison ONLY - P/T Conferences
25th	No School - Elementary and Madison P/T Conferences/ No School Adams and High School - Secondary Trade
	1st Quarter - Elementary & Madison 42 days/ Adams 41.5 days and HS 41 days
November	
7th	Parent/ Teacher Conferences - High School
11th	No School - Professional Learning
14th	12:00 Dismissal Adams ONLY Parent/ Teacher Conferences - Adams (7th-8th)
27th-29th	No School - Holiday
December	
19th	End of Quarter
20th	No School - Professional Learning
23rd-31st	No School- Holiday
	2nd Quarter - Elementary & Madison 38 days/ Adams 38.5 days/ HS 39 days Semester - Elem. & MS 80 days HS 80 days
January	
1st-3rd	No School- Holiday
6th	Start of 3rd Quarter/ 2nd Semester
20th	No School - Professional Learning
February	
6th	12:00 Dismissal Adams ONLY Parent/ Teacher Conferences - Adams (7th-8th)
13th	Parent/ Teacher Conferences - High School
17th	No School - Professional Learning
March	
9th	Start of 4th Quarter
12th	No School Elementary/ Madison ONLY - P/T Conferences
13th	No School - Elementary and Madison P/T Conferences/ No School Adams and High School - Secondary Trade
16th	No School - Professional Learning
	3rd Quarter - Elementary & Madison 43 days/ Adams 42.5 days/ Secondary 43 days
April	
9th	12:00 Dismissal Adams ONLY Parent/ Teacher Conferences - Adams (7th-8th)
10th-13th	No School - Holiday
14th	No School - Professional Learning
16th	Parent/ Teacher Conferences - High School
May	
17th	Graduation
20th	End of 4th Quarter - Students Last Day
21st	No School - Professional Learning
22nd, 26th, 27th	Possible Snow Day Make-up Days
	4th Quarter - Elementary & Madison 45 days/ Adams 45.5 days/ Secondary 46 days Semester - Elementary & MS 88 days/ Secondary 89 days
June	
	Elementary and Middle School Days - 168 days Secondary Days - 169 days

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Color Code	
No School - Professional Learning	
Quarter Start or End	
Parent/ Teacher Conferences	
Secondary Trade Day	
No School - Holiday	

Purpose

Welcome

Dear Students and Parents:

On behalf of the faculty, administration, and Board of Education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational and career goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than 8/30/19.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Ron Hanson

Dr. Ron Hanson
Superintendent
North Platte Public Schools

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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 for North Platte Public Schools. Please take some time to read through the handbook with your child and keep it in a convenient location for future reference. We hope you will find this information helpful as questions arise during the school year.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-inclusive communication tool but district hand book on consistent guidance so as to cover every situation and circumstance that may arise during any school day or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

www.childfind.ne.gov

Working Together to Improve Education for Children & Young Adults with Disabilities

Nebraska ChildFind provides information to parents, school personnel, and service providers on child development and special education for children from birth (or date of diagnosis) to age 21. ChildFind also helps parents access information on rights and resources to help them advocate for an appropriate education for their child.

Does your child have trouble learning, speaking, hearing, seeing, walking or taking part in activities with other children? Or are you concerned about your child's physical condition, learning or development in other areas?

ChildFind is part of the Nebraska Early Development Network, that may be able to help families with infants and toddlers that experience developmental delays, genetic syndromes, medical impairments, as well as many other disabilities, though service coordination and other services.

For more information, contact:
Steve Miller Statewide Coordinator
Nebraska ChildFind &
Assistive Technology Partnership
3901 N. 27th Street,
Suite 5, Lincoln, NE 68521
Phone: 402-471-2447
Toll Free Phone: 1-888-806-6287
Fax 402-471-6052
Email: steve.miller@nebraska.gov



Board of Education

The North Platte Public School Board of Education (BOE) is an elected Board and enjoys an excellent reputation for unselfish service to the community. School Board members tackle the enormous job of governing the school district while preserving the core of our democratic values.

The Board is responsible for establishing policies under which the school system operates while acting within the framework of Nebraska and federal laws while still being responsible for the unique needs of the community. As citizen leaders, individual school board members face complex and demanding challenges as they contribute hundreds of hours each year leading our district.

QR Code for
School Board
Meetings and
Agendas.



QR Code
for School
Board
Policies.



Board of Education Biographies



Mike Morrell

Board of Education President, Ward 2

Mike Morrell joined the Board of Education in January 2013. Mike grew up in North Platte and graduated from NPHS in 1993. He went on to graduate from Mid-Plains Community College with an associate degree in welding/machine technology. He has been employed at Union Pacific Railroad since 1996.

He married Marcie in 1997, and they have two children, Miles and Mattie, who both attend North Platte Public Schools. They regularly attend the Berean Church. Mike also served as President of the Hall School Parent Teacher organization for 4 years and coached many sporting events.



Jo Ann Lundgreen

Board of Education Vice President, Ward 2

Jo Ann Lundgreen joined the Board of Education in January of 2015. She serves as Board liaison to the North Platte Public Schools Foundation.

Jo Ann was raised in Montana until her family moved to North Platte the summer before her sophomore year. She graduated from North Platte High School in 1993. She went on to graduate from Southern Utah University with a degree in Communications

Board of Education *(continued)*



Skip Altig

Board of Education Secretary, Ward 1

Skip has been a member of the Board since April 2015. He graduated from St. Patrick High School in North Platte in 1972. He received an Associate of Arts degree from North Platte Junior College in 1974. He received a Bachelor of Arts degree in Speech and Theater from Kearney State College in 1976 and a Master of Arts degree from Kearney State College (Speech and Theater) in 1988. Skip taught speech, debate, and drama at North Platte High School for 36 years, retiring in 2013. He has been married to his wife Susan, also a retired teacher since 1977. They have two sons, Van and Kurt, both graduates of North Platte High School. They have three grandchildren.



Ivan Mitchell

Board of Education Member, Ward 1

Ivan Mitchell joined the North Platte Board of Education in January 2017. Ivan was born in San Diego, California and grew up in Salt Lake City, UT. He relocated to North Platte in 2015 with his family of seven. All five of his children attend North Platte Public Schools.

He is the Chief Operating Officer at Great Plains Health. Prior to relocating to North Platte he served on the school board of the North Star Public Schools, and was the CEO of Towner County Medical Center in Cando, North Dakota. Ivan obtained a Master's Degree in Public and Healthcare Administration (MPA/MHA) from the University of Utah in Salt Lake City, and a Bachelor's of Science in Nuclear Medicine.



Matthew Pederson

Board of Education Member, Ward 3

Matthew Pederson joined the North Platte Board of Education in January 2017. He is a proud alum of North Platte Public Schools, having attended K-12 at NPPSD and graduating from NPHS in 2006. After graduation, he attended the University of Nebraska-Lincoln and graduated in 2010 with a B.S. in Secondary Education with endorsements in History and Political Science. Matt continued his education at the University of Nebraska College of Law where he graduated with a J.D. in 2013. During law school, he served as a substitute teacher for Lincoln Public Schools and coached soccer at Lincoln High School. In 2013, Matt returned to North Platte and joined the law firm of Pederson and Troshynski where he practices in a wide variety of legal areas. Since returning to North Platte, he has been involved with Mid Plains United Way, Sunrise Rotary, North Platte Community Playhouse, NPHS Mock Trial, and Community Connections Mentoring. Matt is married to Lindsey, who practices dentistry in North Platte.



Mark Nicholson

Board of Education Member, Ward 3

Board of Education Member, Ward Mark joined the school board in January of 2019. He grew up in southern Nebraska between the small towns of Lebanon and Wilsonville. He attended Chadron State College and received a BA in history with a minor in political science in 2004. From there, he attended the University of Nebraska-Lincoln where he received a master's degree in history in 2006.

He began working for the Union Pacific railroad in spring of 2007 where he has been active in his local chapter of the NCFO/SEIU. He has served as a committeeman and secretary of the union. He has made his home here in North Platte since 2007 and married his wife Heather in 2017. Together, they have been active in local community and political groups.

North Platte Public Schools Strategic Plan

North Platte Public Schools is dedicated to providing the highest quality education to each North Platte student from pre-K through grade 12. It is essential to involve the ideas of both school personnel and community constituency. With that emphasis, North Platte School District developed a strategic plan that will guide our district/ school improvement work. The following priority areas have been identified using data North Platte School District's continuous improvement process; staff, student, parent and patrons' surveys; and Nebraska AQuESTT resources were used to identify areas that have greatest impact the effectiveness and efficiencies of a school district. AQuESTT - Accountability for a Quality Education System, Today and Tomorrow aligns some regulatory requirements under the umbrella of quality, accountability, and school improvement.

ThoughtExchange community survey was administered in the fall 2016, 2017, and will be administered in 2018. The purpose of the engagement was to seek out student, staff, family and community feedback in order to understand perceptions related to school and district operations. The district leadership team analyzed the data and aligned the areas of improvement with the current NP Strategic Plan.

To achieve our purpose, careful analysis of our current work, and mutual planning for our future effort is critical. It is essential to involve the ideas of both school personnel and community constituency. With that emphasis, North Platte School District has developed a strategic plan that will guide and carry our school improvement work.

The results of the Strategic Plan work are a blueprint for North Platte Public School District's future which will guide the work of school personnel and be measured by fulfillment of the action plans, staff participation, and student improvements. Goal monitoring will be presented to the Board bi-annually, and presented to the public on the district website.

Goal 1: The North Platte School District maintains and communicates at all levels of the district a purpose and direction for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning that prepares all students for successful transition.

Goal 2: The North Platte School District provides the governance and leadership that promotes and supports its purpose and direction; student performance, and system effectiveness.

Goal 3: The North Platte School District provides a rigorous, relevant, and coherent curriculum and programs delivered by high quality educators who use innovative, researched-based strategies; supported by school leaders to ensure success for all students.

Goal 4: The North Platte School District will utilize best practices to recruit, hire, mentor, retain, and develop qualified certified and noncertified staff in all schools that support its purpose and direction to ensure success for all students.

Goal 5: The district demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate levels of funding and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

Goal 6: The North Platte School District provides safe, healthy, and efficiently operated facilities; and manages resources in all schools that support its purpose and direction to ensure success for all students.

Goal 7: The North Platte School District provides an effective communication process at all levels of the organization and to the community that promotes and reflects its purpose, values and beliefs about teaching and learning and the system's effectiveness to ensure success for all students.

Goal 8: The North Platte School District plans, develops, and creates classroom environments where students engage in collaborative, inquiry- based learning, facilitated by educators who are able to use technology to transform knowledge and skills into solutions, new information, and products – technology is used to amplified and accelerate learning facilitated by interaction with the digital world.

Schools and Phone Numbers

BUFFALO ELEMENTARY

Danesa Fleck, Principal
1600 N Buffalo Avenue
North Platte, NE 69101
(308) 535-7130

CODY ELEMENTARY

Tami Eshleman, Principal
2000 W 2nd Street
North Platte, NE 69101
(308) 535-7132

EISENHOWER ELEMENTARY

Lyndsey Douglas, Principal
3900 West A Street
North Platte, NE 69101
(308) 535-7134

JEFFERSON ELEMENTARY

Traci Costlow, Principal
700 E 3rd Street
North Platte, NE 69101
(308) 535-7136

LAKE MALONEY ELEMENTARY

Robin Vahle, Principal
848 E Correction Line Road
North Platte, NE 69101
(308) 532-9392

LINCOLN ELEMENTARY

Matt Irish, Principal
200 W 9th Street
North Platte, NE 69101
(308) 535-7138

MCDONALD ELEMENTARY

Kim Flanders, Principal
600 McDonald Road
North Platte, NE 69101
(308) 535-7140

OSGOOD ELEMENTARY

Robin Vahle, Principal
495 West State Farm Road
North Platte, NE 69101
(308) 535-7144

WASHINGTON ELEMENTARY

Harmoni Wagner, Principal
600 West 3rd Street
North Platte, NE 69101
(308) 535-7142

MADISON MIDDLE SCHOOL

Bobbi Isom, Principal
1400 Madison Avenue
North Platte, NE 69101
(308) 535-7126

ADAMS MIDDLE SCHOOL

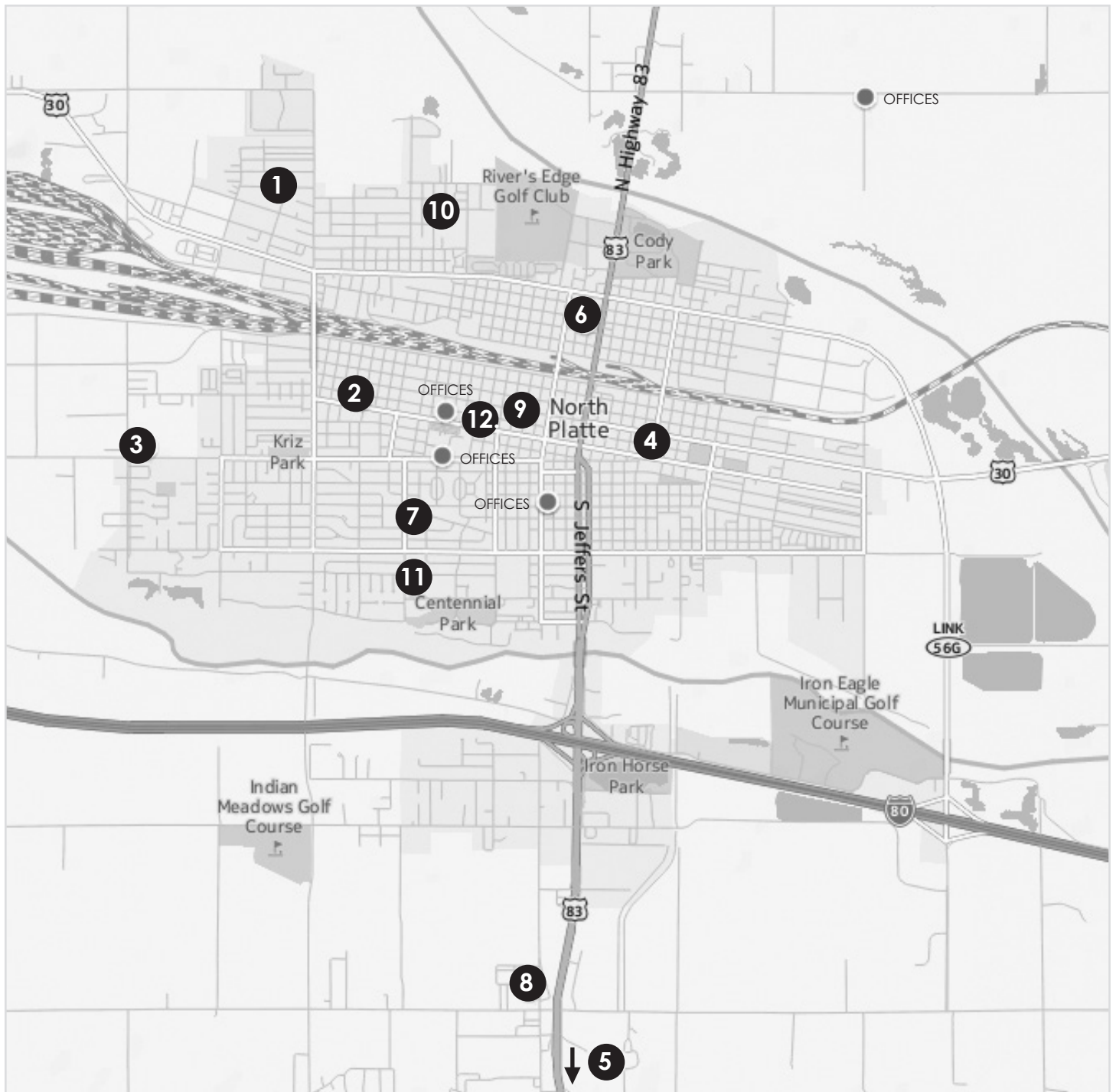
James Ayres, Principal
Brett Joneson, Associate Principal
MS Activities Director
1200 McDonald Road
North Platte, NE 69101
(308) 535-7112

NORTH PLATTE HIGH SCHOOL

Scott Siegel, Principal
Micah Fisher, Associate Principal
Nick Miller, Associate Principal
Jordan Cudney, Activities Director
1200 West 2nd Street
North Platte, NE 69101
(308) 535-7105



School Location Map



SCHOOLS:

- | | | |
|--------------------------|----------------------------|------------------------------|
| 1. Buffalo Elementary | 5. Lake Maloney Elementary | 9. Washington Elementary |
| 2. Cody Elementary | 6. Lincoln Elementary | 10. Madison Middle School |
| 3. Eisenhower Elementary | 7. McDonald Elementary | 11. Adams Middle School |
| 4. Jefferson Elementary | 8. Osgood Elementary | 12. North Platte High School |

District Personnel and School Hours



Dr. Ron Hanson
Superintendent



Stuart Simpson
*Executive Director of Finance,
Facilities, and Operations*

McKinley Education Center
301 West F Street | POB 1557
North Platte, NE 69103
308.535.7100

School Hours

Elementary Classes

Morning Preschool	8:00 A.M. - 11:30 A.M.
Afternoon Preschool	12:00 P.M.. - 3:30 P.M.
Grades K-5	8:05 A.M. - 3:20 P.M.

Middle School Classes

Madison (6th only)	7:50 A.M. - 3:07 P.M.
Adams (7th and 8th only)	8:15 A.M. - 3:28 P.M.

High School Classes (M-T-Th-F)

Grades 9-12	8:05 A.M.- 3:25 P.M.
*WEDNESDAYS ONLY	8:05 A.M. - 2:20 P.M.

Directors



Kevin Mills
Human Resources Director
McKinley
(308)535-7100



Brandy Buscher
Student Services Director
McKinley
(308)535-7100



Vikki Carlson
Director of Secondary
Teaching and Learning
McKinley
(308)535-7100



Lori Colburn
Facilities Director
Mainenence Office
(308)535-3590



Brian Tegtmeier
Technology Director
McKinley
(308)535-7100



Carrie Lienemann
KIDS Klub Director
Jefferson Modular Office
(308)696-3360



Peggy Romshek
Special Education Director
McKinley
(308)535-7100



Trent Benjamin
Elementary Teaching and
Learning
McKinley
(308)535-7100

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.”

-Margaret Meade

Weather & Emergency Closing Procedures

Building or weather conditions may necessitate a change in the normal hours school is in session. The decision to close schools, delay starting times, or dismiss early is made by the superintendent. School closing information will be announced via the school district's phone messaging system and by the following local radio stations:

RADIO STATIONS	TV STATIONS
KX104 FM	KNOP Channel 2
KELN 97 FM	NTV Channel 6
KOGA 99.7 FM	KNPL 10
KODY 1240 AM	
KJLT 94.9 FM	
970 AM	

School Closing

If a decision is made to close schools, the announcement will be made by the local radio stations and Channel 2 by approximately 7:00 a.m. The decision not to have school is made by the superintendent after he made the following contacts, when appropriate:

1. The City Street department to check the street conditions in the city
2. The school maintenance staff to determine if they can manage snow removal in the immediate areas of the schools and school entries
3. The area station of the National Weather Service for an estimate of the length and severity of the storm or cold weather.

Delayed Starting Time

In some cases, it is advisable to delay the starting times to allow more time for snow removal. Announcements to this effect will be carried by local stations by approximately 7:00 a.m.

Early Dismissal

Sometimes weather worsens during school hours, making it advisable to dismiss students before regular dismissal time. It shall be the philosophy of the district to avoid early dismissal if at all possible except in extreme cases. Parents who wish to remove their children during inclement weather may do so. In the event of an early dismissal, the information will be announced by the local radio stations. Parents will be asked to pick up their children as soon as possible.

In the event school is dismissed early due to the weather all schools will follow these procedures:

1. Students will remain with their teacher until a parent or guardian comes to the office to pick them up. This is for the safety of our students.
2. Parents will need to be patient in picking up students as the traffic will be hectic outside of school.
3. If a parent is having someone else pick up their child, then a phone call should be made to the school office indicating who that person is. No child will be released to someone other than a parent/guardian unless the school has been notified. This is for the safety of our children.

The final decision as to weather a child should attend school or stay at home is the responsibility of the parents.



North Platte School District's Focus Areas

Our focus for the school year will be to improve student success by building professional capacity with teachers and principals; developing and implementing systemic and systematic processes that impact the teaching and learning in every classroom; and planning, developing, and implementing programs that prepare students for the next phase of life.

- 1. Teachers:** are the number one factor that impacts student learning. Building professional capacity with the teachers is an essential factor in our professional development, curriculum development, and student success plans.

Actions:

- › Continue to recruit, hire, train, & retain highly effective teachers.
- › Provide high quality, systemic professional development to all teachers.
- › Implement a systemic continuous improvement process that determines what's working and what needs to improve via professional learning team structure.
- › Ensure all teachers understand the intended curriculum – vertically and horizontally.
- › Ensure all teachers are implementing the intended curriculum with fidelity.

- 2. Principals:** The principal is the second highest factor just beyond the classroom teacher that impacts student achievement (Hattie, 2009). Building professional capacity with the principals is an essential factors in our professional development plan. – Fullan

Actions:

- › Continue to recruit, hire, train, & retain highly effective principals.
- › Provide high quality, systemic professional development to all principals.
- › Build professional capacity of all principal to become lead learners of the school
- › Implement a systemic continuous improvement process that determines what's working and what needs to improve at all schools.
- › Principals have professional learning time every Wednesday of the month to build their professional capacity as lead learners.

- 3. Systemic Processes and Structures:** improving teaching & learning in all classrooms

Actions:

- a. Review and enhance current **Curriculum Development Process**

- › A K-12 guaranteed, viable curriculum; aligned with NE State Standards; horizontally and vertically aligned at each grade/subject level; implemented with fidelity in every classroom.
 1. Understood by all teachers – vertically and horizontally aligned to increase fidelity of implementation.
 2. Common, rigorous assessments are used to determine if students are learning and for determining improvement goals.
- › Professional Learning Teams (PLTs), curriculum guides, and learning plans support every classroom teacher. The guarantee a viable curriculum, for all students, is implemented across the District with fidelity.
- › Teachers are using best instructional practices when implementing the intended curriculum -District Instructional Model.

- b. Review and enhance **Professional Learning Teams Actions:**

- › We use the professional learning team structure to provide opportunities to teachers to learn from each other.
- › All teachers are provided the time to meet, plan, and develop instructional plans that include the elements of an effective lesson using the District Instructional Model; using evidence-based practices which are monitored for effectiveness using common assessment data. [All professional learning teams develop goals and action plans based on student data. Each teacher develops a classroom action plan that aligns with the PLT goal.] Teachers team/

North Platte School District's Focus Areas *(continued)*

teachers are continually collecting and analyzing common data sources to determine the instructional effectiveness that have the greatest impact on teacher and student learning

› Teacher teams develop **Learning Plans** (units of study) that include the essential elements of an effective lesson: clear learning targets, anticipatory set, teaching and modeling in small bites or chunks - scaffolding, questioning, feedback, multiple cycles of guided practice, and checks for understanding until students are ready for independent practice and closure. All teachers are implementing the elements of an effective lesson as described in the District's Instructional Model.

› All teachers will use **common assessments** for the purpose of measuring student success. [The curriculum department will develop and implement a comprehensive and balanced assessment system, ranging from authentic literacy opportunities to performance based and quality multiple choice common assessments.] All teachers are using valid and reliable formative, and summative assessments aligned with curriculum standards, concepts, and indicators. Results are used to guide instruction and provide constructive feedback to students. [The District implements a comprehensive assessment system that generates a range of data about student learning and utilizes assessment data in a timely fashion to inform adult actions and professional learning needs at a variety of stakeholder levels.]

c. Review and enhance **Continuous Improvement Process** using Systemic Action Research Model

Actions:

- › Use a district-wide action research model for consistency, fidelity, and common language.
 - › Use multiple measures to determine if students are learning – such as District assessments, NSCAS assessments, MAP, and ACT
 - › Use a multiple Tiered System: District-School-Grade Level/Subject Level-Teacher
 - District = Tier I Goals School = Tier II Goals Classroom/PLT = Tier III Goals
 - All levels of the system utilize the action research model to determine what's working and what needs to improve.
- The I.D.E.A.L. research model will be learned and utilized as the continuous improvement tool.

4. **Quality Programs:** Focus on planning, developing, enhancing, and implementing:

a. NPPSD Career & College Readiness Initiative

b. Dare-to-Go-Five or Below – attendance matters strategy

c. Positive Behavioral Interventions & Support - PBiS is a behavior based and research validated process that increases

the capacity of schools, families, and communities to develop preventive, proactive, positive environments. The process focuses on building school-wide, classroom and individual systems of support general enough to assist all students, but focused enough to provide students at risk individual help.



Grading and Reporting

The purpose of North Platte School District's grading and reporting is to ensure achievement grades are consistent, accurate, meaningful, and supportive/timely for all students. These procedures and practices will be articulated to all stakeholders as framework for the implementation of the District's grading philosophy, which is consistent with educational best practices and all other aspects of the district's teaching and learning practices. Consistent and effective use of these grading practices is directly dependent on the quality of formative and summative assessments teachers use on a regular basis to measure learning. In addition, these practices do provide some flexibility because effective grading practices must be implemented by teachers based on both a body of evidence and professional determination grounded in the best outcome for students.

Consistent	The same student work, completed in two different classrooms, should receive the same grade
Accurate	Grades are based solely on achievement, which means other factors like attendance, behavior, attitude, timeliness, compliance are not used to calculate an academic grade.
Meaningful	Grading practices should be so clear that students should be able to tell teachers and/or parents what grade they have received, even before the teacher calculates it.
Supportive/ Timely	Feedback to students is supportive & timely so that students can actually use that feedback immediately to improve their performance on tests, projects, and assignments.

Guiding Practice 1:

Grades will reflect achievement of the District's course/grade level standards, concepts, and indicators.(what students know and are able to do).

Guiding Practice 2:

Grades will reflect agreed upon performance standards.

Guiding Practice 3:

Educators will report grades based solely on achievement (what students know and are able to do) of course/grade level standards.

Guiding Practice 4:

Educators will provide students multiple opportunities to demonstrate proficiency with assessments FOR learning (formative) and assessments OF learning (summative).

Guiding Practice 5:

Grading practices will support student motivation to learn.

Guiding Practice 6:

Families are a partner in the education of their student and should be communicated with on an ongoing basis.

**The IEP or 504 team will identify any specific accommodations in grading and reporting that apply to the child. Student on alternative assessment do not have to take common formative and common summative assessments.*

The North Platte Public School District utilizes a 0-4 scoring system to calculate grades in both the formative category and the summative category. Percentages, if used, are converted to the 0-4 point grade calculation and recorded appropriately in the gradebook. For example, if a student scores an 87% on a formative or summative assessment, a 3.5 would be recorded in Infinite Campus Gradebook. 0-4 rubric grading is also supported by this scale. This conversion is then calculated to a proficiency level in elementary and a grade point average and letter grade in secondary.

Letter	%-Percentage	Point	GPA	Proficiency Levels
A	90-100%	4	3.51-4.0	Exceeds
B+	85-89%	3.5	3.25-3.5	Proficient
B	80-84%	3	3.0-3.24	Proficient
C+	75-79%	2.5	2.5-2.99	Developing
C	70-74%	2	2.0-2.49	Developing
D+	65-69%	1.5	1.5-1.99	Beginning
D	60-64%	1	1.0-1.49	Beginning
F	50-59%	0	0.0-.99	Beginning

Attendance Policy

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

Discontinuing Enrollment – 5 Year Old Students

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

Attendance Officer

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

Rights of Custodial and Non-Custodial Parents

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order. The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

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

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

Excessive Absenteeism

When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the district’s policy to address barriers to the student’s attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 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.

Planned absences

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

Students are obligated to:

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

Parents are obligated to:

1. Call the appropriate building office to inform the school of the reason for each absence.
2. Submit a doctor’s statement, if requested, for each period of absence due to illness that exceeds three days.

Safety and Security



North Platte Public Schools strives to provide a safe, caring, supportive learning environment. In an effort to meet the needs of our students and community a safety committee has been established. The Safety Committee is made up of community stakeholders willing to serve on the Committee. Representatives from the community serving on the Safety Committee include: parents, law enforcement, local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

Student Services Coordinator Brandy Buscher serves as our Student Services Coordinator. She serves as our liaison to community agencies and law enforcement. She works with our building administrators in coordinating services to students and families in crisis. Brandy is also our Homeless Liaison for students and families. A major responsibility of Brandy is to oversee district attendance. She is responsible for our Dare to Go Five Below attendance incentive program. Brandy coordinates our Backpack program serving over 300 students and our NPHS Food Pantry. If you or your student is in need of any of these services contact Mrs. Buscher at (308) 535-7100.



Officer Johnson is the school district's School Resource Officer. His office is located at North Platte High School, but he is often in all schools throughout the district.

Homeless Children and Youth

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Brandy Buscher, who may be contacted at (308)535-7100.



IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance





Question	Brief Answer
What does PBIS stand for?	<p>"PBIS" is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA).</p> <p>PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support.</p>
What is PBIS?	<p>PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.</p> <p>PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. .</p> <p>PBIS supports the success of ALL students.</p>
What are PBIS "systems?"	<p>PBIS emphasizes the establishment of organizational supports or systems that give school personnel capacity to use effective interventions accurately and successfully at the school, district, and state levels.</p>
What does PBIS have to do with school discipline and classroom management?	<p>Effective classroom management and preventive school discipline are essential for supporting teaching and learning.</p> <p>PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students.</p>
How does PBIS respond to the use of punishment (e.g., detention, timeout, verbal reprimands), especially for students with serious problem behavior?	<p>Although PBIS has no specific restrictions on the use of consequence-based strategies designed to reduce serious problem behavior, teaching-oriented, positive, and preventive strategies are emphasized for all students, to the greatest extent possible. The emphasis is on the use of the most effective and most positive approach to addressing even the most severe problem behaviors.</p> <p>Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized, and use of prosocial skills is acknowledged.</p> <p>When student problem behavior is unresponsive to preventive school-wide and classroom-wide procedures, information about the student's behavior is used to (a) understand why the problem behavior is occurring (function); (b) strengthen more acceptable alternative behaviors (social skills); (c) remove antecedents and consequences that trigger and maintain problem behavior, respectively; and (d) add antecedents and consequences that trigger and maintain acceptable alternative behaviors.</p>
How are families involved in positive behavior interventions and supports?	<p>Historically, family involvement has been seen as a key feature when developing tier 3 (individual) positive behavior intervention and support plans for students with comprehensive needs. As the practice of Positive Behavior Intervention and Support has evolved from an individually-based approach to a more schoolwide emphasis, family involvement within all aspects of Tier 1, Tier 2, and Tier 3 supports has expanded. Family members participate in planning teams, learn how to teach their children the importance of schoolwide expectations at home and in the community, and volunteer to participate in related school activities including school celebrations, public relations, and the search for donations and free resources in the community.</p>

North Platte Public Schools is entering into second year of PBiS Implementation.

Nebraska PBiS Site: <https://npbis.org/>

U. S. Department of Education PBiS Site: <https://www.pbis.org/>

Student Discipline

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Thursday school. When in-school suspensions, after-school assignments, Thursday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to

serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators. Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

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

After School Sessions and Detentions

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

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

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Thursday School

The building administrator may require a student to attend Thursday School for three hours on Thursday evenings. Thursday School is held from 3:40 PM to 6:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Thursday School rules will be removed from the classroom and will face further disciplinary action.

Student Discipline *(continued)*

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

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

Expulsion

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

Student Discipline *(continued)*

appropriate.

4. **Alternative School or Pre-expulsion Procedures.**

The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and

in these policies;

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

Student Discipline *(continued)*

- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones

- or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

1. The violation included possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law that interferes with school purposes.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
 - a. 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



Student Discipline *(continued)*

the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

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

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

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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk

of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

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 hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. 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). The school district will provide parents with copies of the relevant statutes upon request.



Secondary Discipline

ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of academic dishonesty and plagiarism are strictly prohibited. Violation of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/ test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

SCHOOL SEARCHES

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration. The following rules shall apply to the search and 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 rule violation
2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

LOCKERS

EACH STUDENT IS EXPECTED TO USE ONLY THE LOCKER WHICH HAS BEEN ASSIGNED TO HIM/HER.

All students have a locker assigned to them for coats and personal belongings. It is highly suggested all students' school supplies, backpacks, book bags, duffel bags, purses, and totes must be kept securely in assigned locker. Students may carry their backpacks, but it is up to the individual teacher where backpacks will be placed during class time. Students are responsible for the proper care and upkeep of his/her locker, and if something happens to the locker, it should be reported immediately to an administrator. Irresponsible care of lockers may result in a fine. All students are urged to keep their lockers locked at all times. Students are expected to register their locker combinations with their 1st Period teacher. Any locks remaining on lockers following the final day of school will be cut off unless other arrangements have been made ahead of time with an administrator.

Student lockers, desks, and other such property are owned by the school district. The school exercises exclusive control over this property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. Students should expect random locker checks throughout the school year. Searches will be conducted by the administration. Also, law enforcement personnel and drug dogs may be used periodically.

STUDENT AUTOMOBILES

Automobiles parked on school property are subject to search by the principal or the principal's designee if the principal or his/ her designee has reasonable cause to believe that contraband is in or on the automobile. Occasional lot checks are made by school personnel to minimize hazards, but the school does not assume any responsibility or liability for theft or damage, which may occur there.

STUDENTS' PERSONS

Students and their personal effects are subject to being searched by the principal or his/her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Any item deemed by the principal or his/her designee to have no educational value, disrupts the educational process, or is a hazard to the health, welfare, security, or safety of students and staff, will be confiscated as a nuisance item.

CELL PHONES/CAMERAS/ ELECTRONIC DEVICES

The use of cell phones, cameras, or other electronic devices has come under scrutiny and is of major concern to administrators and staff. It is recommended that any camera or electronic device that does not purposefully contribute to the educational process be left at home to avoid incidents of theft, misuse, or subsequent student disciplinary action. Cell phones, and other electronic devices may be used in the school, unless explicitly prohibited in a classroom/computer lab by the teacher, as long as the use of the device is not offensive to other persons or disrupts the school environment.

If any camera or electronic device is used on school property to produce or transmit pictures or messages for the purpose to intimidate, embarrass, or harass any person (staff, student, or otherwise), consequences may range from confiscation of the device to suspension or expulsion and possible law enforcement contact if circumstances warrant. The use of cameras or electronic devices to take, store, transmit or produce sexually explicit, nude, and/or semi-nude pictures may result in suspension or expulsion of the student(s) involved and possible law enforcement contact.

Any Student who records and posts video of activities within the school are subject to disciplinary action.

STUDENT DRESS CODE

Student dress and personal grooming are to be consistent

Secondary Discipline *(continued)*

with a business-like classroom atmosphere conducive to learning. Dress and grooming must not distract from the educational purpose or atmosphere at school. Students who wear clothing that may be deemed vulgar or offensive will be asked to change, turn the inappropriate garment inside out or call home to have parents bring appropriate attire. Due to decisions regarding identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing, or if one's personal appearance disrupts the educational process, it is prohibited. If it is determined that an article of clothing bears a message that any student/employee would reasonably find objectionable, then the education process has been affected. Building administrators are given general authority and professional discretion in the administration of these rules and regulations. Students determined to be dressed/ groomed improperly will be handled according to the Student Conduct Behavior rules.

THE FOLLOWING STANDARDS WILL APPLY TO ALL MIDDLE AND HIGH SCHOOL STUDENTS:

1. Heads may not be covered. Hats, bandannas, stocking caps, hoods, visors, sunglasses, wigs, etc. are prohibited while inside the building during scheduled school days.
2. All face paint and decorative makeup are prohibited during the school day. Students will not be permitted to wear costumes during the school day (i.e. Halloween). Exceptions include but not limited to: spirit week, and class projects. Principle approval required.
3. Any clothing which is cut, torn, ripped, see-through, or exposes undergarments, or the wearing of undergarments as outer-garments is prohibited.
4. Any clothing, notebooks, accessories, or jewelry that has inappropriate statements, logos, slogans and pictures (including but not limited to alcohol, drugs, gang related, profanity) are prohibited.
5. Shirts, blouses, sweaters, sweatshirts:
 - All shirts must fit properly.
 - Shirts or blouses exposing the midriff or low cut in either the front or back, or have large or cut out arm holes are prohibited.
 - Uniforms for school sponsored activities will be approved through administration
6. Shorts/ Skirts/ Dresses:
 - All shorts/ skirts/ dresses must be of appropriate length.
 - All shorts/ skirts/ dresses must fit around the waist.
 - Boxers, swim attire, etc. are prohibited.
7. Pants:
 - All pants must be of appropriate length.
 - All pants must fit around the waist. A belt of appropriate length may be worn to ensure that pants fit properly.
 - Pants must be worn at the waistline with or without a belt (no sagging). No pajama pants. Yoga pants,

running tights, and leggings must appropriately cover the front and back side.

8. Footwear: Appropriate footwear will be worn properly during the school day. Students must wear shoes at all times. Slippers are prohibited.

SUPERVISORY AUTHORITY AND RESPONSIBILITY

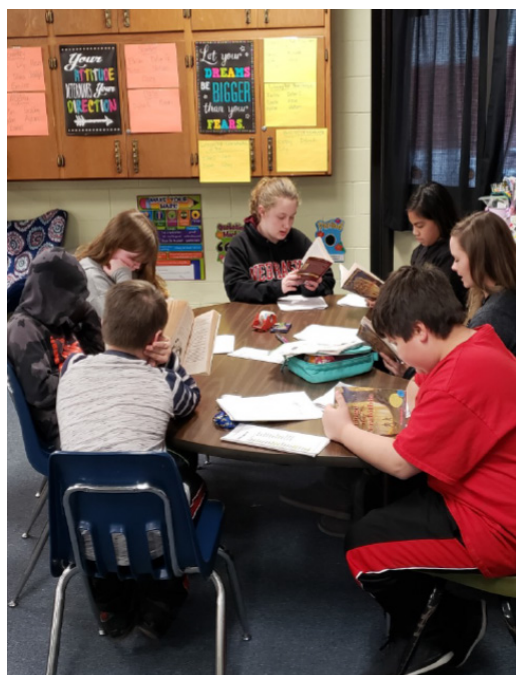
Teachers are responsible for the supervision of students and have authority to supervise students anywhere in the building or on school grounds before, during, and after normal school hours or at any school-sponsored activity or event conducted on or off campus. Students are expected to comply with all reasonable requests of teachers and to show respect and cooperation to all staff members fulfilling their supervisory role.

IDENTIFY SELF

School issued student ID's must be worn and visible during the school day. Students will identify themselves when asked to do so by school personnel. Any student who fails to identify him/ herself upon request may be disciplined.

HALL PASSES

No student shall be in the hall during regular class time without a pass issued by the staff member in charge of the student during that time. This will include trips to the rest room, library, and/or offices, as well as any place other than the room to which the student is assigned. Passage shall be by the shortest and quickest route practical without stopovers and without bothering other classes in session. Passes shall be issued only as needed and must be turned in at the point of destination or returned to the staff member who originated the pass.



Secondary Discipline *(continued)*

STUDENT UNPAID OBLIGATIONS (FINES)

Students are required to assume the financial responsibility for their actions. This may include, but not necessarily be limited to, obligations for: (a) the loss or damage to school-owned books, supplies, and/or equipment; (b) fines resulting from the late return of library books and media; and (c) all other fines designated in the student handbook.

Those students who fail to meet their obligations as outlined above, or others as indicated in the student/parent handbook, will be subject to the following restriction(s) until such time as the financial obligations are met: (1) The student and his/ her parents or legal guardians shall not receive an official transcript. An official transcript will only be issued to a school to which the student transfers. The student and his/her parents or legal guardians may review the student's permanent record by following the established practices and procedures; (2) All fines and/or fees must be paid, or the student may be ineligible to participate in any activity or on any team that represents the high school; (3) the student, upon becoming eligible for graduation, will not be able to participate in the graduation ceremony.

Upon payment of all outstanding debts, the student will be eligible to receive any or all of the above at a time and in a manner designated by school officials.

USE OF PROFANITY AND VULGAR LANGUAGE

The use of profane, vulgar, suggestive and obscene language is absolutely not acceptable. Use of profane or vulgar language before, during, or after a conversation with staff personnel may be deemed to have been directed toward that staff member. This type of language is offensive, and it will not be tolerated.

LIMITED PHYSICAL ACTIVITIES

If your student needs to have limited physical activity, please notify the physical education teachers/school staff/school nurse if there is any physical condition which would limit your child's participation in class activities. Please include the following information on the excuse note:

1. The student's first and last name
2. The date
3. The reason for the excuse
4. Your signature

If your child is not to participate (or has specific restrictions), for more than two (2) consecutive class periods, She/he must have a doctor's excuse. Doctor's letterhead and signature is required.



Elementary Information

BICYCLES

1. Children in kindergarten through second grade are discouraged from riding bicycles to school for safety reasons. If your child in grades kindergarten through 2nd grade is going to ride a bike to school, please inform the school office in writing that you give your permission to do so. Our main concern is the safety of our children.
2. Bicycles brought on the school grounds should be licensed by the police department. Bicycles must be walked on and off the school grounds.
3. We will treat scooters as we would bicycles. If scooters are brought to school, they must be parked and locked at the bike rack. It is recommended that they remain at home. Students should always wear a helmet when riding bikes and scooters.
4. No roller blades, roller skates, or skateboards are to be ridden on school property.

BEHAVIOR AND DISCIPLINE

We are proud of our students. The students conduct themselves appropriately and show pride in themselves and in their school. Each teacher is responsible for discipline within his or her classroom. Each classroom has rules to be followed. Please discuss the classroom rules with your child thoroughly, support them at home in a positive way, and keep in touch with your child's teacher.

CELL PHONES

Students are not to have cell phones turned on or in use during school hours (8:05am-3:20 pm). If a student is caught using his/ her cell phone, or the cell phone rings during school hours, the cell phone will be confiscated and given to the Principal. The Principal will return the cell phone to the offending student at the end of the school day. Second offense, the phone will be confiscated by the Principal, and the parents must come to school to pick up their child's cell phone.

DRESS CODE

Proper grooming and dress is important to a productive classroom. The North Platte Public Schools' dress code states:

1. T-shirts may be worn as long as writing or pictures are not vulgar, obscene, advertise drugs, alcohol, promote violence or are gang related.
2. Clothing must cover the body. Shorts are allowed. Tube tops, halter-tops, spaghetti straps, see-through fabric, tank tops or muscle shirts with large arm holes, or clothing with bare midriff are not permitted.
3. Footwear appropriate to the kind of activity elementary students engage in is to be worn. Heeled shoes, flip-flops, and strappy sandals cause blisters, slipping and falling in PE and on the graveled play areas. They are a safety concern. Please do not allow your child to wear them to school unless they have a change of shoes for PE and recess.
4. No headwear of any kind is allowed in the building. This includes: hats, caps, scarves, visors, etc. This applies to both boys and girls.

5. Face tattoos, face painting or body tattoos not covered by clothing are not allowed.
6. Students wearing dangly earrings, large hoop earrings or costume jewelry that poses a safety concern in PE or on the playground will be directed to remove the item and put it in their backpack. During playtime serious injury can occur with such items.
7. Jewelry or clothing with spikes will not be allowed.
8. Low rider pants, or pants hanging off a student's bottom will not be allowed. If the student does not have a belt, a string/twine belt will be provided by the office.

If the appropriateness of a clothing item is in question, parents may be called to bring a change of clothing to school. Remember that we are here for an educational purpose. Anything, which detracts from that purpose or is inappropriate and will be addressed.

Restricted clothing items include, but are not limited to the following:

1. Clothing which contains alcohol, illegal drugs, or tobacco advertising logos or depict the use of alcohol, drugs or tobacco.
2. Clothing which contains gang-related representations or members engaging in illegal activities.
3. Clothing which is vulgar or offensive.
4. Clothing which promotes deviant and/or violent behavior.
5. Pants must be worn at the waistline with or without a belt.
6. Clothing which does not appropriately cover the body
7. Spiked apparel is not allowed.

Students wearing restricted clothing may be asked to change, sent home or suspended. Please help us by selecting clothing consistent with school guidelines.

KEEPING CHILDREN AFTER SCHOOL

When it is necessary to keep a student after school for completion of daily work, for behavior conferences, or for any other important matter, we ask for your cooperation and support. Should it be necessary to keep a student later than 3:40 P.M., an attempt will be made to notify a parent.

MESSAGES TO/FROM YOUR CHILD

The school phone is to be used only in extreme situations. Please make arrangements prior to the school day with your child for special dismissal and pick-up arrangements. The office staff is very busy at the beginning and end of each day and it is difficult to run messages around to classrooms.

PERSONAL PROPERTY/TOYS AT SCHOOL

Students are STRONGLY DISCOURAGED from bringing toys, trading cards, and personal items to school. Personal items and/or toys brought to school can be lost, broken, or stolen and cause difficulties for students. It is best if such items are NOT brought to school. Personal items including personal electronics brought to school are the child's own responsibility. If lost, broken, or stolen the school is not responsible.

Elementary Information *(continued)*

Possession or use of anything that might be considered a weapon is prohibited. Laser pointers, Lighters or other nuisance items are not allowed at school and will be confiscated and kept in the principal's office. Parents will be notified and asked to pick up the item.

School staff has the discretion to restrict toys or other items from the classroom and/or school if these items interfere with the learning environment.

RECESS WEATHER GUIDELINES

1. Raining or Snowing – stay indoors
2. Wind chill 15 degrees or below – stay indoors
3. Snow on the Ground – Students will go outside; those without boots must stay on the sidewalks or cleared areas. This rule is in place for the health and safety of our students as well as for the cleanliness and maintenance of our school building.
4. Students are expected to dress appropriately for the weather. All students go outdoors daily for recess unless there is inclement weather as stated above.

BIRTHDAYS AT SCHOOL

All students at our school are important and worthy. Because we believe this about the students we serve we will handle birthday treats in a way that helps your child feel special on their special day without making other students feel badly. Birthdays will be handled in this manner:

1. Students are recognized during lunch for their birthday with a special cookie from the school at some time during the school year.
2. Birthday treats are optional. If treats are sent to school they will be distributed at the teacher's discretion with regard to providing minimal disruption to the learning environment. Please check with the classroom teacher for appropriate treat suggestions and possible allergies.
3. Deliveries of balloons/flowers are discouraged and will remain in the office to be given to the student at the end of the day.
4. No classroom deliveries will be made.

BIRTHDAY PARTY INVITATIONS

If you plan for your child to distribute party invitations to classmates at school, please follow these guidelines:

1. Send invitations for ALL class members or for ALL OF THE SAME SEX. Examples: Make sure all the boys have an invitation or all the girls get an invitation.
2. When distributing invitations at school, check with the teacher so it is certain everyone or all boys/girls have been invited.
3. If only certain classmates are invited, the invitations must be mailed or hand delivered to homes for those invited. They are NOT to be distributed at school.

Thank you for your cooperation. The procedures will help to prevent hurt feelings.

SAFETY PATROL

To help ensure the safety of all our students, some schools will have students serve on a Safety Patrol program. Fifth

grade students are selected by their teachers and must have parent permission they serve for one month or more, and are trained by the North Platte Police Department. The Crossing Guards are on duty from 7:45-8:05 in the morning and 3:20-3:35 after school.

TRAFFIC SAFETY EXPECTATIONS FOR DROPPING OFF STUDENTS:

1. Do not park in the Fire Lane.
2. Pull over into any available spots along the curb that is NOT painted yellow before children exit the vehicle.
3. No loading or unloading in the areas designated as no parking.
4. DO NOT park or stop in the drive-through lanes of the schools.
5. Always have children exit the vehicle on the curbside to avoid having to cross in front of other vehicles
6. Please advise children never to walk across the drive-through. They need to stay on the sidewalk and cross at the designated crosswalks with the guidance of the Safety Patrol.

EXPECTATIONS FOR PICKING UP STUDENTS:

1. Proceed with same expectations as morning drop-off.
2. If your child has not left the building and there are no available places to pull over - please continue on to designated parking areas. Do not park or stop.
3. Buildings will share designated parking areas around school campus.
4. Students and parents should only cross the streets at designated crosswalks with the aid of the Safety Patrol.

FIRE LANE NOTICE

There is to be NO Parking, Loading or Unloading anytime in the FIRE LANE in front of Schools. You may be subject to a \$100.00 fine for parking or stopping to drop off or pick up children in the fire lane. This is by order of the Fire Marshall.

CLASSROOM VISITATIONS

1. We welcome and encourage parents, grandparents and the community to visit our school.
2. To help everyone enjoy and profit from such experiences, we adhere to the following:
 - a. Call the principal's office the day before the planned visit to find out if the time is convenient. There are times when visitations would not be profitable, such as during administration of testing, assessments, and before/after holidays.
 - b. When coming to the school, stop at the principal's office, pick up a visitor's badge and sign in.
 - c. Please limit your visit to no more than 30 minutes. Visits of a longer duration can cause distractions for your child and/or to other students. As a courtesy, and to show your support of your child's education, we ask that all visits be limited to 30 minutes on any given day.

Elementary Information *(continued)*

- d. Visitations to classrooms other than your own child's classroom should be arranged with the principal and will be at the discretion of the building principal.
3. The classroom is the primary place of instruction and every effort must be taken not to interfere with the instructional purposes. Therefore, visitations (by other students), which tend to add confusion and interrupt the daily routine are discouraged and will be limited to the student's lunch. Requests for visitation (by youth) must be approved 2 days in advance by the principal and classroom teacher.

EMERGENCY/ENROLLMENT CARD INFORMATION

New students will be enrolled online. Families may go to their neighborhood school for assistance, if needed. Any changes in the information on a student's emergency card should be sent to the office immediately. This can be very important when a child is ill or injured at school. If your child will be attending a Day Care Center, please write the name and number across the bottom of the card when you register your child.

PARENT ORGANIZATIONS

The Parent Teacher Organization actively supports the school program through fund raising, as volunteers, and by sponsoring special events. All parents are members of PTO. Elementary principals will coordinate with Parent Organizations to benefit the overall goals of the building.

PERMISSION SLIP - FIELD TRIPS

On occasion your child's class may go on field trips. A permission slip will be sent home at the beginning of the year and kept on file in the school office. The signed permission slip must be returned in order for your child to participate in any activity that may take students off school property. Your signature indicates that you are giving permission for your child to go on these trips. It is the parents' and child's responsibility to get the permission slip signed and returned to school. If not signed, the child will be supervised in the school office or library. Students will not be allowed to call home for permission the day of the trip. Teachers will notify parents of all field trips prior to the date of the trip. Parents always have the right to request

that their child not attend a specified trip even though a permission slip is signed.

PETS IN THE CLASSROOM

Due to health and safety concerns for our staff and students, pets from home will not be allowed at school. Many students are allergic to pets; therefore we restrict any pet with fur or feathers from the building. Service animals are allowed with administration approval.

PROTOCOL FOR NON-CUSTODIAL PARENT ISSUES PARENT TEACHER CONFERENCES

Ideally, parents would attend conferences together in order for both parents to hear exactly the same information. We understand families are dynamic and will schedule conferences at the convenience of parents. If your child will need to have two conferences, please communicate the request to the classroom teacher.

Release of students to non-custodial parents:

1. Rationale: Custody order does NOT narrow or limit a noncustodial parent's access to a child unless it is specified as such.
2. The school cannot restrict a noncustodial parent from picking up their child from school even at the request of the custodial parent.
3. Restraining Orders/Protection Orders between two adults specifying the school as a place of contact restriction will be a document the school will keep on file in custody matters.
4. If there is a Restraining/Protection Order naming an adult and a student the school will need that document on file.

DAILY SCHEDULE

School begins at 8:05 a.m. Students are to use designated cross walks. Please do not allow your children to arrive at school before 7:45 a.m. This causes a safety and discipline problem for students left unsupervised.

Students are expected to be picked up or to leave school grounds immediately after dismissal. After school supervision ends at 3:40. In the event no one can be contacted to pick up a child after school, police may be called after 4:00 or may be sent to Kids Klub and parents will be charged accordingly.

BEFORE AND AFTER SCHOOL SUPERVISION

No students should be on the grounds before 7:45 a.m. Students are asked to follow the building's morning routines.

No students are allowed on the playground unsupervised before or after school. Playgrounds are not open to public use until after 6:00pm and during Kids Klub activities due to HHS regulations.



English Language Learners

District ELL Teacher: Kelli Spurling
District ELL Para-educator: Mariela Marroquin, Elementary; Margarita Penaflor, Secondary

When a student enrolls in North Platte Public Schools, they must complete the online registration, which includes the Home Language Survey (HLS). If a parent selects any language other than English, on any of the three (3) HLS survey questions, then the student will be tested for E.L. Language proficiency using the ELPA Screener Test.

If the student scores "Proficient", he or she will not be placed in the E.L. program and will not receive E.L. services. If he/she does not score "Proficient", the student will be enrolled in the E.L. program. Parents will be notified within 30 calendar days from the beginning of the year, or within 2 weeks of enrollment during the school year.

According to Rule 15, Section 003, the parent/guardian has the right to refuse E.L. services, but will still be identified as LEP in our district database. The student will still participate in the annual ELPA21 Summative testing. The student will remain designated as LEP until Rule 15 exit requirements have been met.



Career Guidance and Counseling Program

The guidance and counseling program, as implemented by the school counselor, is one of the resources available at all our schools. The school counselor is a certified professional who assists students, teachers, staff, and parents. Consultations with teachers, parents, administrators, school psychologists and outside agencies are also provided by the school counselor.

The guidance portion of the program is a comprehensive developmental model that is used district wide and is based on the Nebraska School Counselor Association and American School Counselor Association guidelines. The school counselor works as a team with the school, parents, and community to create a caring atmosphere whereby children's needs are met through effective classroom lessons that focus on understanding self and others. Topics include: Character Counts lessons, friendship skills, bullying, personal safety, conflict resolution, anger management, substance abuse, peer pressure, and career awareness.



The school counselor also provides individual and small group counseling dealing with friendship, behavior, personal, family, and academic concerns. The counselor may occasionally visit with your child when referred by students, parents, staff, or teachers. The counselor only requests parental permission for long term individual and small group sessions.

SCHOOL	COUNSELOR(S)	PHONE NUMBERS
Buffalo Elementary	Victoria Simmons	(308)535-7130
Cody Elementary	Janelle Morehouse	(308)535-7132
Eisenhower Elementary	Monica Kramer	(308)535-7134
Jefferson Elementary	Kara Dike	(308)535-7136
Lake Elementary	Janelle Morehouse	(308)532-9892
Lincoln Elementary	Veronica Gale	(308)535-7139
McDonald Elementary	Victoria Simmons	(308)535-7140
Osgood Elementary	Veronica Gale	(308)535-7144
Washington Elementary	Monica Kramer	(308)535-7142
Madison Middle School (6th)	Jen Schlager	(308)535-7126
Adams Middle School (7th/8th)	Jolene Pettera	(308)535-7112
North Platte High School	Matt Kaminski Adam Reed Susan Horne Briana Quiroz.	(308)535-7105

High Ability Program

High Ability Program Goals

- Identify students who demonstrate abilities of high intellectual performance.
- Provide opportunities for students to collaborate with intellectual peers and develop creativity, communication, and critical thinking skills necessary for a changing world.
- Provide professional development opportunities for staff to promote a better understanding of the unique needs of children with high abilities.
- Communicate to families, students, staff and the community
- Engage in continuous evaluation and improvement of the HAL program



SCHOOL	HAL COORDINATOR	PHONE NUMBERS
Buffalo Elementary	Tiffany LeTourneau	(308)535-7130
Cody Elementary	Hannah Walters	(308)535-7132
Eisenhower Elementary	Emily Cooper	(308)535-7134
Jefferson Elementary	Kathyrn Deitz/Mendi Roehrs	(308)535-7136
Lake Elementary	Tara Foster	(308)532-9892
Lincoln Elementary	Jamie Moore	(308)535-7139
McDonald Elementary	Dawn Wheeler	(308)535-7140
Osgood Elementary	Jill Hansen	(308)535-7144
Washington Elementary	Tana Ambrose	(308)535-7142
Madison Middle School (6th)	Jacqueline Proctor	(308)535-7126
Adams Middle School (7th/8th)	Marie Holmes-Brosius	(308)535-7112
North Platte High School	Sasha Welch Briana Quiroz.	(308)535-7105

Kids Klub

North Platte Public Schools KIDS Klub Afterschool Program is available to (K-5 only). We are open Monday through Friday on all regular school days until 6pm. Playgrounds at each elementary school are reserved for the use of Kids Klub until 6:00 pm each evening.

Programs are located at each elementary school with the exception of Lake Maloney Elementary whose students are bused to the Osgood Elementary site for programming and pick up at the end of the day.

During KIDS Klub, students will have the chance to get homework assistance, a healthy snack, and lots of hands-on STEM (Science-Technology-Engineering-Math), Art, and other enrichment activities and programming. Our highly qualified staff works closely with the school day staff to supplement the students' education and ensure that each child is given the opportunity to succeed in learning.

On most teacher in-service days, we offer full-day programming. Enrollment for these "MEGA DAYS" opens 3-4 weeks in advance and the first 150-160 students are accepted. MEGA DAYS are hosted at Lincoln Elementary from 8am to 5:30pm. Oftentimes, we will take a local field trip for programming.

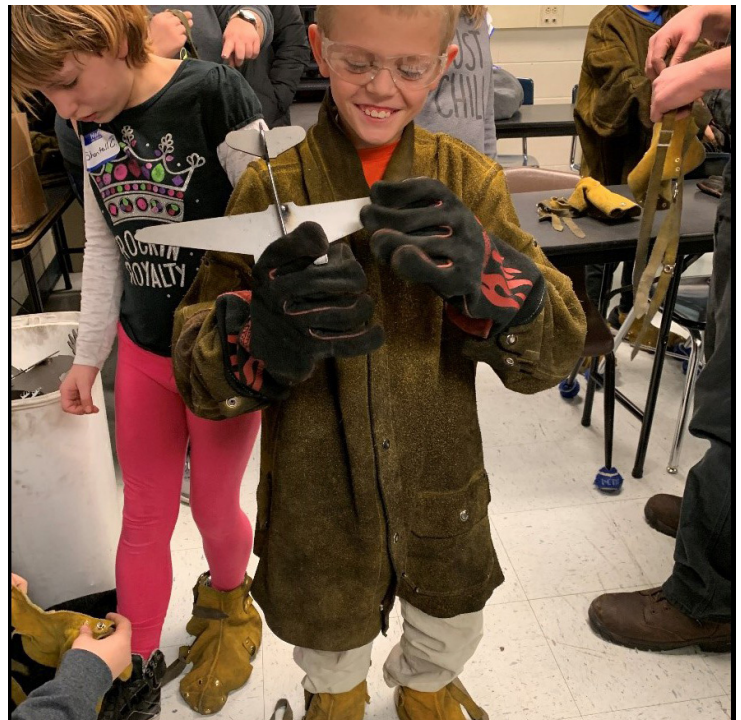
We also offer a 40 day Summer Academy. Students spend their mornings in classrooms with certified teachers building on skills learned during the school year. In the afternoon, students participate in clubs of their choice, work with the North Platte Recreation Center on fitness programming and swim lessons, and take weekly field trips.

The Summer Academy is limited to 160 students and registration opens the previous March. Please note that we typically achieve maximum enrollment within an hour of opening registration for this popular summer program.

KIDS Klub assists children in reaching their full potential by providing academic support, recreational activities, and enrichment opportunities in a safe and structured environment.

Any child enrolled in Kids Klub will be unable to attend for the day if given an in or out of school suspension. If a child is removed from Kids Klub three times during a school year they will be removed from the program for the year and becomes ineligible for mega days or summer.

Please consider using KIDS Klub to supplement your child's education. Enrollment forms are available at all elementary schools. Call the KIDS Klub office at 308-696-3360 for more information or view our tab on the nppsd.org website.



Nursing Services

MEDICATION

All medication, both prescription and over-the-counter, must be brought to the school nurses office by the parent/guardian. All medication must be in the original container so it can be properly identified. This means pills in an envelope or baggie with a note will not be accepted or given to students. Students are not to carry any medication on themselves at school, with the exception of cough drops, eye drops/ear drops, and topical ointments. Emergency medications such as inhalers, epi-pens, insulin and diabetic supplies can be carried with proper documentation completed by parent/guardian, physician and on file. No medication will be given without a signed Medication Permission form, which is available in the nurse's office. Any medication that is discontinued, or left at the end of the year, must also be picked up by a parent/guardian or it will be destroyed. This policy is for the safety and well being of all students/staff.

- If possible give medications at home.
- All medications (prescription, non-prescription, inhalers, epi-pens) need to be brought to the office by a parent or guardian.
- Medicine needs to be in an original, labeled bottle.
- A medication form must be completed and signed before medicine will be given.
- Medicine will be dispensed by a trained staff member; teachers are not allowed to give medications in the classroom. Cough drops may be dispensed by teachers with a note from parents giving permission.
- Medicine must be picked up by a parent by the last day of school, or medicine will be disposed of by the nurse.

ILLNESS

Children with colds, coughs, flu symptoms or temperatures elevated greater than or equal to 100 degrees should be kept home until symptoms subside. This means waiting until the child is not infectious and has been fever free and/or diarrhea or vomiting free for 24 hours without medication.

STATE REQUIREMENTS

Nebraska State law requires students meet the following requirements before the first day of school.

Preschool:

1. Immunizations-Nebraska Immunization requirements.

Kindergarten:

1. Immunizations-Nebraska Kindergarten requirements
2. Health Physical
3. Vision Exam

7th Grade:

1. Tdap immunization-Nebraska 7th grade requirements
2. Physical exam

Sports: 7th-12th Grade

1. Sports Physical required each year to play sports must be dated after May 1st, no waiver option.

New student from another state:

1. Immunizations- Nebraska requirements
2. Health Physical
3. Vision Exam

For all Immunization requirements visit <http://dhhs.ne.gov/publichealth/Immunization/Documents/2016-2017SchoolRREnglish.pdf>

CONCUSSION PROTOCOL

When in doubt, SIT THEM OUT. For more information visit www.nebsportsconcussion.org.



School Lunch Program

SCHOOL LUNCH PROGRAM

1. The breakfast / lunch program will start on the first day of school.
2. As a result of the North Platte Schools participating in the federally subsidized hot lunch program, we can only permit milk ,natural fruit juices, and water as liquid in the lunchroom.
3. Students may choose to bring a sack lunch from home. Students purchasing hot lunch have a choice of several entrees daily.
4. Student Fee Waiver Applications (Free and Reduced Applications) are made available at the beginning of the year and upon request from the office.
5. Lunches must be ordered by 8:40 each morning, so students arriving tardy should call ahead to order lunch or bring a sack lunch from home.
6. We are unable to serve lunch to students whose lunch account balance falls below five meals x eligibility cost. An alternative meal is always provided regardless of account status. THE SCHOOL CANNOT CHARGE MEALS FOR STUDENTS.
7. As a courtesy, reminder notes with a lunch payment envelope are sent home stating the lunch account balances. Students are also reminded as they pass through the lunch line each day if they owe lunch money. These reminders are just a courtesy for you and your child. It is the parents' responsibility to monitor their child's lunch account.
8. Parents are welcome to visit the lunchroom and eat with us any day. You must call the office to order your meal by 8:40 A.M. Upon your arrival for lunch, you must sign in at the office and receive a visitor's badge. When you pay for your lunch, please have exact change as we do not have a cash register. Our expectation is that any visitors to lunch will follow the same lunchroom procedures outlined for students. For safety, supervision, and legal reasons parents are discouraged from going out to recess with students.

The students will be able to serve themselves vegetables and fruit from a food bar in the cafeteria. The advantages of the fruits/vegetable bar are:

1. Greater variety in choice of fruits and vegetables. Each day there will be a choice of 5 or 6 fruits and vegetables.
2. Students will not be served fruits and vegetables they will not eat.
3. Less food is wasted.

Students will:

1. Be allowed only one trip through the vegetable/ fruit bar.

2. Take as much as they will eat.
3. Be expected to eat what they take.

SCHOOL LUNCH PRICES

1. Elementary Breakfast Paid - Free
2. Middle/High School Breakfast Paid - Free
3. Reduced Breakfast - Free
4. Elementary Lunch Paid - \$2.40
5. Middle/High School Lunch Paid - \$2.65
6. Lunch Reduced - \$0.40

COMMUNITY ELIGIBILITY PROGRAM (CEP)

North Platte Public Schools has three elementary school eligible to participate in the CEP program. Buffalo, Jefferson, and Lincoln schools meet the eligibility of the program and provide elementary lunch for free to all students.

FOOD SERVICE CONTRACT

North Platte Public Schools contracts with Sodexo Food Service to serve our School Lunch Program. For concerns regarding School Lunch Program, please contact Mr. Stuart Simpson, Executive Director of Finance at (308)535-7100 or the Sodexo Office (308) 696-3336.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination write:
USDA

Director, Office of Civil Rights 1400 Independence Avenue, SW Washington, DC 202250



Dating Violence & Anti-Harassment/Bullying Position

DATING VIOLENCE

North Platte Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For the purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

ANTI-HARASSMENT/BULLYING POSITION

The North Platte School District is committed to providing all students with a safe and supportive school environment. Members of the school community are

expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

* Any written formal complaints dealing with harassment/ bullying, are to be filed with the building administration who will conduct an inquiry. A follow-up meeting will be scheduled at the completion of the inquiry. FERPA guidelines will be followed.



FERPA Parent Notification

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

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

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.

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

FERPA Parent Notification *(continued)*

information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

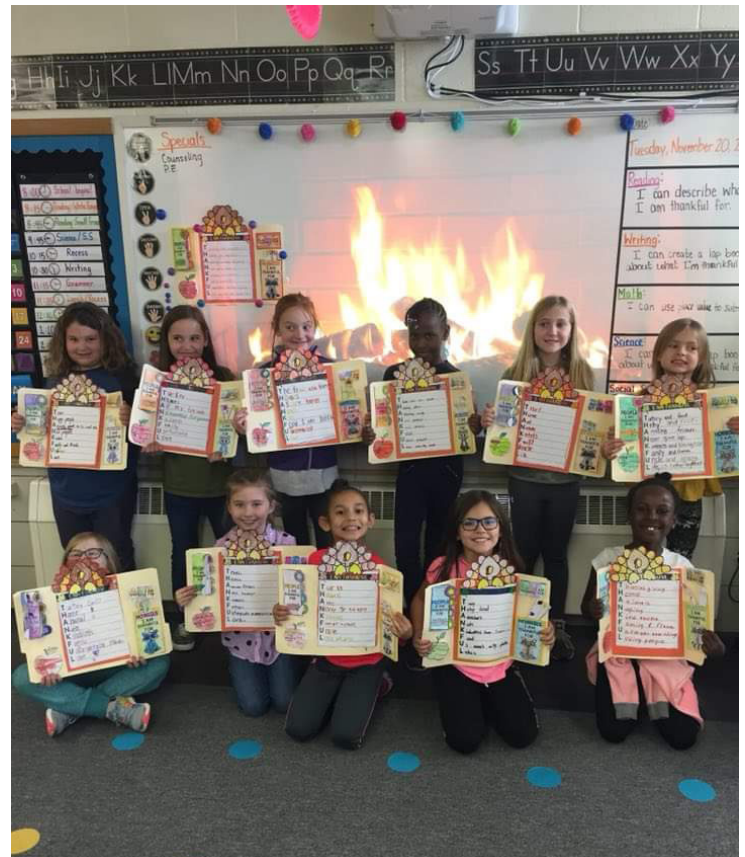
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others.

Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

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



NPPS Acceptable Use of Computers and Networks

BEHAVIOR RULES FOR STUDENTS USING COMPUTERS AND NETWORKS

The use of computers, whether stand-alone, or as part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the North Platte Public Schools. Any use that is not consistent with these objectives is prohibited.

The school owns computers and all associated data storage and transfer devices. The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of any school computer or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students using computers connected to the Internet, an international computer network, are able to access computers and people all over the world. Sites exist on the Internet that contains illegal, indecent, defamatory, inaccurate, and offensive material. The North Platte Public Schools does not condone student access to unsuitable materials and makes a conscious effort to prevent student access to such sites. All student computer activities are subject to being monitored.

It is the primary responsibility of the parent(s) and guardian(s) to establish and convey the standards that their child or ward should follow. If a student uses a computer or the Internet inappropriately, he or she will be subject to disciplinary action as outlined in the N.P.H.S. Student Code of Conduct.

Inappropriate use of a computer shall be defined as:

1. The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
2. Using computers or computer networks to harass or threaten individuals or groups.
3. Vandalizing computers, computer systems, or computer networks. This includes any attempt to alter or destroy data of another user or to endanger the integrity of a computer or computer network or the data stored thereon (including the introduction of any virus), any deletion of or alteration to system files or data, and damaging equipment. The unauthorized examination or copying of files or data belonging to others is also defined as vandalism.
4. Violating copyright law. This includes using unauthorized copies of software and making,

transmitting, receiving, exchanging and/or distributing unauthorized copies of software. Violating copyright laws will be considered theft.

5. Plagiarizing computer-based copyrighted materials in reports and assignments is also defined as inappropriate use.
Gaining or attempting to gain unauthorized access to computers, computer networks, or computer files or data. This includes evading or attempting to evade software designed to prevent or monitor inappropriate access to the network.
6. Gaining or attempting to gain unauthorized access to a personal account or file of another individual.
7. Forgery of or interference with electronic mail messages. This includes impersonation of another person while sending e-mail messages, using a false or anonymous name, age, gender or identifier, and the reading, deleting, copying, or modifying of any other person's electronic mail.
8. Using computers or computer networks to commit, facilitate, encourage or promote illegal acts.
9. Using computers or computer networks to commit, facilitate, encourage or promote the unauthorized or fraudulent use of a credit card.
10. Using computers or computer networks for a non-educational purpose, such as advertising or commercial purposes or for any other non-educational purpose.
11. Giving another individual a personal password or letting another individual use a personal account.
12. Knowingly introducing material forbidden by the North Platte Public Schools into the North Platte Public Schools' computers and/or systems via any electronic storage media.

Administrators will inform the parent of the situation and decision regarding any loss of computer access. Due process procedures for account termination will be followed, except where imposition of a more severe penalty under the Student Code of Conduct dictates a different procedure. Before students may use NPPS computers they are required to sign the Student/Parent Handbook Acknowledgment form and be responsible for knowing the computer usage rules. A parent signature is also required on the form. Parents are reminded they have the right to change their position on whether they want their student to be able to continue to have internet access privileges.

NPPS Acceptable Use of Computers and Networks *(continued)*

DISTRICT INTERNET SAFETY AND ACCEPTABLE USE POLICY

A. Internet Safety Policy

It is the policy of North Platte Public Schools 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.

4. **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

5. **Social Networking.** 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.

6. **Parental Consent.** The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online or using the NPPS information system.

7. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

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

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

NPPS Acceptable Use of Computers and Networks *(continued)*

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 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,

1. 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).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. 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.
7. Users shall not engage in any form of vandalism of the technology resources.
8. 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:

1. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. 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

NPPS Acceptable Use of Computers and Networks *(continued)*

information to unauthorized persons.

4. To engage in or promote violations of student conduct rules.

5. To engage in illegal activity, such as gambling.

6. In a manner contrary to copyright laws.

7. 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.

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.

7. 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.

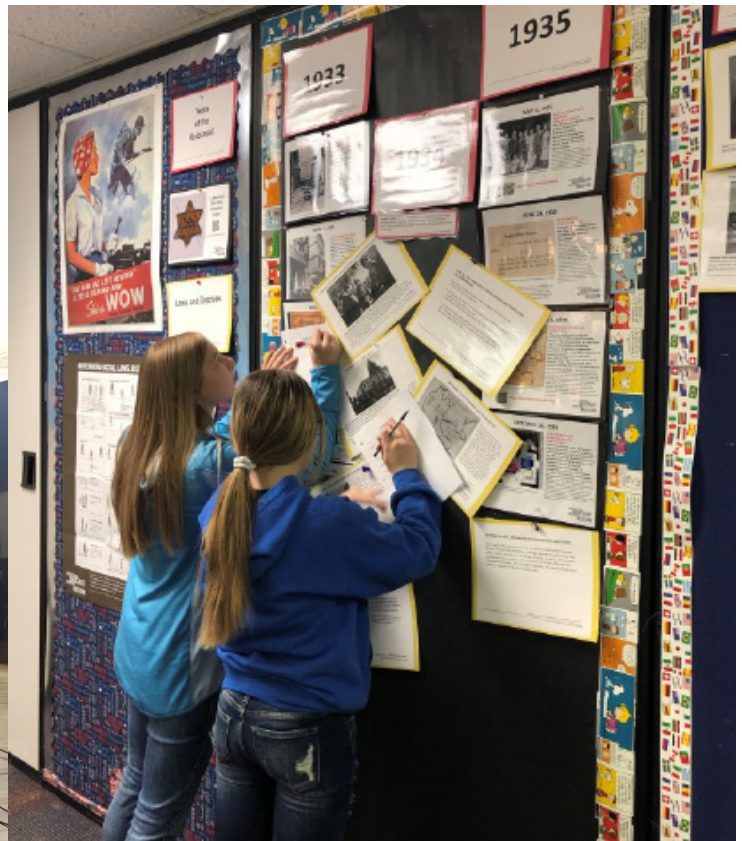
Legal Reference:

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)



Notice of Non-Discrimination

NOTICE OF NON-DISCRIMINATION

It is the policy of the North Platte Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, handicap or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, the Nebraska Equal Educational Opportunity Act, and the Americans with Disabilities Act of 1990.

Any person who believes she or he has been discriminated against, denied a benefit, or has been excluded from participation in any district education program, activity or employment on the basis of race, national origin, creed, age, marital status, handicap or disability in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination and can be obtained by contacting:

Kevin Mills
301 West F
P.O. Box 1557
North Platte, NE 69103-1557
(308) 535-7100

Inquiries regarding compliance with Titles VI and VII of 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, the Nebraska Equal Educational Opportunity Act, and the Americans with Disabilities Act of 1990 may be directed to:

Kevin Mills
301 West F
P.O. Box 1557
North Platte, NE 69103-1557 (308) 535-7100

Or in the case of Title IX and Rehabilitation Act to the Director of the Region VII Office for Civil Rights, ED 1150 Grand Ave., 7th Floor Kansas City, Missouri 64106 (816) 374-2474.

USDA NOTICE OF NON-DISCRIMINATION

The United States Department of Agriculture's required nondiscrimination statement must be printed as follows:

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 the USDA.



Notice of Non-Discrimination *(continued)*

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, the 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, (AD-3072) 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

This institution is an equal opportunity provider.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text:

USDA is an equal opportunity provider and employer.

The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.



The North Platte Public Schools Foundation, Inc.

The North Platte Public Schools Foundation is a non-profit organization dedicated to enriching education and opportunities for students in the North Platte Public School District.

Supporting North Platte Public Schools through...

Educator REACH Grants REACH Grants fund projects that pioneer innovative approaches to teaching that cannot currently be funded through the public schools budget. Over \$190,000 has been given to the North Platte educators through the REACH grant program since 1998. Our goal is to give our educators financial support to inspire students and change lives. Projects supported recently have included, Lake After School STEAM Club, NPHS Pro-Start Culinary Arts Class and Adams/Madison News Casting Clubs, Adams Robotics Club, peer mentoring and the climbing wall at Jefferson Elementary.



The Prepared to Learn Program works to remove barriers to learning. Unfortunately there are students that arrive to school every day that are not prepared to learn in our classroom. The Prepared to Learn Program is designed to provide immediate assistance to those students. This program has provided eyeglasses, school supplies, necessary shoes, clothing and minor medical necessities.

Scholarships are an integral part of the Foundation. The North Platte Public Schools Foundation works with generous families and organizations who want to create scholarships to benefit students graduating from North Platte Public Schools. The Foundation also awards educator scholarships to teachers/staff who wish to further their education through the Class Act Program.



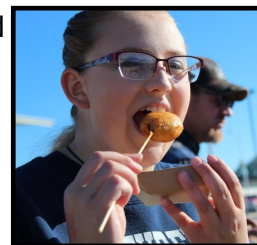
The Bulldog Staff Member of the Month

In conjunction with North Platte Public Schools and local businesses, the Foundation celebrates a nominated teacher and staff member monthly for going above and beyond.

Events and Activities:

The Annual Bulldog Backyard BBQ and Change Wars Held every fall in conjunction with a home football game these activities support our Prepared to Learn and REACH Grant Programs. Change Wars challenges each school to raise funds for the REACH Grant Program. Schools keep 70% of money earned and the rest is put into our REACH Grant Program to fund grants for teachers.

Education After Hours Celebrates Public Education in North Platte every spring by honoring nominated North Platte High School Alumni and Teacher/Staff of the year.



Located in the McKinley Education Center at 301 West F Street
(308) 696-3325 nppsf@nppsd.org www.nppsf.org

NPBS HANDBOOK AND INTERNET USAGE ACKNOWLEDGMENT 2019-2020

Student/Parent Acknowledgement Form

I have read the NPPS Student/Parent Handbook which includes the District Internet and Acceptable Use Policy and understand that I am fully responsible for knowing the rules and regulations explained in both.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS AGREEMENT

In order to make sure that all members of North Platte Public Schools community understand and agree to these rules of conduct, we ask that you as students and parents/guardians sign the following statement:

Within the Handbook located on the NPPS website (www.nppsd.org) or from a copy requested at the high school office, I have read the Internet Safety and Acceptable Use Policy adopted by North Platte Public Schools. As parent or guardian of the student named below, I grant permission for my enrolled student to access networked computer services such as electronic mail (e-mail) and the Internet. My student and I understand that this free access is designed for educational purposes. We also understand that individuals may be held liable for violations of those Terms and Conditions. However, we also recognize that it is impossible to restrict access to all controversial materials and I will not hold North Platte Public Schools responsible for materials acquired or sent via the network.

We agree not to hold the North Platte Public Schools, any of its employees, or any institution providing network access to North Platte Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student Name (Printed)

Grade

Student Signature

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



301 West F
P.O. Box 1557
North Platte, NE 69103-1557
(308) 535-7100
www.nppsd.org

Non-profit
organization
U.S. Postage
PAID



NORTH PLATTE PUBLIC SCHOOLS

PARENT DISTRICT HANDBOOK 2019-2020

Buffalo Elementary • Cody Elementary • Eisenhower Elementary • Jefferson Elementary • Lake Elementary • Lincoln Elementary
McDonald Elementary • Osgood Elementary • Washington Elementary • Madison Middle School • Adams Middle School • North Platte High School



North Platte Public Schools

EMPLOYEES HANDBOOK 2019-2020



North Platte Public Schools

301 West F

P.O. Box 1557

North Platte, Nebraska 69103-1557

(308) 696-3305

Fax (308) 535-5300

**2019-2020
Employees Handbook
North Platte Public Schools
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FOREWORD

Section 1 Intent of Handbook

Welcome to North Platte Public Schools. This handbook is intended to be used by all employees to provide general information about the District and to serve as a guide to the District's policies, rules, regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate. This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

Every employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will take precedence and control. Policies and procedures may be adopted during the school year and will take precedence over handbook.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. Annual updates will be made as needed.

This handbook will be in effect for the 2019-2020 and subsequent school years unless replaced by a later edition.

Section 2 Information About North Platte Public Schools

The North Platte School District is a progressive learning community that serves approximately 4,150 students. North Platte Public Schools has one high school, two middle schools, nine elementary schools, an alternative high school program, an early childhood program, and five district preschools complete the school system. The District features all day kindergarten programs at all of our elementary buildings. North Platte Public Schools is located in a community of 25,000 people. North Platte is located equidistant between Denver and Omaha along Interstate 80 in west-central Nebraska.

Section 3 Email Correspondence Disclaimer

The primary means of communication for North Platte Public Schools is district email. Updates to policies, handbooks as well as district expectations and practices will be sent through email. Human resources and payroll use email to communicate with staff. Staff are encouraged to check their email regularly and throughout the calendar year, including breaks. Staff will be required to acknowledge access to handbooks, policies, and other applicable information annually. Failure to sign acknowledgment does not exempt employee from regulations.

Section 4 Focus Areas

North Platte School District's Focus Areas

Our focus is to improve student success by building professional capacity with teachers and principals; developing and implementing systemic and systematic processes that impact the teaching and learning in every classroom; and planning, developing, and implementing programs that prepare students for the next phase of life.

1. **Teachers:** are the number one factor that impacts student learning. Building professional capacity with the teachers is an essential factor in our professional development, curriculum development, and student success plans.

Actions:

- Continue to recruit, hire, train, & retain highly effective teachers.
- Provide high quality, systemic professional development to all teachers.
- Implement a systemic continuous improvement process that determines what's working and what needs to improve via professional learning team structure.
- Ensure all teachers understand the intended curriculum – vertically and horizontally.
- Ensure all teachers are implementing the intended curriculum with fidelity.

2. **Principals:** The principal is the second highest factor just beyond the classroom teacher that impacts student achievement (Hattie, 2009). Building professional capacity with the principals is an essential factor in our professional development plan. – *Fullan*

Actions:

- Continue to recruit, hire, train, & retain highly effective principals.
- Provide high quality, systemic professional development to all principals.
- Build professional capacity of all principal to become **lead learners** of the school.
- Implement a systemic continuous improvement process that determines what's working and what needs to improve at all schools.
- Principals have professional learning time every Wednesday of the month to build their professional capacity as **lead learners**.

3. **Systemic Processes and Structures** – improving teaching & learning in all classrooms

Actions:

- a. Review and enhance current **Curriculum Development Process**

- A K-12 guaranteed, viable curriculum; aligned with NE State Standards; horizontally and vertically aligned at each grade/subject level; implemented with fidelity in every classroom.
 - a. Understood by all teachers – vertically and horizontally aligned to increase fidelity of implementation.
 - b. Common, rigorous assessments are used to determine if students are learning and for determining improvement goals.
- Professional Learning Teams (PLTs), curriculum guides, and learning plans support every classroom teacher. The guarantee a viable curriculum for all students, is implemented across the District with fidelity.
- Teachers are using best instructional practices when implementing the intended curriculum - - District Instructional Model.

b. Review and enhance Professional Learning Teams

Actions:

- We use the professional learning team structure to provide opportunities to teachers to learn from each other.
- All teachers are provided the time to meet, plan, and develop instructional plans that include the elements of an effective lesson using the District Instructional Model; using evidence-based practices which are monitored for effectiveness using common assessment data. [All professional learning teams develop goals and action plans based on student data. Each teacher develops a classroom action plan that aligns with the PLT goal.] Teachers team/teachers are continually collecting and analyzing common data sources to determine the instructional effectiveness that have the greatest impact on teacher and student learning.
- Teacher teams develop **Learning Plans** (units of study) that include the essential elements of an effective lesson: clear learning targets, anticipatory set, teaching and modeling in small bites or chunks - scaffolding, questioning, feedback, multiple cycles of guided practice, and checks for understanding until students are ready for independent practice and closure. All teachers are implementing the elements of an effective lesson as described in the District's Instructional Model.
- All teachers will use **common assessments** for the purpose of measuring student success. [The curriculum department will develop and implement a comprehensive and balanced assessment system, ranging from authentic literacy opportunities to performance based and quality multiple choice common assessments.] All teachers are using valid and reliable formative, and summative assessments aligned with curriculum standards, concepts, and indicators. Results are used to guide instruction and provide constructive feedback to students. [The District implements a comprehensive assessment system that generates a range of data about student learning and utilizes assessment data in a timely fashion to inform adult actions and professional learning needs at a variety of stakeholder levels.]

c. Review and enhance Continuous Improvement Process using Systemic Action Research Model

Actions:

- Use a district-wide action research model for consistency, fidelity, and common language.
- Use multiple measures to determine if students are learning – such as District assessments, NSCAS assessments, MAP, and ACT
- Use a multiple Tiered System: District-School-Grade Level/Subject Level-Teacher
 - District = Tier I Goals School = Tier II Goals Classroom/PLT = Tier III Goals
 - All levels of the system utilize the action research model to determine what's working and what needs to improve. The **I.D.E.A.L. research model** will be learned and utilized as the continuous improvement tool.

4. Quality Programs – Focus on planning, developing, enhancing, and implementing . . .

- a. **NPPSD Career & College Readiness Initiative**
- b. **Dare-to-Go-Five or Below** – attendance matters strategy
- c. **Positive Behavioral Interventions & Support - PBIS** is a behavior based and research validated process that increases the capacity of schools, families, and communities to develop preventive, proactive, positive environments. The process focuses on building school-wide, classroom and individual systems of support general enough to assist **all** students, but focused enough to provide students at risk individual help.

Section 5 Members of the Board of Education

Mike Morrell, President
Joann Lundgreen, Vice President
Skip Altig, Secretary
Ivan Mitchell
Matt Pederson
Mark Nicholson

Section 6 Administrative Staff

Central Office Administration 308-535-7100

Dr. Ron Hanson	Superintendent
Stuart Simpson	Executive Director of Finance, Facilities, & Operations
Kevin Mills	Director of Human Resources
Peggy Romshek	Director, Special Services
Trent Benjamin	Director, Elementary Teaching and Learning
Vikki Carlson	Director, Secondary Teaching and Learning
Brandy Buscher	Director, Student Services
Lori Coburn	Director, Facilities and Maintenance
Brian Tegtmeier	Director, Technology
Carrie Lineneman	Director, Kids Klub

Building Administration

Danesa Fleck	Principal, Buffalo Elementary	308-535-7130
Dr. Tami Eshleman	Principal, Cody Elementary	308-535-7132
Lyndsey Douglas	Principal, Eisenhower Elementary	308-535-7134
Traci Costlow	Principal, Jefferson Elementary	308-535-7136
Robin Vahle	Principal, Lake Maloney School	308-532-9392
Matt Irish	Principal, Lincoln Elementary	308-535-7132
Kim Flanders	Principal, McDonald Elementary	308-535-7140
Robin Vahle	Principal, Osgood Elementary	308-535-7144
Harmoni Wagner	Principal, Washington Elementary	308-535-7142
James Ayres	Principal, Adams Middle School	308-535-7112
Brett Joneson	Assistant Principal/ Middle School Activities	308-535-7112
Bobbi Isom	Principal, Madison Middle School	308-535-7126
Scott Siegel	Principal, North Platte High School	308-535-7105
Micah Fisher	Assistant Principal, North Platte High School	308-535-7105
Nick Miller	Assistant Principal, North Platte High School	308-535-7105
Jordan Cudney	Assistant Principal/Activities Director, North Platte High School	308-535-7105

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The school calendar is found at **Appendix A**.

Section 2 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. North Platte Public Schools will utilize an automated messaging system to notify staff and families of school cancellations.

North Platte Public Schools uses a communication system to alert families and staff of weather-related school closings. The communication system allows the administration to notify by telephone and email when school has been canceled due to bad weather. School closing information will also be announced through local media.

The decision to close school is made after an early inspection of road conditions and school facilities, as well as current or forecasted weather conditions. When a school closing decision is made in the evening, the district staff try to notify families and staff by 10:00 p.m. When a decision is made in the morning, district staff try to notify families and staff by 7:00 a.m. Families and staff could receive a call as early as 6:00 a.m. to ensure our system has time to complete all notifications by 7:00 a.m.

Sometimes weather worsens during the school hours, making it advisable to dismiss students before the regular dismissal time. It shall be the philosophy of the District to avoid early dismissal if possible except in extreme cases. Parents who wish to remove their children during inclement weather may do so. In the event of an early dismissal, the communication system will be activated.

The final decision as to whether a child should attend school or stay at home is at the discretion of the parents.

Staff Information for Weather Closings When school is closed for weather conditions, teachers and paraprofessionals do not report. Hourly staff will not be compensated for weather closing days.

All administrators, secretaries, and technology staff are to report unless Central Office Administration makes the decision that all personnel should remain home. Personnel who cannot reach work when requested may take paid time off leave. Central Office Administration requires staff to remain on call throughout the day.

All maintenance and custodial staff are to report, unless notified otherwise by their supervisor.

Section 3 Contract Days

Teachers are contracted for 185 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration. If school is cancelled, it is at the discretion of the district to schedule additional calendar days to compensate for weather related cancellations. This would mean that teachers would be making up cancelled school days, or "snow days."

Article 2 – EMPLOYEE COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Job descriptions are provided to all interviewees and available upon request. All resignations must be submitted in writing to supervisor and Human Resources.

Certified staff are employed by North Platte Public Schools when the certified staff signs Contract and the Board of Education approves such contract of employment. Job descriptions are provided to all interviewees and available upon request. The Certified Staff employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year certified staff may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for staff to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment of termination of the contract. If staff signifies acceptance of employment for the next school year the teacher will be issued a new Contract.

Should staff wish to resign from employment staff should give written notice of resignation to the Human Resource Director. Certified requests to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2 Selection of Staff

The process for the selection and assignment of staff is the responsibility of Human Resources with the direction of the Superintendent. It shall be the duty of the Director of Human Resources or designee to assure that all persons meet the qualifications established by law and the Board of Education for the position. North Platte Public Schools shall strive to attract and retain the best qualified personnel available for every position.

The selection procedure is uniformly applied to every candidate. There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.

Staff who are hired and have less than six months employment will not be granted movement on salary scale.

Section 3 Screening and Selection of Staff

The Human Resources Division coordinates the applicant screening and selection process. This process is uniformly applied to every candidate for a particular position, but can vary depending upon the position. Candidates may be eliminated from consideration throughout the process.

- a. All persons must complete the appropriate application and requested accompanying documentation prior to consideration for employment.
- b. Human Resources coordinates an examination of the application and supporting material.

- c. The file of an applicant who had formerly been employed by the District will be reviewed. The rehiring of a former employee is contingent on a positive performance record. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.
- d. Reference checks are completed.
- e. Structured interviews are coordinated by Human Resources.
- f. A supervisor conducts one or more interviews.
- g. The supervisor makes a recommendation to the Human Resources Division concerning the selection for the position.
- h. Human Resources makes a conditional job offer and initiates background checks, including but not limited to criminal history, sexual offenses, child abuse; and any other requirement(s) for the position, i.e. post offer physical, Department of Transportation physical, licensing, etc.
- i. Administration has the discretion to determine compensation and movement of staff. Movement is not guaranteed if staff has been less than six months on job assignment.

Section 4 Assignments

The duties to be performed are subject to assignment by the administration and the supervisor. Job descriptions provide additional information about the position duties. All applicants are provided a copy of the job description. Current employees may request a current job description from Human Resources office.

Regular, dependable and in-person attendance is an essential function of all positions within North Platte Public Schools. Employees are expected to devote full time and/ or assigned hours during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability. Employees are expected to work their assigned hours, any exceptions must be approved by supervisor and Human Resources.

Section 5 Transfer of Assignments

The following procedure applies to transfer of employees:

1. Staff may request a transfer to an assignment following established procedures and practices.
2. In order to be considered for the position, staff must meet the minimum requirements for the position and be able to perform the essential functions of the position with or without reasonable accommodations.
3. Transfers may be made administratively by the Human Resources Division.
4. Supervisors may change assignments within a building or department for similar positions, with Human Resources approval.
5. Right of assignment is at the discretion of building and district administrators.

Section 6 Personnel File Policy No. 4013

Official personnel records shall be maintained by Human Resources according to state and federal laws.

Personnel files shall be available for inspection by the employee in the presence of an administrator, except pre-employment and job promotion materials including confidential references. Any employee shall, upon his or her request, have access to his or her personnel file maintained by the district and shall have the right to attach a written response to any item in such file. An employee may, in writing, authorize any other person to have access to such file. Such authorization shall be honored by the district.

No other person, except school officials engaged in their professional duties, shall be granted access to such file nor should the contents thereof be divulged in any manner to any unauthorized person.

The social security number is optional for applicants. Once an applicant has been approved, the social security number will be used by school officials to conduct background checks for employment purposes, for personnel and payroll processing and for mandatory or voluntary employee benefit programs, if employed.

The term “school officials” as used herein may include individuals within the District, or individuals or companies outside the District who are providing programs, services or benefits to employees and in such capacity are deemed as acting for the District. Continuing employment shall constitute consent to this definition and the release of such information unless the employee has directed otherwise in writing.

Attorney communications files may also be maintained by the Human Resources Division. These files and the records in them are made and kept for the purpose of facilitating the rendition of professional legal services to the District. Attorney communications files include attorney-client privileged information, or work product of the District and an attorney in furtherance of the rendition of professional legal services, and are not part of employee personnel files.

1. The official personnel records of all employees shall be maintained by the district Human Resources Division.
2. An employee’s personnel file may contain an application and supporting documentation, personnel action forms, evaluative materials, contracts, and other documents as determined by the Human Resources or designee.
3. Determination of what becomes or remains part of the personnel file is the responsibility of the Human Resources or designee.
4. An employee or authorized representative can only review his/her personnel file by scheduling an appointment with the Director of Human Resources.
5. After reviewing the personnel file, the employee will date and sign the folder to indicate the date of the review.
6. A teacher, administrator, or other employee shall have the opportunity upon request to review the employee’s personnel file and to attach a response to any item in the personnel file.
7. Anonymous letters, materials and/or records of anonymous phone calls shall not be placed in an employee's personnel file.
8. The district will maintain other employee records as necessary to conduct business and comply with all state and federal rules, regulations and laws. These records are only available for review by designated administrators and supervisors. Examples of these records may include medical records, background checks, Employment Eligibility Verification (I-9) form, and payroll records.

Section 7 Evaluations

Evaluations of employee will be conducted in accordance with the District's evaluation procedures. Supervisors reserve the right to observe, appraise or evaluate employee more frequently than required by procedures on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Grievances and Complaints Policy No. 4240

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 9 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education. Please refer to the Negotiated Agreements and/ or **Appendices** for your compensation schedule and starting salary

information. Movement is not guaranteed annually. Negotiated agreements determine movement for paraeducators and certified staff.

Work Week. The Fair Labor Standards Act requires that wages due be calculated on a workweek-by-workweek basis. A work week is seven consecutive days. The District workweek begins on Sunday and ends on Saturday.

All hourly classified employees will use District Time Management System to record hours worked. Compensation will be paid for the actual time worked based on clock in and clock out times.

Employees are responsible for monitoring their hours weekly to ensure accuracy. Employees may reference District Time Management System and Employee Portal.

Payment. Employees are paid monthly for hours worked in the previous month. Employees are paid on the 20th of the month, or the last preceding work day if the 20th falls on a holiday or weekend. Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leave, the employee's salary shall be reduced by the hours missed.

Volunteer Work. No employee can be required to serve on a building or district committee. All committee service is strictly voluntary. Any individual volunteering to serve on building or district committees will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

Subcontracting duties. Employees may not subcontract their assigned duties with North Platte Public Schools.

Hourly staff will use District Time Management System unless given special instructions to use Time Logs. Certified staff may use Time Logs for activities beyond their normal contracted days. Time Logs are official payroll documents used for compensation and reporting hours to retirement. The annual audit pulls the payroll information to verify payments to staff. This means that the district administration must be very specific in what can be included in time logs:

- Time Logs are done on a **monthly** basis. There cannot be multiple months on submitted time logs. (ie. May and June cannot be submitted on the same time log)
 - Time Logs are due to Payroll by the **1st of each month**. If staff work on the last day of the month, then they must submit the next business day.
 - Time logs are time-intensive to process and require payroll to hand key all information for each time log.
- Time logs must be **signed** by staff and supervisors prior to submission to Payroll. Unsigned time logs will not be processed without proper signatures. Auditors need documentation that staff worked those hours.
- Time logs must be calculated on 15 minute intervals. Staff may not submit time prior to start time of training nor for extension of training without permission of administrator.. Designated times for training will be shared.
- Time logs are paid the **next month**. (ie. May logs are paid in June)
 - Hours reported to Retirement are submitted on a monthly basis.
- Time logs must be submitted separately for different activities which require different budget codes. (ie. Summer Weights and Training cannot be submitted on same time log.)
 - Time logs with pre-filled budget codes may be provided.
- Updated Time Logs should be used and can be found on the Employee Portal. Administrators and Supervisors will normally share the Time Logs.
- All time logs are subject to Human Resource review and approval.

Section 10 Benefits

Classified employees are provided benefits in accordance with their employment classification and Board policy (see **Appendix C**). Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Payroll Department in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available from the Human Resources Department.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 11 Payroll

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employees start date will be at least two working days after the required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

Direct Deposit. The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll.

Pay Advice. All pay advice information is located in the Employee Portal. To view pay advice, the employee must visit the **nppsd.org** website and register for the Employee Portal with a username and password. The employee is encouraged to visit the Employee Portal each month to see payment details prior to contacting the payroll department with questions. Employee Portal will not be available to new employees until after their first paycheck.

Name and Address Change. If an employee's address or phone number changes at any time during employment with the District, the employee must contact Human Resources and the payroll department as soon as possible. Maintaining accurate employee information is a requirement for all school districts.

If an employee changes their name, they will need to contact the payroll department once they have official legal documentation indicating the new name. Technology department will be contacted next to update email, ID badge and technology equipment checked out (employee must bring laptop and case when updating a name change). Human Resources will receive the Name Change form last to update Personnel Files and district computer programs.

Section 12 Payroll Deductions

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions authorized by an employee on the appropriate sheet which comply with Nebraska wage assignment statutes.

Retirement. NPPSD employees who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System. Employees under eighteen (18) years of age may elect not to join. Once the employee reaches the age of 18 and works more than 20 hours per week, retirement will begin to be deducted.

The following employees are required to participate in the retirement plan:

- All permanent employees of a Nebraska school district, an educational service unit, the state or county (if the position with the state or county requires a teaching certificate), working at least 20 hours per week on an on-going, regular basis, or with a full-time contract.
- A permanent employee initially hired at less than 20 hours per week who provides service for 20 hours or more per week (80 hours per month) in any three calendar months of a plan must be enrolled in the retirement plan for the next payroll period.
- An employee must be a United States citizen or a qualified alien in order to participate. Once an employee meets the requirements to participate in the retirement plan, *they will remain in the plan until termination or retirement.*

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the total cost of contribution at 101%. Any member who terminates employment with NPPSD may:

- 1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.
- 2) Receive a refund or make inquiries to:

Nebraska Retirement System
PO Box 94816
Lincoln, NE 68509
1-800-245-5712

Long Term Disability (LTD). Employees working 20 hours per week are eligible for long-term disability coverage. Refer to **Appendix C** for specific benefits according to position.

Life Insurance. Term life insurance is available to all employees. District will provide \$10,000 worth of insurance to employees working 20 hours or more per week. Employees may elect to purchase additional cover, up to \$50,000 is paid through the section 125 plan and additional insurance above \$50,000 is paid as a payroll deduction.

Health Insurance. The District pays a single health insurance premium for full time classified staff, except for paraprofessionals who are subject to their negotiated agreement and administrators. When an

employee is absent due to an illness and cannot return to work, the district will pay his/her health insurance premium for 12 weeks.

Section 125. Employees may participate in the District's Section 125 plan to the extent allowed by law.

Tax-Sheltered Annuity. All classified employees may have a payroll deduction toward a district selected tax-sheltered annuity (403b).

Section 13 Expense Reimbursement

North Platte Public Schools will reimburse individuals traveling on official school business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. Thus, all requests for reimbursement will be carefully reviewed and must conform to the guidelines outlined below. Any non-conforming expenses will be rejected. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of school funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the expectation of the North Platte School Board to limit travel costs to only those expenses that are necessary for providing essential services to the North Platte Public Schools. Further, travelers and travel planners must seek ways to reduce the cost of essential travel. Additionally, Administration must ensure that all travel expenses conform to these travel guidelines.

Travel-related expenses are the costs incurred when employees go off-site for work-related training, conferences, seminars and/or meetings. These expenses include the cost of attending the session as well as the reasonable costs of transportation, meals, parking, hotel and other accommodations off-site.

Any travel expenditure that is not approved in advance or properly documented, or that is deemed to be excessive, may be partially or wholly rejected for payment. Any amount that is rejected will be the responsibility of the person who incurred the cost. The following guidelines shall apply to those traveling on official school business:

- **Itemized, original** receipts must be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses.
- When making travel arrangements, government rates or business rates should be obtained. Upgrades and special amenities are not reimbursable expenses. Requests for others (i.e. family members, friends, or non-employees) to accompany employee will be limited and subject to the approval of the District, and additional fees relating to the travel of others shall be non-reimbursable.
- If personal travel is combined with work related travel, the personal portion must be paid by the employee. Reimbursement for mileage will not be granted, when district transportation has been arranged and is available to the employee.
- No cash advancements will be made for anticipated expenses.
- Internet access charges must be pre-approved.
- The following expenses will **not** be reimbursed:
 - Alcoholic beverages, In-room movies, Mini-bar charges, Gym fees, Entertainment or recreational expenses, Laundry and dry cleaning, Travel Insurance,With regard to transportation:
 - Flight reservations will be arranged with the Business Office prior to arrangements being made.
 - The most economical fare available should be obtained and is a reimbursable expense.

- o Transportation will be obtained by the most cost effective means.
- o District gas cards may only be used to purchase gas for district-owned vehicles for work-related travel.
- o The use of a rental car requires approval in advance of any travel. If a rental vehicle is approved, it should be a “mid-class” vehicle or smaller. The district will not be responsible for expenses related to fines or other expenses incurred due to traffic or parking violations.
 - Fuel purchased for use of a rental vehicle may be purchased using the district issued p-card or with the employee’s own funds. Receipts must be turned into business office.
- o Mileage reimbursement will be at the per mile rate approved by the IRS. Travel will be calculated from the employee’s beginning location, either home or work location, to the destination and back using online map program. .
 - All travel performed using an employee’s personal vehicle will be reimbursed at the current mileage rate in accordance with this policy.
- With respect to lodging:
 - o Lodging reservations will be made in advance of any travel and set up as a direct bill to the district. If an employee chooses not to direct bill, the employee will be required to pay for the lodging and request reimbursement.
 - o Lodging will be paid at actual and reasonable rates for both instate and out-of-state travel, subject to the additional provisions of this policy.
 - o Lodging at the conference location is appropriate and an approved cost.
 - o Employees who arrange for others (i.e., family members, friends, or non-employees) to stay with them will be required to pay for the lodging and request reimbursement. Lodging reimbursement for employees who arrange for others to stay with them will be granted at 50% of the room rate, not to exceed what the district would have paid for single occupancy.
- With respect to meals: If meals or a portion of the meals are included in the travel arrangements (e.g. meal in flight) or at the conference or training session, no meal reimbursement will be made for that meal period. Meals will not be reimbursed if travel occurs within one hour before or after an employee’s normal work day.
 - o All meals are to be purchased by the employee, then submitted for reimbursement on the Travel Reimbursement Form.
 - o Charges for meals must be reasonable and in keeping with the regional cost for dining out.
 - o Reimbursement for tips is limited to 20% of approved meal price. Tips above 20% will be the employee’s responsibility. The following schedule of per diem payments is the recommended allowances that will be reimbursed for meals:

	Instate	Out-of-state
Breakfast	\$10.00	\$ 15.00
Lunch	\$15.00	\$ 20.00
Dinner	\$25.00	\$ 30.00

- Registrations, taxi fares, parking fees and other miscellaneous travel-related expenses may be allowed subject to the discretion of the district.

To request reimbursement or payment, please follow the instructions below:

1. Complete and submit the Travel Reimbursement Request form, which is available online, or print it and return it to your building Principal or Supervisor for approval. **Please attach all copies of receipts to the form prior to submission.** The form must be received in the Business Office by the end of the month to be compensated the following month otherwise payment will be made in two months.
2. The building Principal or Supervisor will forward the request form to the Central Office Administrator for approval and payment.
3. Final Approval will be made by the Executive Director Financial, Facilities, and Operations.

Reimbursements for approved expenses will be mailed after the first board meeting of the next month. Reimbursements must be submitted by the last business day of each month to be paid in the next month.

The District maintains Travel Purchasing Cards in the Business Office. A Travel P-card can be “checked out” from the business office secretary for use in making travel reservations prior to business travel. The same Travel P-card will then be reserved for the staff member to use for business expenses when actually traveling. All of the above guidelines are to be followed for use of the P-card during business travel. The employee is required to turn in all receipts for travel expenses when returning the P-card to the Business Office secretary after the employee returns from traveling. All employees are required to sign a User Statement of Responsibility prior to using a District P-card.

North Platte Public Schools participates in various grants and compensation for grant activities may be subject to different compensation regulations.

Section 14 Overtime

Overtime is paid to hourly, classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at the workplace or a copy is available from the Human Resources Department. Comp time may be taken instead of paid overtime. ALL overtime and comp time must be pre-approved by supervisor and/or Executive Director of Finance and Operations.

Certified Staff are considered exempt from overtime in accordance with the Fair Labor and Standards. Certified Negotiated Agreement provides guidance for additional compensation for certified staff. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime calculations do not include payment for idle hours when the employee is not at work. Idle hours include paid time off, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses eight hours of paid time off leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more

non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Executive Director of Finance or designee will agree upon the overtime rate in compliance with FLSA regulations.

The District's policy is to not permit improper deductions from the salaries of exempt employees who are required to meet a "salary basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

Section 15 Disciplinary Suspension

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salary basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance.

Section 16 Worker's Compensation

All employees come under the provisions of the Nebraska Workers' Compensation Law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal.

The supervisor is to be knowledgeable of the district's reporting procedures and to provide the forms and direct the employee on how to complete (1) the Employee's Incident Report and (2) Employee's Choice of Doctor forms. The supervisor will then complete (3) the Supervisor's Accident Investigation Report and forward all to the Business Office. It is also the supervisor's responsibility to contact Wellness Works who will follow up with the employee.

Employee's eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will use the employee's available sick and paid time off leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and paid time off leaves are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

Article 3 –CLASSIFIED ABSENCES FROM WORK

Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Paid time off leave will be granted July 1st of each school year. *Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available.* Twelve-month employees, working less than eight hours per day, will receive one half of the leave amounts detailed in each section. **All Paraeducator's leave is subject to the Current Paraeducator Negotiated Agreement.**

Requesting and Reporting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software as soon as possible. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted as soon as possible to ensure employee is paid for the time. Absences must be submitted during the month of absence. Paid time off leave should be submitted at least five business days in advance.

Employees using District Time Management System to report leave must be report leave in a timely fashion or the employee will not be compensated for the leave. Employees are required to submit leave if they cannot work regularly scheduled hours, even if the leave is exhausted. Custodial and Maintenance staff is subject to the Facility and Maintenance Department Policies.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstances requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can't be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. The District may approve special emergency circumstances.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. **Family and Medical Leave (FMLA).** Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Leave

Permanent employees are provided with accrued leave (sick, adoption, paid time off) and benefit leave (bereavement, holidays, jury duty, voting, professional) in accordance with their employment classification, applicable negotiated agreement, and Board policy. During such paid leave, employees continue to receive their salary and fringe benefits.

The leave provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and does not represent the District's values.

Section 3 Accrued Leave

Note: Temporary Summer Employees do not accrue leave.

Sick Leave. Employees are to use sick leave when unable to work due to an illness. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Please reference Paraeducator Negotiated Agreement.

Sick leave may be accumulated up to 600 hours based on the percent of time worked during a standard week. Sick leave can only be used up to the standard hours per day of a given class of employee. Employees will not be permitted to use unearned sick leave. An unpaid leave of absence may be requested by classified employees to Human Resources and Executive Director of Finance and Operations. Any employee that moves to a part time status that is less than 20 hours per week, will lose all accrued leave.

Category	Hours Accrued Per Month
A	8
B	6
C	5 (based on 9 payroll checks)

Sick leave may be granted for medical appointments, maternity, illness or accidents, injury to the employee, spouse, children, parent, step-parent, parents-in-law and grandparents. All accumulated sick leave may be used for any or all stated items. When an employee leaves work due to stated sick leave they must take at least half an hour of leave before returning to work. FMLA absences will be handled through CareWorks.

Twelve-month employees cannot use sick leave the day before or the day after a holiday without supervisor approval.

If a classified employee is using paid time off leave, appropriate leave will continue to accrue. If a classified employee is using sick leave, leave will not continue to accrue. All sick leave benefits cease upon termination of employment with the North Platte Public Schools. Sick leave does not accrue cash value.

Sick and paid time off leave is accrued monthly and will begin accruing with the employee's first paycheck. If an employee is absent from work before their first paycheck, the employee will not be paid for hours worked. Leave will not be available until after one month of employment.

If employment is terminated prior to leaves accruing for that month, the employee will not accrue leave. If leave accruals have already been posted, then that leave will be available to employees to use. Paid time off leave will be paid out in the employee's final paycheck.

If an employee is out on medical (FMLA) or workers comp leave, the employee will not accrue leave until his/her return to employment, at least half time, with the district.

Staff members may donate up to 16 hours of sick leave per year to any classified staff who has exhausted

all paid leave, and who becomes subject to a pay deduct or no income due to extended illness. Maximum amount of received donated sick leave cannot be more than 600 hours. Extended illness may be defined as cancer, heart attack or heart surgery, accident or injury that requires immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ transplant, stroke, tumor or any illness or disease comparable to those enumerated in this section as determined by the Business Manager who's discretion of eligibility shall be final. A physician's statement must accompany all extended illness cases.

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Paid Time Off. (Does not include sick leave)

Employees may not be absent from their assigned duties for more than 80 consecutive work hours for paid time off purposes, unless approved by Human Resources. Paid time off leave must be used in half hour increments. Clerical staff working 10 months will receive the maximum accrual as shown below. Paraprofessional staff will receive the paid time off based negotiated agreement. Paid time off leave is earned monthly beginning on July 1st on the basis of continuous employment and will be granted as follows:

	Employment Term	Hours earned per Month	Maximum accumulation	Notes:
12 Month Classified Employees	0-11 Months	9	108	
	12-59 Months	14	168	
	60-119 Months	16	192	
	120 months+	18	216	
	Para-Educator			Based upon Negotiated Agreement
	10 Month Clerical		32	Accrues July 1st

Once the maximum number of hours has been reached, no additional leave will be accumulated until time has been used. Para-Educators must be hired prior to March 1st to accrue Paid Time Off.

Section 4 Benefit Leave

Bereavement Leave. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the teacher's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

All categories: Employees may be granted up to 40 hours paid at regular time rate for hours assigned daily for absence from work due to a death in the immediate family:

- A. Spouse
- B. Parent/Parent-in-law
- C. Stepmother/Stepfather or Stepmother-in-law/Stepfather-in-law
- D. Child
- E. Stepson/Stepdaughter
- F. Son-in-law/Daughter-in-law
- G. Grandchild
- H. Brother/Sister

Employees may be granted up to 16 hours paid at regular time rate for hours assigned daily for absence from work due to a death of a:

- A. Brother-in-law/Sister-in-law
- B. Grandparents
- C. Niece, Nephew, Aunt and Uncle
- D. Person living in the home of the employee
- E. One friend per year up to eight hours or assigned daily hours

Holidays. Pay will be received for those holidays observed by the district, which fall within their assignment period. The Districts will designate holidays annually. If a holiday is observed while the employee is on sick leave or paid time off leave, the holiday will not be charged to sick leave or paid time off leave. The paid holiday schedule for the **current** school year is located in as an **Appendix H**.

Article 4 – CERTIFIED ABSENCES FROM WORK

Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Personal and leave will be granted July 1st of each school year. Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available. Employees requesting leave beyond accrued leave and FMLA, will need Human Resource approval to take leave without pay.

Requesting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software. Leave requests are to be submitted in a timely fashion to the supervisor. All personal leave requires five school days advance notice, exception request require Human Resources approval and subject to negotiated agreement. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. District Administration may restrict personal leave requests based upon substitute availability and negotiated agreement.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstances requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave cannot be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. District Administration may approve special emergency circumstances.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or healthcare provider to their supervisor when absent for any period of time because of injury requiring care from a physician or healthcare provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed. Custodial staff is subject to the Custodial Department Policies.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Leave

Employees are provided with accrued leave (sick, adoption) and benefit leave (personal, bereavement, jury duty, voting, professional) in accordance with applicable negotiated agreement, and Board policy. During such paid leave, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Section 3 Accrued Leave

Sick Leave. Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Sick leave may be accumulated up to 75 days.

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 4 Benefit Leave

Personal Leave. Certified staff are granted three (3) personal days per school year. According to negotiated agreement, teachers may be paid daily sub rate for any unused personal leave. Personal leave may not be carried over to the following school year for teachers.

For administrators, personal leave must be used within the school year they are earned and do not carry over to the following school year.

Bereavement Leave. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the teacher's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Section 5 Expectations for Teachers, Substitutes and Administrators during absence

Absence Length	Teacher Responsibilities	Substitute Responsibilities	Principal Responsibilities
.5-5 days	<ul style="list-style-type: none"> • Detailed Lesson Plans (may be uploaded to AESOP) • Have Sub Notebook easily available • Classroom Schedule, Expectations, and Resources accessible • Teachers reviews substitute satisfaction survey and makes the appropriate corrective action • List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.) 	<ul style="list-style-type: none"> • Follow Lesson Plan and Instructions left by teacher • Follow classroom rules and expectations set by teacher • Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) • Follow IEP and 504 requirements • Substitute completes satisfaction survey at the end of the assignment 	<ul style="list-style-type: none"> • Assures Lesson Plans are prepared and turned • Notifies classroom teacher if no lesson plan were prepared • Checks in with Substitute regularly throughout the day • Principal review substitute survey and makes any corrective action needed • Director of Human Resources reads substitute survey and makes any corrective action • Assures a substitute-teacher's notebook is complete and visible
6-30 days	<ul style="list-style-type: none"> • Detailed Lesson Plans for first week • Have Sub Notebook easily available • Learning Plans for duration of absence • Classroom Schedule, Expectations, and Resources accessible • Teachers reviews substitute satisfaction survey and makes the appropriate corrective action • List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.) 	<ul style="list-style-type: none"> • Follow Lesson Plan and Instructions left by teacher • Submit to principals detailed Lesson Plans for days 6-30 • Follow classroom rules and expectations set by teacher • Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) • Follow IEP and 504 requirements • Substitute complete satisfaction survey at the end of the assignment • Facilitates Parent Teacher Conferences 	<ul style="list-style-type: none"> • Assures Lesson Plans are prepared and turned • Notifies classroom teacher if no lesson plan were prepared • Checks in with Substitute regularly throughout the day • Principal review substitute survey and makes any corrective action needed • Director of Human Resources. reads substitute survey and makes any corrective action • Assures a substitute-teacher's notebook is complete and visible
31+ days	<ul style="list-style-type: none"> • Detailed Lesson Plans for first week • Have Sub Notebook easily available • Learning Plans for duration of absence • Classroom Schedule, Expectations, and Resources accessible • Teachers reviews substitute satisfaction survey and makes the appropriate corrective action • List of student IEP, 504 requirements, students with 	<ul style="list-style-type: none"> • Follow Lesson Plan and Instructions left by teacher • Submit to principals detailed Lesson Plans for days 6+ • Participate in Building Meetings/ PD at the discretion of the building principal • Follow classroom rules and expectations set by teacher • Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) • Follow IEP and 504 requirements 	<ul style="list-style-type: none"> • Assures Lesson Plans are prepared and turned • Notifies classroom teacher if no lesson plan were prepared • Checks in with Substitute regularly throughout the day • Principal review substitute survey and makes any corrective action needed • Director of Human Resources. reads substitute survey and makes any corrective action • Assures a substitute-teacher's notebook is complete and visible

	special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.)	<ul style="list-style-type: none"> • Substitute complete satisfaction survey at the end of the assignment • Facilitates Parent Teacher Conferences 	
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LESSON PLANS - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain to. But at all costs, leave the substitute more than enough activities/material to keep the students busy. Always make a few extra copies.

If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

Make your expectations of the students clear - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with students to constantly remind them that if you do take an absence day, the class behaves properly. Make expectations of substitutes clear - Take the time to discuss expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

A substitute-teacher's notebook, for use by any sub who may be assigned to your class, will be required. The notebook's emergency lesson plans and classroom management information will help ensure that everything runs smoothly while you're gone.

The sub notebook, clearly labeled and easily accessible from your desk, containing the following materials:

- Copy of your school's bell schedule, including lunch schedules
- Updated copy of your classroom seating chart
- Updated copy of your roll sheet, including students with health needs identified
- Copy of your daily instructional schedule, including paraeducator or co-teacher if applicable
- Copy of your classroom rules/ procedures/ syllabus
- List of your most helpful and responsible students
- List of all classroom textbooks used and where they are shelved
- Simple map of the school facility and grounds, including emergency-exit routes
- List of the names, room numbers, and extensions of your closest fellow teachers
- List of the names and extensions of your school's administrative personnel
- List of the names, room numbers, and extensions of the nurse, counselor, etc.
- At least three broad, flexible lesson plans that can be used throughout the year

Article 5 - LEAVE

Section 1 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 2 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Section 3 Family and Medical Leave

North Platte Public Schools partners with CareWorks, an FMLA service provider. Employees are to contact CareWorks for FMLA absences and guidance. Employees may be referred to CareWorks for intermittent absences. Employees will be given additional guidance for contacting CareWorks. Refer to Appendix J. Employees are responsible for contacting CareWorks and submitting required documentation. Employees who fail to contact CareWorks or neglect to submit the requested documents may be subject to denial of FMLA and/ or disciplinary action.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA)

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use the 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A person is eligible if you have been employed with North Platte Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or North Platte Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District’s normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a

certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (available at your workplace or from the Human Resources Department) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on FMLA leave, contact Superintendent, at 308-696-3305.

Section 4 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt the operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 5 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available paid time off. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding.

Article 6 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of all North Platte Public School's positions.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

The North Platte School District uses an electronic time tracking system called District Time Management System to capture and record all non-exempt employee time records and all hourly paid supplemental position time. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance within the District.

District Time Management System shall be considered as the "official" record of the workday for these positions. Any disputes over actual hours worked or attendance will be resolved by referring to the District Time Management System records.

Section 2 Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leave, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the hours missed. Employees who are absent beyond allocated leave, including accrued leave, and do not meet the guidelines of FMLA will be given notice and an improvement plan put in place. If continued absences occur without leave, disciplinary action may be taken. When an employee is absent due to an illness and cannot return to work, the District will pay the employee's elected health insurance premium for up to 12 weeks, if the leave is approved with FMLA. .

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty.

Section 3 Arrival to Duty Assignments

Employees' work assignments may or may not be related to the regular school day. All employees are expected to know their duty dates and times and to be on time for work.

Administration have discretion, upon district approval, to adjust daily hours to accommodate building needs.

Section 4 Leaving School/Assignment

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 5 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Phones. Employees are not to use personal cell phones for any non-school purpose during duty time. Personal telephone calls shall not be made during duty time except in the event of an emergency. No personal long distance calls on school telephones will be authorized, except in an emergency.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using district vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all the rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of all parties the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment must be used only for school purposes. School equipment and other resources may not be used for personal purposes only as authorized by Board policy or contract. Policy No. 4016
3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Principal.
4. E-mail. Use of the District's email system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy (Policy No. 4026) and this handbook.
5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mailboxes are to be limited to communicate regarding school business.
6. Attire. It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear business casual clothing. In addition to business casual, staff should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Custodial and maintenance staff are provided with a uniform. If the employee terminates employment, their uniforms must be returned. Failure to return their uniform will result in a reduction of their final paycheck for the cost of the uniform.

7. Identification/Security. All employees are required to wear photo identification badges provided by the district so that staff and students can recognize them as employees.

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. Staff who are not regularly assigned a building will check-in and checkout through Raptor with their staff ID. If staff do not have their staff ID, they will need to present a state-issued ID to office staff and receive a printed name tag. Staff must have ID readily visible at all times during school hours. Staff who leave during the day, will be required to checkout through Raptor. District and Building Administration have the right to provide further guidance on the use of Staff Check-In and Out.

8. Visitors. Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. North Platte Public Schools has Raptor, a visitor management system to assist in identifying adults within the building. All visitors are required to check-in to the office by presenting a state-issued ID. A name tag will be given to the visitor with name and destination identified. All staff are responsible for checking that visitors have proper identification.

Section 6 Supervision of Students

Proper supervision of students is an important responsibility of all employees of the District. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
 - a. Report to all duty assignments on time.
 - b. Circulate through the duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
 - c. Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, the responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that the primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
 - d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be

confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

- e. Be careful when physically contacting students. Physical contact with students should be limited to that necessary to protect the student. Corporal punishment is prohibited in the school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalate tense situations.
- g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- a. Conduct periodic inspections of equipment under your control or in your area of supervision.
- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

4. Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The administration office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches: Office administration should be contacted to perform searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with

you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 7 Dispensing Medication Policy No. 6910

Medication will be administered only in accordance with the Medication Aide Act. Medications will not be administered during school hours except as necessary to provide appropriate educational services. Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Parents/guardians are encouraged to have medications given at home by the parent or by other responsible parties identified by the parent.

The school district reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the dosage recommended by standard pharmacological references or which could be prescribed in a manner which would eliminate the need for giving medication during school hours. The school district may at any time consult with the student’s physician with regard to any medication prescribed by the physician.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan.

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without a signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student’s name, name of medication, dosage needed, and time of dispensing the medication.

If a group of students is going on a field trip, the supervising teacher is to notify the Health Office of the trip a minimum of 48 hours in advance. The School Nurse will determine if the medical needs of one or more of the students will require that a health services staff member accompany the students. If it is not necessary for a health services staff member to accompany the students, but one or more of the students may need medication during the field trip, the school nurse will train the teacher about the procedures necessary for medication administration and documentation.

Section 8 Reporting Child Abuse Policy No. 5402

The district recognizes its obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In efforts to help prevent child abuse or neglect, school employees will learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Staff members will work cooperatively with law enforcement and/or the Child Protection Services (CPS) worker who is investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child at school when an interview is requested as part of an investigation of a child abuse report.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information within the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the exceptions to FERPA as noted in the Uninterrupted Scholars Act. The Uninterrupted Scholars Act permits educational institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency, when such agency is legally responsible for the welfare of the student or the student is the Ward of the Court or State.

Article 7 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

(Rule 27 – Regulations and Standards for Professional Practices Criteria)

The North Platte Public School District expects its employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee: Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's position exists for the purpose of serving the best interests of the school district's students and patrons, employees shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The employee bears responsibility for instilling an understanding of confidence in

the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services,

community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, Board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;

8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries – Policy No. 4028

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. All social media sites are subject to full disclosure to law enforcement and district administration.

The following non-exclusive list of actions will be regarded as a **violation** of the professional boundaries that employees are expected to maintain with a student:

- Using email, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades). North Platte Public Schools requires all direct messaging with students to be through district sponsored programs: NPPSD Google and NPPSD Remind.
- Engaging in social-networking friendships with a student on social media sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Policy No. 4026
- Engaging in sexual activity, a romantic relationship, or dating a student or former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).

- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties, gossiping, or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 Notification of Arrest, etc. Policy No. 4023

Employees must notify the Superintendent and direct supervisor within 24 hours of any of the following:

Arrest or Criminal Charges. Any employee that is placed under arrest, into physical custody, or receives a citation, summons, or complaint for any, and all, criminal offense violations where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- Violate Nebraska Department of Education Rule 24;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
- Would impact the responsibility to be a role model for students;
- Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
- Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- The arrest or alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

This does not include minor traffic law violations.

Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly (within 24 hours) notify Superintendent and direct supervisor of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination and reporting to the Professional Practices Commission.

Section 7 Employee Complaints or Concerns Policy No. 4240

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operation of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees

must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Administrator if the employee feels that they have experienced unlawful retaliation in any form.

Section 8 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Section 9 Safe Transportation Policy No. 5506

When driving a school vehicle, transporting students and/or conducting school business, employees are to abide by all the rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, employees are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Article 8 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace Policy No. 4009

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employee will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace Policy No. 1120

The use of tobacco products is prohibited in all buildings and all vehicles owned or under the control of the District. Use of tobacco products is also prohibited in any outdoor areas where others may be affected, including areas near the entry of buildings.

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), e-cigarettes, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Any violation of the tobacco-free policy by staff shall be referred to the appropriate supervisor. With the first offense, the supervisor will verbally remind the employee of the district policy and provide a written copy of the same to him or her. If a second offense occurs, a written notice of noncompliance with policy will be issued to the staff member with a copy placed in his or her personal file. Further violations shall be dealt with accordingly, based on established policies and procedures for probation, suspension, and dismissal of staff.

Section 3 Weapon-Free Workplace Policy No. 1130

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;

- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sandclub, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of the size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.
- k. The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Internet Use Policy No. 6800

A. Internet Safety Policy

It is the policy of North Platte Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). 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; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) 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.
4. 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.
5. 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.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

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 email 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: Use of the Internet and/or other computing resources for business-personal financial gain, profit, commercial advertising, or political lobbying, and researching inappropriate content is prohibited.
5. Occasional Use: The Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. This occasional use exception does allow individuals to conduct research of appropriate topics. Employees may not surf the net for purposes not directly related to their job during duty time. Personal use of the network is allowed during the following times:
 - a. before and after school or duty hours;
 - b. during the workday but during non-duty time (e.g. uninterrupted lunch period); and
 - c. brief, but not extensive use (limited duration), during a planning period.
6. Additionally use of the network is prohibited for personal use if that use:
 - a. Results in the interruption of others during the scheduled school day; and
 - b. Has an adverse effect on the proper operation of the network.

Note: Any employee who is uncertain about whether a specific instance of personal use is permitted, should check with his/her supervisor prior to engaging in that personal use.

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:

Users shall not use another person's name, login, password, or files for any reason, or allow another to use their password (except for authorized staff members).

- i. 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 copyrighted software without permission from the district technology department.
- 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 computers. 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.

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:

- vii. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- viii. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- ix. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use signatures on emails 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 emails that divulge protected confidential student information to unauthorized persons.
- x. to engage in or promote violations of student conduct rules.
- xi. to engage in illegal activity, such as gambling.
- xii. in a manner contrary to copyright laws.
- xiii. in a manner contrary to software licenses.

7. 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.
8. 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.
 - a. 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.
 - b. 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.
9. 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.
10. 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
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
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)
LB 512 (2017).

Section 5 Use of School Facilities Policy No. 1100

An employee who is issued school keys is expected to not lose their keys nor allow others to have access to or use his or her keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Supervisor.

Rentals of school facilities must adhere to Policy 3581 and the District Facility Contract. Contact the Business Manager for any questions regarding facility rental.

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

North Platte Public Schools strives to create a learning and working environment that is positive, welcoming and appropriate. Classrooms and work areas are to be clean and free of clutter. Staff must have approval before redecorating their assigned work area or classroom from their immediate supervisor, with final approval from Business Manager. Curtains and painting of assigned work areas must have approval of supervisor and Business Manager. Staff may not bring personal furniture and small appliances to their work area without prior approval. Personal coffee pots, microwaves, and refrigerators must have approval from Business Manager. Staff are to use only approved adhesives for walls, ceilings, and floors.

Staff may not use scented plug-ins or sprays that have not been approved by supervisor.

Questions regarding classroom décor should be directed to supervisor or Business Manager.

Section 7 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's

duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 8 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 8 Video Surveillance

The Board of Education has authorized the use of video cameras on 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 or designee.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a 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 building user and may also be provided to law enforcement agencies.

Section 9 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as nonpublic forums, meaning that the devices are not open for public use. School-all email is used for school purposes only, solicitations must be approved by the Superintendent or designee.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

Section 10 Copyright and Fair Use Policy

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Employees should seek assistance from administration if there are any questions regarding what may be copied.

Section 11 Lost and Found

Employees who find lost articles are asked to take them to the appropriate office, where the articles can be claimed by the owner.

Section 12 Safety and Security

Safety Program and Safety Committee: The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices: Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seat belts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. 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.
11. Complete yearly Professional Development on safety procedures

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Safe Driving: Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all the rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents: Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation: Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Section 14 Lice Guidelines

North Platte Public School Practice Guideline: Head Lice Update April 2015

Purpose:

1. Control the spread of a nuisance condition in the school setting.
2. Minimize absenteeism due to head lice.
3. Promote a partnership between the public school and parent/guardian in the management of head lice.
4. Promote a team approach to head lice management within the school.

General Information:

1. It should be assumed that head lice are in the community and schools at all times.
2. Head lice are considered to be a nuisance condition and are not a major public health concern.
3. Individual students should not be singled out for screening more often than called for in this practice guideline. Students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
4. School/home cooperation and communication is vital for prompt treatment and reducing absenteeism from school.
5. No treatment has been shown to be 100% effective in killing all the lice and nits. For this reason nit removal should be consistently emphasized.

Screening Recommendations:

When School staff, parent /guardian, or siblings report with and/or suspect lice:

1. Student, siblings, or household members will be checked with discretion and privacy and parent/guardian will be notified if lice or nits are found.

Classroom recommendations:

1. Nurse staff will check student or classroom before the end of the school day, as lice is not a medical emergency and students will remain at school.
2. Classroom will only be checked if 3 or more actual cases in the classroom or at the nurse's discretion. Current research does not support classroom screening as a method to stop head lice transmission.
3. When examining a classroom of students, the nurse will have the option of examining them in the classroom setting or in the nurse's office.
4. When screening in the classroom, the health staff, may request that children with head lice or suspicious findings come to the health office at a later time to protect their privacy.
5. Nurse will proceed by washing her hands before she begins the classroom exam and as needed throughout further exams. Hand washing will always be done when evidence of lice or a student's hair is excessively dirty. The nurse will part the hair into sections and will have the option of using fingers (with well-groomed nails), q-tips or tongue depressors.
6. Environmental lice sprays will not be used at school. Cleaners are harmful, since they can be absorbed through the skin, are an irritation to the lungs of some asthmatics, and may cause an allergic reaction.

Parent/Guardian of the student with live lice is to be contacted by staff the day lice are found.

Discuss that:

1. Live lice were found.
2. If only nits are found within ¼ inch from the scalp, this is evidence of lice, therefore proceed with phone call, parent education and student follow-up as needed.
3. Student will remain in the classroom and go home at the end of the day.
4. Parents/ guardians will have the option to pick up student earlier, if desired, to begin treatment.
5. Send home educational materials on lice treatment with parent/guardian.
6. Families can be referred to their medical provider for treatment recommendations.
7. Immediate treatment is necessary with a lice shampoo product
8. 2nd treatment is encouraged in 7-10 days
9. **Combing out the live lice and nits are essential to end the problem**
10. **Ongoing nit removal and checking head on a daily basis will be necessary after initial treatment for next 2 weeks.**
11. On return to school the student will be checked.
12. Extended absences due to head lice treatment and infestation will be considered unexcused. Necessary treatment should be initiated within 24 hours, and students return to school.
13. If treatment is not successful and live lice are found by visual inspection:
14. Call the parent/guardian to reinforce the steps of treatment.
15. Parent/Guardian will be **encouraged** to come to school to discuss the steps of treatment privately.
16. Student will be rechecked in 7-10 days to monitor progress.
17. Recurrent cases (i.e. evidence of live lice three or more times in a 6-8 week period or recurrent throughout school year)
 - a. Signs & symptoms of infestation-
 - i. When eight or more live lice visible upon hair inspection and/or eight live lice visible in hair without inspection
18. Lice falling out, student uncomfortable itching, scratching head and distracted from school work
19. Lice feces, dry scaly areas , several bites and open scratches on the scalp from itching noticed with visual inspection
 - a. Consultation between nurse and principal
 - i. Non-compliance or adequate treatment may be a concern
20. student may be excluded from school until visible live lice free
 - i. Lice supplies- (combs & shampoo) Nurse & Counselor coordinate

Staff education:

1. Practice guidelines were created from the CDC (Centers for Disease Control and prevention) and AAP (American Academy of Pediatrics) guidelines/standards.
2. Cases of head lice often increase after children have spent more time in the community, with friends and family such as at the beginning of the school year, after Christmas and Spring break. During these times school personnel are not available to identify and encourage lice treatment.
3. There is **no** known method to prevent lice.
4. Head lice do not hop, fly, or crawl long distances.
5. Head lice do not live "off" the body. They must maintain a constant warm temperature, dehydrate quickly, and will die within 48-72 hours if not in contact with a human head.
6. Person-to-person transfer occurs in head-to-head contact
7. Lice transmission in school is 1% (far less than the common cold) because schools rarely provide an opportunity for head to head contact.
8. Schools are often seen as the source of head lice because cases of head lice are often identified in the school setting; however the school setting is seldom the source of transmission.

9. Lice secrete chemicals that create an “itch” sensation. Itching may not develop for 3-6 weeks with a first case of lice. An itchy scalp may remain after treatment due to harsh chemicals used for treatment.
10. Nit removal is a difficult and timely process.
11. Pets in the classroom do not need to be treated and cannot maintain or transmit lice.
12. While not a common means of transference encourage children not to share or use their friends’ combs, brushes, hair ornaments, hats, caps, scarves, pillows or any other personal headgear.
13. Teach students to place their hats, mittens, and scarves inside coat/jacket sleeves before hanging on hooks or place coats/personal items in separate cubicles or backpacks.
14. A student usually has had lice for 30-45 days before lice are detected. At 30-45 days exposure to classmates has already occurred in most situations.
15. Classroom letters sent home not only provoke a crisis situation and unjustified panic, but they perpetuate the **myth** that lice are transmitted in schools and **schools are solely responsible for controlling head lice**.
16. Parents of children with head lice will be encouraged to talk to other parents of close friends and playmates.
17. Social stigma and shame can be devastating to students and their families. Social stigma and shame can have long lasting emotional effects. Families frustrated by treatment failure or re-infestations need a great deal of positive reinforcement and encouragement to gain control over the condition.
18. School staff may be informed of cases of lice on a need to know basis. Staff should be mindful that students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
19. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
20. Frequent parent education throughout the school year (ie. Newsletters) is necessary to increase parent knowledge, prevention awareness, and treatment options.
21. Provide head lice education within the classrooms as requested so students can understand head lice and what they can do to help prevent the spread of lice. The school nurse will be a resource.

Resources:

UNL Extension in Lancaster county- <http://lancaster.unl.edu/pest/lice/headlice030.shtml>

Iowa Department of Public Health-

http://www.idph.state.ia.us/idph_universalhelp/MainContent.aspx?TOCId=%7BB12D481C-0BE5-41CE-B1D2-4DDB754EF309%7D

CDC- <http://www.cdc.gov/parasites/lice/head/schools.html>

Section 15 Animal Management Guidelines

North Platte Public Schools ANIMAL MANAGEMENT GUIDELINES

I. General

North Platte Public Schools prohibits animals on campus, with few exceptions. State law also requires the District to minimize safety and health risks from all sources including animals. To maintain healthy and safe school facilities, the numbers of animals on school property must be minimized. Failure to do so creates liability associated with animal attacks, bites, infections from microbiological pathogens, and allergic reactions by sensitive individuals.

Animals can only be brought into high school biology classrooms unless directly related to curriculum. The use of classroom pets or mascots is prohibited. For “show-and-tell” activities, consider using photographs or videos.

II. Acquisition for Instructional Purposes

When acquired for laboratory teaching purposes, select the fewest number of appropriate animals for your specific needs. Do not acquire animals/organisms that are poisonous, aggressive, vicious, prone to biting, or that have unusual maintenance, dietary, or supervisory needs.

Laboratory animals must be certifiably disease free. This can be accomplished by purchasing from a reputable, licensed animal supply business, or obtaining a veterinarian’s examination and written certification.

III. Management

After acquisition, animals should be managed closely and used only for the purpose for which they were obtained. Do not loan them to others. Staff and students must be trained in handling and care procedures.

Never allow animals to roam free on campus or within rooms. They must be properly caged. Never permit them to be taken home, as this serves to extend the District’s liability in a way that we cannot control, and creates the need for another health examination before the animals can be readmitted on campus.

Be aware of and support the particular animal’s behavior and natural feeding and sleeping habits. For example, if a naturally nocturnal animal is forced to stay awake all day and be subjected to handling, this could have several adverse effects. Its health could deteriorate, rendering it more susceptible to infection by parasites and disease organisms, and the stress may make it more apt

Never permit anyone to tease or provoke animals, such as poking them with pencils or fingers through their cages. Supervise all student contact with animals!

IV. Personal Protection

Never permit staff or students to handle animals without appropriate gloves. Several biting incidents occur each year, typically involving snakes and rodents, and all are preventable by wearing gloves. Leather or rubber gloves are recommended.

V. Care and Maintenance of Laboratory Animals

Ensure adequate housing/habitats are provided and consistent with the laboratory animal's particular needs. Meet nutrition needs with correct amounts of recommended food for each species, supplied at correct intervals. Ensure continuing care through weekends and holiday periods.

Keep cages clean, routinely disposing of waste products and bedding materials. Do not throw these in the classroom trash can; they must be separately bagged and placed directly in the dumpster. Use kitty litter or other absorbent material to control urine. Remember that unclean cages breed bacteria, viruses, fungi, and other pests.

Animals not allowed in the Classroom (Principal has discretion on all animals in the classroom)
--

	Type of Animal Safety/Health Concern	
Small Animals	Raccoons	Not bred in captivity, unpredictable
	Squirrels	Not bred in captivity, unpredictable
	Bats	Rabies
	Wild Rodents	Unpredictable, biting
	Monkeys	Unpredictable, biting,
	Aggressive Rabbits	Unpredictable, biting
	Skunks	Rabies, biting
	Puppies, Kittens	Salmonella, campylobacter, bites, scratches, allergies
Snakes, Reptiles, Amphibians	Large Pythons	Biting, aggressive behavior
	Ball Pythons	Should not be held in captivity
	Lizards	Salmonella, difficult to care for
	Frogs	Salmonella
	Alligators and Caymans	Unpredictable, biting, salmonella
	Venomous snakes	Biting, Poison
	Turtles	Salmonella

Article 9 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination Policy No. 1200, 4003, 5401

North Platte Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights 8930 Ward Parkway Suite 2037 Kansas City, MO 34114 816-268-0550 FAX: 816-268-0550 TDD: 800-437-0833	The U.S. Equal Employment Opportunity Commission (EEOC) 108 L Street, N.W. Washington, D.C. 20507 800-669-4000 TDD: 800-669-6820
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A publication provided by the federal government concerning rights of non-discrimination is displayed at your workplace or a copy is available from the Human Resources Department.

To ensure compliance with complaints filed, the following steps will serve as guidance for reporting, investigations and follow-up.

1. All complaints made by students or staff regarding the conduct of staff members will be forwarded to the district's central office.
2. Complaints must also be forwarded to the School Resource Officer in order to ensure mandatory reporting requirements are met.
3. Once an allegation has been made and investigation is underway, the complainant, accused party, and the parents of both parties must be notified at the conclusion of the investigation as to the outcome.
4. Once the investigation is complete, regardless of the ultimate outcome, The District staff will follow up with the affected student(s) to assess whether the student(s) are suffering from adverse educational impacts or a hostile environment as a result of the reported incident and subsequent investigation. If necessary, the district will take appropriate remediation measures including, but not limited to, convening a student assistance team.

All investigative documents and evidence, including video if applicable, will be archived.

Section 2 Designation of Coordinators Policy No. 1200, 4003, 5401

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: North Platte Public Schools, 301 West F Street, North Platte, Nebraska 69101; Phone: (308) 535-7100:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Human Resource Director
Title IX	Discrimination or harassment based on sex; gender equity	Human Resource Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Human Resource Director Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent / Director Student Services
Safe and Drug Free Schools and Communities	Safe and drug free schools	Business Manager
Child Nutrition Services	Discrimination based on race, color, national origin, age, disability and sex	Business Manager

Section 2 Anti-discrimination & Harassment Policy (Policy Nos. 1200, 4003, 5401)

Policy of Non-Discrimination: The policy of North Platte Public Schools is to not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on race, color, religion, sex, age, marital status, disability, or national origin or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination: North Platte Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
 - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 3 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be

made verbally.

2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 4 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 5 Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 6 School Nutrition Programs

The District participates in the National School Nutrition Programs. Employees are expected to keep information about the participation of students in the program confidential.

Section 7 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

2019-2020 NPPSD School Calendar

July 2019							July							January 2020							January							
Su	M	Tu	W	Th	F	Sa	Independence day							Su	M	Tu	W	Th	F	Sa	1st-3rd	No School- Holiday						
1	2	3	4	5	6											1	2	3	4	5	6th	Start of 3rd Quarter/ 2nd Semester						
7	8	9	10	11	12	13								5	6	7	8	9	10	11	20th	No School - Professional Learning						
14	15	16	17	18	19	20								12	13	14	15	16	17	18								
21	22	23	24	25	26	27								19	20	21	22	23	24	25								
28	29	30	31											26	27	28	29	30	31									
August 2019							August							February 2020							February							
Su	M	Tu	W	Th	F	Sa	7th - 8th							Su	M	Tu	W	Th	F	Sa	12:00 Dismissal Adams ONLY							
4	5	6	7	8	9	10	New Teachers Report							2	3	4	5	6	7	8	13th	Parent/ Teacher Conferences - Adams (7th-8th)						
11	12	13	14	15	16	17	All Teachers Report							9	10	11	12	13	14	15	17th	Parent/ Teacher Conferences - High School						
18	19	20	21	22	23	24	First Day K-8th, 6th							16	17	18	19	20	21	22		No School - Professional Learning						
25	26	27	28	29	30	31	First Day 10th-12th							23	24	25	26	27	28	29								
September 2019							September							March 2020							March							
Su	M	Tu	W	Th	F	Sa	2nd							Su	M	Tu	W	Th	F	Sa	Start of 4th Quarter							
1	2	3	4	5	6	7	No School - Holiday							1	2	3	4	5	6	7	12th	No School Elementary/ Madison ONLY - P/T Conferences						
8	9	10	11	12	13	14	No School - Professional Learning							8	9	10	11	12	13	14	13th	No School - Elementary and Madison P/T Conferences/						
15	16	17	18	19	20	21	Parent/ Teacher Conferences - High School							15	16	17	18	19	20	21	16th	No School Adams and High School - Secondary Trade						
22	23	24	25	26	27	28	12:00 Dismissal Adams ONLY							22	23	24	25	26	27	28		No School - Professional Learning						
29	30						Parent/ Teacher Conferences - Adams (7th-8th)							29	30	31					10th	3rd Quarter - Elementary & Madison 43 days/ Adams 42.5 days/ Secondary 43 days						
October 2019							October							April 2020							April							
Su	M	Tu	W	Th	F	Sa	14th							Su	M	Tu	W	Th	F	Sa	12:00 Dismissal Adams ONLY							
	1	2	3	4	5	21st	No School - Professional Learning									1	2	3	4		9th	Parent/ Teacher Conferences - Adams (7th-8th)						
6	7	8	9	10	11	12	Start of 2nd quarter							5	6	7	8	9	10	11	10th-13th	No School - Holiday						
13	14	15	16	17	18	19	No School Elementary/ Madison ONLY - P/T Conferences							12	13	14	15	16	17	18	14th	No School - Professional Learning						
20	21	22	23	24	25	26	No School - Elementary and Madison P/T Conferences/							19	20	21	22	23	24	25	16th	Parent/ Teacher Conferences - High School						
27	28	29	30	31			1st Quarter - Elementary & Madison 42 days/ Adams 41.5 days and HS 41 days							26	27	28	29	30										
November 2019							November							May 2020							May							
Su	M	Tu	W	Th	F	Sa	7th							Su	M	Tu	W	Th	F	Sa	Graduation							
3	4	5	6	7	8	9	Parent/ Teacher Conferences - High School							3	4	5	6	7	8	9	20th	End of 4th Quarter - Students Last Day						
10	11	12	13	14	15	16	No School - Professional Learning							10	11	12	13	14	15	16	21st	No School - Professional Learning						
17	18	19	20	21	22	23	12:00 Dismissal Adams ONLY							17	18	19	20	21	22	23	20th, 26th, 27th	Possible Snow Day Make-up Days						
24	25	26	27	28	29	30	Parent/ Teacher Conferences - Adams (7th-8th)							24	25	26	27	28	29	30		4th Quarter - Elementary & Madison 45 days/ Adams 46.5 days/ Secondary 48 days/ Semester - Elementary & MS 88 days/ Secondary 89 days						
December 2019							December							June 2020							June							
Su	M	Tu	W	Th	F	Sa	19th							Su	M	Tu	W	Th	F	Sa	Elementary and Middle School Days - 168 days							
1	2	3	4	5	6	7	End of Quarter							7	8	9	10	11	12	13		Secondary Days - 168 days						
8	9	10	11	12	13	14	No School - Professional Learning							14	15	16	17	18	19	20								
15	16	17	18	19	20	21	No School - Holiday							21	22	23	24	25	26	27								
22	23	24	25	26	27	28	2nd Quarter - Elementary & Madison 38 days/ Adams 38.5 days/ HS 38 days							28	29	30												
29	30	31					Semester - Elem. & MS 80 days HS 80 days																					

Color Code

No School - Professional Learning

Quarter Start or End

Parent/ Teacher Conferences

Secondary Trade Day

No School - Holiday

Color Code	
No School - Professional Learning	
Quarter Start or End	
Parent/ Teacher Conferences	
Secondary Trade Day	
No School - Holiday	

NORTH PLATTE PUBLIC SCHOOLS ASBESTOS NOTIFICATION

North Platte School District's parents, guardians, teachers and employee organizations are informed of the following.

The Environmental Protection Agency's regulation Asbestos Containing Materials in Schools (40 CFR Part 763) requires each school building to maintain a complete copy of their Asbestos Management Plan with up to date inspections in the Administration Office. Building employees, hired contractors, occupants and occupants' parents or legal guardians must be informed once a year of asbestos related activities conducted, in progress, or scheduled within that year.

The school is required to have a State of Nebraska accredited Asbestos Inspector conduct a re inspection every 3 years of known or assumed asbestos containing materials within our school buildings to insure asbestos containing materials are maintained in good condition. Inspections do not disrupt class times or class scheduling. And every 6 months after the re-inspection, required periodic surveillance are conducted by an adequately trained person.

The Management Plan for our school district is available for review to all school personnel, public, state and federal representatives during normal business hours with proper notice.

Airborne asbestos contamination in buildings can be a significant environmental problem and you can be assured that we are in compliance with all relevant regulations.

For asbestos questions or information, please contact the school's designated person at (308) 535-7100 or the Environmental Protection Agency- Region VII office at (800) 471-7127 or go to their web site at www.epa.gov/asbestos/asbestos-in-schools.

North Platte Public Schools						
B E N E F I T S						
Category		Positions	BCBS Health Insurance	Term Life (60 day Waiting Period)	LTD	Section 125
A		Directors	Single	Paid	Yes	Yes
	Salary Range	Classified	Single	Paid	Yes	Yes
	Hourly Rate Schedule	Maintenance	Single	Paid	Paid	Yes
	Hourly Rate	Custodial	Single	Paid	Paid	Yes
	Hourly Rate	Part Time Custodian				
B	Clerical Salary Schedule	10 Month Administrative Assistant	Single	Paid	Yes	Yes
C	Hourly Rate	9 Month Custodian				
	Salary Schedule	Paraprofessionals	Per Negotiated Agreement			Yes
	Hourly Rate	Floater Custodian				
D	Hourly Rate	Temporary Maintenance				

North Platte Public Schools			
Compensation Schedule			
Secretarial Positions			
2019-2020			
	HS Registrar	HS Guidance	Superintendent
	HS Associate Principal	Activity Director	Curriculum
	MS Guidance	Maintenance	Business Manager
	HS/MS Attendance	Technology	Human Resources
	Elementary	e	Certified Payroll Bookkeeper
		[Classified Payroll Bookkeeper
			Student Services
			HS Principal/IC
	A	B	C
1.0	18.77	20.06	22.66
2.0	19.15	20.46	23.04
3.0	19.55	20.84	23.44
4.0	19.93	21.22	23.82
5.0	20.34	21.62	24.20
6.0	20.72	22.00	24.60
7.0	21.10	22.40	24.98
8.0	21.50	22.78	25.38
9.0	21.88	23.16	25.76
10.0	22.26	23.56	26.14
11.0	22.66	23.94	26.54
12.0	23.04	24.35	26.92
13.0	23.44	24.73	27.30

NORTH PLATTE PUBLIC SCHOOLS								
Classified Staff (excluding Clerical, Paraprofessional, Maintenance & Custodial)								
2019-2020								
	Entry Level:	\$202.14						
	Index - Vertical:	5.00%						
	Horizontal :	4.00%						
Degree		Support	AA/Training	BA/BS	BA/BS	BA/BS	BA/BS	MA/MS
					9	18	27	
Level	Increase	0.80%	0.96%	1.00%	1.04%	1.08%	1.12%	1.16%
		0	0	1	10	19	28	100
1.0	1.00%	\$13.90	\$24.26	\$25.27	\$26.28	\$27.29	\$28.30	\$29.31
2.0	1.05%	\$15.16	\$25.52	\$26.53	\$27.54	\$28.55	\$29.56	\$30.57
3.0	1.10%	\$16.17	\$26.53	\$27.54	\$28.55	\$29.56	\$30.57	\$31.58
4.0	1.15%	\$17.18	\$27.54	\$28.55	\$29.56	\$30.57	\$31.58	\$32.59
5.0	1.20%	\$18.19	\$28.55	\$29.56	\$30.57	\$31.58	\$32.59	\$33.60
6.0	1.25%		\$29.56	\$30.57	\$31.58	\$32.59	\$33.60	\$34.62
7.0	1.30%			\$31.58	\$32.59	\$33.60	\$34.62	\$35.63
8.0	1.35%				\$33.60	\$34.62	\$35.63	\$36.64
9.0	1.40%					\$35.63	\$36.64	\$37.65
10.0	1.45%						\$37.65	\$38.66
11.0	1.50%							\$39.67

Para-Educators

	August 1, 2017-July 31, 2018				August 1, 2018-July 31, 2019			
	Category				Category			
Level	1	2	3		1	2	3	
1	10.75	12.45	15.98		11.00	12.70	16.23	
2	10.95	12.70	16.32		11.20	12.95	16.57	
3	11.19	13.00	16.71		11.44	13.25	16.96	
4	11.44	13.30	17.12		11.69	13.55	17.37	
5	11.70	13.60	17.52		11.95	13.85	17.77	
6	11.94	13.90	17.79		12.19	14.15	18.04	
7	12.19	14.20	18.19		12.44	14.45	18.44	
8	12.45	14.49	18.72		12.70	14.74	18.97	
9	12.69	14.80	19.13		12.94	15.05	19.38	
10	12.94	15.09	19.53		13.19	15.34	19.78	
11	13.19	15.40	19.92		13.44	15.65	20.17	
12	13.43	15.70	20.34		13.68	15.95	20.59	
13	13.68	15.99	20.71		13.93	16.24	20.96	
Level Does not equal years in district								
All placement will be at the discretion of Human Resources with input from building principals, facilitators, and directors.								
Category								
1: Building / Program Support								
a. Staff assigned to this category do not provide direct individualized support to identified students.								
b. Staff are assignable to classrooms and programs by building principals, supervisors, and/ or Directors.								
May include: Classroom, Library, Office, Accompanist, Kids Klub, Special Education (cased upon assignment and students being served), Title								
2: Focused Student Support								
a. Staff assigned to this category provide focused support to students with special needs or behavior needs as identified by Individualized Education Plan (IEP), behavior plans, or discretion of building principal, supervisor, or Directors.								
b. Kids Klub staff assigned to this category are assigned to specific sites and are tasked with managing staff and students without direct supervisory support. These staff members serve the role as Coordinator or Co-Coordinator.								
c. Staff assigned to this category may be required to have additional certification such as bus driving, CPI, and/ or other certification as identified by administration.								
May include: Special Education Bus Driver, Kids Klub Coordinator, Job Coach, Health, ISS, Behavior Support, Special Education (cased upon assignment and students being served)								
3: Specialized Support								
a. Staff assigned to this category provides specialized medical licensure as required by needs of student.								
b. Staff assigned to this category provide specialized support as required by language interpretation for students.								
May Include: LPN, Sign Language Interpreter, ELL								
Notes:								
Certified Para will be paid hourly rate of substitute according to Substitute Handbook. Staff must have required credentials								
Substitute Para will be paid at Level 5 experience level in category 1.								

North Platte Public Schools	
Maintenance/Custodial Starting Wage	
2019-2020	
Positions	Starting Wage
Maintenance	\$15.90
Lead Custodian	\$14.90
Custodian	\$14.40
Part Time Custodian	\$11.00
9 Month Custodian	\$11.00
Temporary Maintenance	\$11.00
Bus Drivers	\$16.10
MS Bus Drivers per trip	\$21.80
Summer Maintenance Staff Receive a .50 increase when they return	

North Platte Public Schools			
Holidays for the 2019-2020 School Year			
Holiday	Date Observed	Day of the Week	Designated Holiday
Independence Day	July 4, 2019	Thursday	7/4/2019
Labor Day	September 2, 2019	Monday	9/2/2019
Thanksgiving	November 28, 2019	Thursday	11/28/2019
Day After Thanksgiving	November 29, 2019	Friday	11/29/2019
Designated Day	December 23, 2019	Monday	12/23/2019
Christmas Eve	December 24, 2019	Tuesday	12/24/2019
Christmas Day	December 25, 2019	Wednesday	12/25/2019
New Years Eve	December 31, 2019	Tuesday	12/31/2019
New Years Day	January 1, 2020	Wednesday	1/1/2020
Spring Break	April 10, 2020	Friday	4/10/2020
Memorial Day	May 25, 2020	Monday	5/25/2020

APPENDIX J

	ParaEducator	Classified (Clerical, Custodial, Maintenance, Technology, Other)	Teacher	Administrator 215	Administrator 261
Bereavement - Must identify relationship in Notes	40 hours per occurrence Spouse, Children and their spouses, parent, step-parent, parent-in-law, step-children, siblings, individuals living in the same household 16 hours per occurrence brother/ sister-in-law, grandparent, niece, nephew, aunt, and uncle 8 hours (Total) Friend or extended family	40 hours per occurrence Spouse, Parent/ Parent-in-law, Stepmother/Stepfather or Stepmother-in-law/ Stepfather-in-law, Child, Stepson/ Stepdaughter, Son-in-law/ Daughter-in-law, Grandchild, Brother/Sister 16 hours per occurrence Brother-in-law/Sister-in- law, Grandparents Niece, Nephew, Aunt and Uncle, Person living in the home of the employee 8 hours (Total) Friend or extended family	Five days per occurrence spouse, parent, parents-in-law, child, son-in-law, daughter-in-law, grandchild, or legal dependent. Two days per occurrence brother, sister, brother-in-law, sister-in-law, grandparents, niece, nephew, aunt, or uncle. One day (Total) One friend/ extended family per year	Five days per occurrence spouse, parent, parents-in-law, child, son-in-law, daughter-in-law, grandchild, or legal dependent. Two days per occurrence brother, sister, brother-in-law, sister-in-law, grandparents, niece, nephew, aunt, or uncle. One day (Total) One friend/ extended family per year	Five days per occurrence spouse, parent, parents-in-law, child, son-in-law, daughter-in-law, grandchild, or legal dependent. Two days per occurrence brother, sister, brother-in-law, sister-in-law, grandparents, niece, nephew, aunt, or uncle. One day (Total) One friend/ extended family per year
Inservice/ Staff Development - DO NOT SUBMIT on AESOP until approved first - Identify in Notes ***	TBD - prior approval by principal or supervisor and HR	TBD - prior approval by principal or supervisor and HR	TBD - prior approval by principal or supervisor and HR	TBD - prior approval by principal or supervisor and HR	TBD - prior approval by principal or supervisor and HR
Jury Duty Communicate with HR and Principal	Must contact principal or supervisor and HR	Must contact principal or supervisor and HR	Must contact principal or supervisor and HR	Must contact principal or supervisor and HR	Must contact principal or supervisor and HR
Personal Leave	NA	NA	3 days (must give five days prior notice and note pay deduct days)	3 days	3 days

	ParaEducator	Classified (Clerical, Custodial, Maintenance, Technology, Other)	Teacher	Administrator 215	Administrator 261
Vacation Leave	NA	NA	NA	NA	20 days
Personal Time Off (PTO)	2 days (may accumulate up to 4 days) *May use PTO for snow days	12 Month Employees 0-11 Months - 9 hrs/ monthly (max 108 hrs) 12-59 Months - 14 hrs (max 168 hrs) 60-119 Months - 16 hrs (max 192 hrs) 120+ Months - 18 hrs (max 216 hrs) 10 Month Clerical 32 hrs max (July 1st)	NA	NA	NA
School Activity - Must be identified in Comments	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable
Sick (-HR may ask for clarification - if more than three days then refer to FMLA)	*Must be scheduled at least 25 hrs/ week 1 day/ month based on scheduled daily hours (max 600 hours)	Refer to Classified Handbook based upon Category placement (A - 8, B - 6, C - 5) (max 600 hours)	10 days annually (max 75 days)	10 days annually (max 75 days)	10 days annually (max 75 days)
Donated Sick Leave (Classified may donate to classified, and certified donate to certified)	Refer to Classified Handbook: cancer, heart attack/ surgery or heart surgery, accident or injury that requires immediate medical attention, terminal illness, major organ transplant, stroke, tumor (Up to 600 hours)	Refer to Classified Handbook: cancer, heart attack/ surgery or heart surgery, accident or injury that requires immediate medical attention, terminal illness, major organ transplant, stroke, tumor (Up to 600 hours)	Refer to Negotiated Agreement: cancer, heart attack/ heart surgery, accident or injury that required immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ transplant, stroke, tumor (Max 60 days)		

Administration**(Reviewed June, 27, 2019)**

Each Employee of the District is ultimately responsible to the Superintendent and, through him/her, to the Board of Education. Patrons and personnel shall refer matters needing administrative attention to the appropriate personnel as outlined below.

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the next steps if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The next step is for the complainant to speak to the person's direct supervisor.
3. The next step is for the complainant to speak to the building principal.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
4. The next step is for the complainant to speak to the building principal's supervisor.
 - a. Complaints about the operations of the school district or a building principal should be submitted to the following department supervisors:
 1. If it concerns students, speak to the director of student services
 2. If it concerns adults, speak to the director of human resources
 3. If it concerns program, curriculum, instruction, and assessment, speak to the directors of teaching and learning.
 4. If it concerns special education, speak to the director of special education
 5. If it concerns Kids Klub, speak to the director of Kids Club
 6. If it concerns facilities and maintenance, speak to the director of facilities
 7. If it concerns technology, speak to the director of technology

5. The next step for the complainant is to speak to the executive director of operations or the superintendent.
 - a. Complaints about the operations of the school district or department supervisory should be submitted in writing to the superintendent of schools.
 - b. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age. 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:

1. Determine whether the complainant has discussed the matter with the staff member involved.
 - a. 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.
 - b. 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.
2. Strongly encourage the complainant to reduce his or her concerns to writing.
3. Interview the complainant to determine:
 - a. All relevant details of the complaint;
 - b. All witnesses and documents which the complainant believes support the complaint;
 - c. The action or solution which the complainant seeks.
4. 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.

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.

1. This appeal must be in writing.
2. 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.

3. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
4. 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.

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.

1. This appeal must be in writing.
2. 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.
3. 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.
4. 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.
5. There is no appeal from a decision of the board.

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, 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.

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:

1. Determine whether the complainant has discussed the matter with the superintendent.
 - a. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

- b. 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.
2. Strongly encourage the complainant to reduce his or her concerns to writing.
3. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
4. 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. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) 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.

Adopted on: October 8, 2018

Reviewed on: June 28, 2019

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of North Platte Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). 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; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) 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 access to inappropriate information via the Internet or other electronic communication. 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.
4. 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.

5. 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.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

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.

Occasional Use: The Superintendent or designee determines that personal use of the network is allowed during designated times. This occasional use exception does allow individuals to conduct research of appropriate topics. Employees may not surf the net for purposes not directly related to their job during duty time. Personal use of the network is allowed during the following times:

1. before and after school or duty hours;
2. during the workday but during non-duty time (e.g. uninterrupted lunch period); and
3. brief, but not extensive use (limited duration), during a planning period.

Additionally, use of the network is prohibited for personal use if that use:

4. Results in the interruption of others during the scheduled school day; and has an adverse effect on the proper operation of the network.

Note: Any employee who is uncertain about whether a specific instance of personal use is permitted, should check with his/her supervisor prior to engaging in that personal use.

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~~ **business** 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 unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.~~

~~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 Internet 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:
 - 1. 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).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. 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.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. 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:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. 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.
 - 4. to engage in or promote violations of student conduct rules.

5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
4. 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.
 5. 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.

6. 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.
7. 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
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
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) LB 512 (2017).

Adopted:

June 12, 2017

Revised:

October 8, 2018

Date of Review June 27, 2019

North Platte Public Schools
Addition to Employee Code of Conduct
Appendix "I"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the North Platte Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the North Platte Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by North Platte Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of North Platte Public Schools 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 North Platte Public Schools, any of its employees, or any institution providing network access to North Platte Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

North Platte Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of the North Platte Public Schools community understand and agree to these rules of conduct, North Platte Public Schools 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 North Platte Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of North Platte Public Schools 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 North Platte Public Schools, any of its employees, or any institution providing network access to North Platte Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

North Platte Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members the North Platte Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by North Platte Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as e-mail and the Internet. I understand that this free access is designed for educational purposes. I understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold North Platte Public Schools responsible for materials acquired or sent via the network.

I agree not to hold North Platte Public Schools, any of its employees, or any institution providing network access to North Platte Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

2019-2020 NPPSD School Calendar

July 2019							July		January 2020							January	
Su	M	Tu	W	Th	F	Sa	4th	Independence day	Su	M	Tu	W	Th	F	Sa	1st-3rd	No School- Holiday
	1	2	3	4	5	6						1	2	3	4	6th	Start of 3rd Quarter/ 2nd Semester
7	8	9	10	11	12	13			5	6	7	8	9	10	11	20th	No School - Professional Learning
14	15	16	17	18	19	20			12	13	14	15	16	17	18		
21	22	23	24	25	26	27			19	20	21	22	23	24	25		
28	29	30	31						26	27	28	29	30	31			
August 2019							August		February 2020							February	
Su	M	Tu	W	Th	F	Sa	7th - 8th	New Teachers Report	Su	M	Tu	W	Th	F	Sa	6th	12:00 Dismissal Adams ONLY
				1	2	3	13th-16th	All Teachers Report							1		Parent/ Teacher Conferences - Adams (7th-8th)
4	5	6	7	8	9	10	19th	First Day K-8th, 9th	2	3	4	5	6	7	8	13th	Parent/ Teacher Conferences - High School
11	12	13	14	15	16	17	20th	First Day 10th-12th	9	10	11	12	13	14	15	17th	No School - Professional Learning
18	19	20	21	22	23	24			16	17	18	19	20	21	22		
25	26	27	28	29	30	31			23	24	25	26	27	28	29		
September 2019							September		March 2020							March	
Su	M	Tu	W	Th	F	Sa	2nd	No School - Holiday	Su	M	Tu	W	Th	F	Sa	9th	Start of 4th Quarter
1	2	3	4	5	6	7	16th	No School - Professional Learning	1	2	3	4	5	6	7	12th	No School Elementary/ Madison ONLY - P/T Conferences
8	9	10	11	12	13	14	19th	Parent/ Teacher Conferences - High School	8	9	10	11	12	13	14	13th	No School - Elementary and Madison P/T Conferences/
15	16	17	18	19	20	21	26th	12:00 Dismissal Adams ONLY	15	16	17	18	19	20	21		No School Adams and High School - Secondary Trade
22	23	24	25	26	27	28		Parent/ Teacher Conferences - Adams (7th-8th)	22	23	24	25	26	27	28	16th	No School - Professional Learning
29	30								29	30	31						3rd Quarter - Elementary & Madison 43 days/
																	Adams 42.5 days/ Secondary 43 days
October 2019							October		April 2020							April	
Su	M	Tu	W	Th	F	Sa	14th	No School - Professional Learning	Su	M	Tu	W	Th	F	Sa	9th	12:00 Dismissal Adams ONLY
		1	2	3	4	5	21st	Start of 2nd quarter				1	2	3	4		Parent/ Teacher Conferences - Adams (7th-8th)
6	7	8	9	10	11	12	24th	No School Elementary/ Madison ONLY - P/T Conferences	5	6	7	8	9	10	11	10th-13th	No School - Holiday
13	14	15	16	17	18	19	25th	No School - Elementary and Madison P/T Conferences/	12	13	14	15	16	17	18	14th	No School - Professional Learning
20	21	22	23	24	25	26		No School Adams and High School - Secondary Trade	19	20	21	22	23	24	25	16th	Parent/ Teacher Conferences - High School
27	28	29	30	31				1st Quarter - Elementary & Madison 42 days/	26	27	28	29	30				
								Adams 41.5 days and HS 41 days									
November 2019							November		May 2020							May	
Su	M	Tu	W	Th	F	Sa	7th	Parent/ Teacher Conferences - High School	Su	M	Tu	W	Th	F	Sa	17th	Graduation
					1	2	11th	No School - Professional Learning						1	2	20th	End of 4th Quarter - Students Last Day
3	4	5	6	7	8	9	14th	12:00 Dismissal Adams ONLY	3	4	5	6	7	8	9	21st	No School - Professional Learning
10	11	12	13	14	15	16		Parent/ Teacher Conferences - Adams (7th-8th)	10	11	12	13	14	15	16	22nd, 26th, 27th	Possible Snow Day Make-up Days
17	18	19	20	21	22	23	27th-29th	No School - Holiday	17	18	19	20	21	22	23		4th Quarter - Elementary & Madison 45 days/
24	25	26	27	28	29	30			24	25	26	27	28	29	30		Adams 45.5 days/ Secondary 46 days
									31								Semester - Elementary & MS 88 days/ Secondary 89 days
December 2019							December		June 2020							June	
Su	M	Tu	W	Th	F	Sa	19th	End of Quarter	Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7	20th	No School - Professional Learning		1	2	3	4	5	6		Elementary and Middle School Days - 168 days
8	9	10	11	12	13	14	23rd-31st	No School- Holiday	7	8	9	10	11	12	13		Secondary Days - 169 days
15	16	17	18	19	20	21		2nd Quarter - Elementary & Madison 38 days/	14	15	16	17	18	19	20		
22	23	24	25	26	27	28		Adams 38.5 days/ HS 39 days	21	22	23	24	25	26	27		
29	30	31						Semester - Elem. & MS 80 days HS 80 days	28	29	30						

Color Code	
No School - Professional Learning	
Quarter Start or End	
Parent/ Teacher Conferences	
Secondary Trade Day	
No School - Holiday	

2020-2021 NPPSD School Calendar

July 2020							July		January 2021							January	
Su	M	Tu	W	Th	F	Sa	4th	Independence day	Su	M	Tu	W	Th	F	Sa	1st	No School- Holiday
														1	2	4th	Start of 3rd Quarter/ 2nd Semester
5	6	7	8	9	10	11			3	4	5	6	7	8	9	18th	No School - Professional Learning
12	13	14	15	16	17	18			10	11	12	13	14	15	16		
19	20	21	22	23	24	25			17	18	19	20	21	22	23		
26	27	28	29	30	31				24	25	26	27	28	29	30		
									31								
August 2020							August		February 2021							February	
Su	M	Tu	W	Th	F	Sa	5th - 6th	New Teachers Report	Su	M	Tu	W	Th	F	Sa	11th	12:00 Dismissal Adams ONLY
						1	11th-14th	All Teachers Report		1	2	3	4	5	6		Parent/ Teacher Conferences - Adams (7th-8th)
2	3	4	5	6	7	8	17th	First Day K-8th, 9th	7	8	9	10	11	12	13	15th	No School - Professional Learning
9	10	11	12	13	14	15	18th	First Day 10th-12th	14	15	16	17	18	19	20	18th	Parent/ Teacher Conferences - High School
16	17	18	19	20	21	22			21	22	23	24	25	26	27		
23	24	25	26	27	28	29			28								
30	31																
September 2020							September		March 2021							March	
Su	M	Tu	W	Th	F	Sa	7th	No School - Holiday	Su	M	Tu	W	Th	F	Sa	8th	Start of 4th Quarter
							14th	No School - Professional Learning		1	2	3	4	5	6	11th	No School Elementary/ Madison ONLY - P/T Conferences
6	7	8	9	10	11	12	17th	Parent/ Teacher Conferences - High School	7	8	9	10	11	12	13	12th	No School - Elementary and Madison P/T Conferences/
13	14	15	16	17	18	19	24th	12:00 Dismissal Adams ONLY	14	15	16	17	18	19	20		No School Adams and High School - Secondary Trade
20	21	22	23	24	25	26		Parent/ Teacher Conferences - Adams (7th-8th)	21	22	23	24	25	26	27	15th	No School-Holiday
27	28	29	30						28	29	30	31				16th	No School - Professional Learning
October 2020							October		April 2021							April	
Su	M	Tu	W	Th	F	Sa	12th	No School - Professional Learning	Su	M	Tu	W	Th	F	Sa	1st	12:00 Dismissal Adams ONLY
							19th	Start of 2nd Quarter						1	2	3	Parent/ Teacher Conferences - Adams (7th-8th)
4	5	6	7	8	9	10	22nd	No School Elementary/ Madison ONLY - P/T Conferences	4	5	6	7	8	9	10	2nd	No School-Holiday
11	12	13	14	15	16	17	23rd	No School - Elementary and Madison P/T Conferences/	11	12	13	14	15	16	17	5th	No School-Holiday
18	19	20	21	22	23	24		No School Adams and High School - Secondary Trade	18	19	20	21	22	23	24	6th	No School - Professional Learning
25	26	27	28	29	30	31		1st Quarter - Elementary & Madison 42 days/ Adams 41.5 days and HS 41 days	25	26	27	28	29	30		8th	Parent/ Teacher Conferences - High School
November 2020							November		May 2021							May	
Su	M	Tu	W	Th	F	Sa	12th	Parent/ Teacher Conferences - High School	Su	M	Tu	W	Th	F	Sa	9th	Graduation
1	2	3	4	5	6	7	13th	No School - Professional Learning							1	18th	End of 4th Quarter - Students Last Day
8	9	10	11	12	13	14	19th	12:00 Dismissal Adams ONLY	2	3	4	5	6	7	8	19th	No School - Professional Learning
15	16	17	18	19	20	21		Parent/ Teacher Conferences - Adams (7th-8th)	9	10	11	12	13	14	15	20th-24th	Possible Snow Day Make-up Days
22	23	24	25	26	27	28	25th-27th	No School - Holiday	16	17	18	19	20	21	22		4th Quarter - Elementary & Madison 45 days/ Adams 45.5 days/ Secondary 46 days Semester - Elementary & MS 88 days/ Secondary 89 days
29	30								23	24	25	26	27	28	29		
									30	31							
December 2020							December		June 2021							June	
Su	M	Tu	W	Th	F	Sa	17th	End of Quarter	Su	M	Tu	W	Th	F	Sa		
							18th	No School - Professional Learning									Elementary and Middle School Days - 168 days Secondary Days - 169 days
6	7	8	9	10	11	12	21st-31st	No School- Holiday	6	7	8	9	10	11	12		
13	14	15	16	17	18	19		2nd Quarter - Elementary & Madison 38 days/ Adams 38.5 days/ HS 39 days	13	14	15	16	17	18	19		
20	21	22	23	24	25	26		Semester - Elem. & MS 80 days HS 80 days	20	21	22	23	24	25	26		
27	28	29	30	31					27	28	29	30					

Color Code	
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Secondary Trade Day	
No School - Holiday	

I move pursuant to Section 84-1410 of the Reissue of the Revised Statutes of 1992, known as the Nebraska Public Meetings Law, that the Board hold a closed session with

Names: _____

For the purpose of discussion of the following items;

Real Estate

Personnel Matters

Strategy session related to possible litigation

Collective bargaining

I further move that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s), and that strategy sessions with respect to real estate, litigation, and collective bargaining are specifically authorized by the Nebraska Public Meetings Law.